West Valley College
2011-2012
Catalog

West Valley College
14000 Fruitvale Avenue
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The West Valley-Mission Community College District does not discriminate on the basis of race, color, national origin, sexual orientation or handicap in educational programs and activities.

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

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Dear Students,

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

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

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

2. *West Valley College*

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

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

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

Warm regards,

Lori Gaskin, Ph.D.
President
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**Attention all students:** IMPORTANT FEE INFORMATION: Enrollment fees for community colleges are set by the state of California. A fee increase is in effect beginning fall 2011. Thank you very much for your cooperation.

**Students registering for fall 2011** have a specific period to pay for their classes. See schedule of classes for list of payment dates. Beginning Winter 2012, all registration fees must be paid at the time of registration to secure your place in class. For more information regarding fees and payment due dates, please refer to the college website westvalley.edu/ and My WebServices. Thank you for making a commitment to your education.

**PHOTOGRAPHS:** West Valley College, a non-profit educational institution, reserves the right to use photography, video, and audio recordings of students and visitors, aged 18 and older, taken or recorded on our property or at college-sponsored events for marketing and promotional purposes. Requests and permission to use specific photographs should be made in writing to the attention of: Graphics/Marketing Dept., West Valley College, 14000 Fruitvale Avenue, Saratoga, CA 95070

This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/.
College Calendar

2011 Summer Session

4 Weeks  June 6 - June 30
6 Weeks  June 6 - July 14
8 Weeks  June 6 - July 28
6 Weeks  June 20 - July 28
4 Weeks  June 20 - July 14

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

Wednesday, May 5
Registration begins
New transfer and former students by priority and continuing students who may have missed their priority

Monday, June 6, June 20
First day of classes
Add Deadline 10% of total days of class session
Drop without a "W" with a refund 10% of total days of class sessions
Drop with "W"/Letter grade issued after this date. Figure the deadline by determining 75% of total days of class session

Final exam - Last day of class

Campus Closed  Non Instructional Days

Monday, July 4
Fourth of July Holiday

2011 Fall Session

August 29 - December 17
Wednesday, April 13 - Saturday, April 30
Web reg for continuing students

Sunday, May 1
New student registration begins

Monday, August 29
Instruction begins

Friday, September 9
Last day to add a semester-length class

Friday, September 9
Last day to drop without a "W" and get a refund

Friday, September 16
Last day to drop a semester-length class with no notation on Academic Record and no refund

Friday, November 18
Last day to drop a semester-length class with a "W"

Monday, Dec. 12 - Saturday, Dec. 17
Fall semester final exams

Campus Closed  Non Instructional Days

Monday, September 5
Legal holiday, Labor Day

Friday, November 11
Legal holiday, Veterans Day

Thursday-Saturday, November 24-26
Thanksgiving Holiday

2012 Winter Session

January 3 - 26
Check the web or schedule mid-November for dates for the following:
Web reg for continuing students, new student orientation, counseling and registration

Tuesday, January 3
First day of class
Add deadline 10% of total days of class session.
Drop without a "W" and refund 10% of total days of class session.
Last day to drop with a "W" 75% of total days of class session

Campus Closed  Non Instructional Days

Monday, January 2
Monday, January 16
Legal holiday, Martin Luther King, Jr.’s Birthday

2012 Spring Session

January 30 - May 25
Check the web or schedule mid-November for dates for the following:
Web reg for continuing students, new student orientation, counseling and registration

Monday, January 30
Instruction begins

Friday, February 10
Last day to add a semester-length class

Friday, February 10
Last day to drop without a "W" and get a refund

Thursday, February 16
Last day to drop a semester-length class with no notation on academic record - no refund

Friday, April 27
Last day to drop a semester-length class with a "W"

Saturday, May 19 - Friday, May 25
Spring semester final exams

Friday, May 25
Commencement

Campus Closed  Non Instructional Days

Frday, February 17; Saturday, February 18;
Monday, February 20
Legal holiday, President’s Day

Monday-Saturday, March 26 - March 31
Spring Break

Friday, March 30
Legal holiday, Cesar Chavez Observance

Monday, May 28
Legal holiday, Memorial Day

All information contained in this 2011-2012 catalog is current as of 4/21/11. Although every effort has been made to assure the accuracy of all information, students and others who use this catalog should consult with a counselor for recent additions, deletions or changes.

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

"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.

West Valley College Core Competencies

Originating from our mission, values, and commitment to student learning and success, the following core competencies form the foundation of West Valley College’s focus and vision. These eight competencies represent the outcomes of a West Valley College education.

I. Critical Thinking and Information Literacy
The student will be able to:
- Differentiate facts, influences, assumptions, and opinions to draw reasoned conclusions.
- Identify critical issues and apply investigative and analytical thinking to develop supporting arguments and a conclusion.

II. Quantitative and Qualitative Reasoning
The student will be able to:
- Utilize quantitative and qualitative models to make predictions, draw conclusions, and make decisions that are logical and feasible.
- Collect, organize, analyze, and process research data in a clear, synthesized format.

III. Effective Communication
The student will be able to:
- Articulate well-organized thoughts, ideas, and opinions in coherent form demonstrating standard written English or the target language.
- Articulate well-organized thoughts, ideas, and opinions in coherent form demonstrating oral proficiency.

IV. Technological Competency
The student will be able to:
- Identify, use or describe contemporary technologies specific to academic and/or workplace settings.

V. Personal Responsibility
The student will be able to:
- Assess his or her knowledge, skills, and abilities to set achievable goals.
- Manage personal health and/or well-being.
- Demonstrate dependability, reliability, and accountability.

VI. Social Responsibility
The student will be able to:
- Demonstrate an awareness of civic, political, and/or social issues and explain the role of the individual in addressing these issues.
- Apply ethical principles to personal, academic, professional and/or community issues.

VII. Global Awareness and Diversity
The student will be able to:
- Explain the sensitivity and skills needed to live and work in diverse local and global communities.
- Explain how one or more of the following affects life experiences and social responsibilities: ability, race, ethnicity, class, gender, sexuality, and other markers of social identity.

VIII. Creative Problem Solving
The student will be able to:
- Produce an original creative response that synthesizes research, planning, and practice.

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
West Valley College

Sustainability Strategic Plan

Our vision is a culture of responsible stewardship.

Our mission is to educate and inspire the West Valley College community to embrace and implement sustainable practices campus wide:

I. Goal I – Educate and Inspire
   a. Objective I – Engage the West Valley College campus community; involve all divisions, departments, staff, faculty, students
   b. Objective II – Identify the easily implementable practices, i.e., “Pick Low Hanging Fruit”
   c. Objective III – Identify systemic changes that have high visibility

II. Goal II – Embrace and Implement
   a. Objective I – Invite every department to develop an actionable sustainable mission statement
   b. Objective II – Invite every department to integrate a sustainable project into a class assignment
   c. Objective III – Identify grant opportunities to implement goals of strategic plan
   d. Objective IV – Develop a feasibility study for certifying every existing building on campus under a recognized certification criteria such as LEED – EBOM category (Existing Building Owing and Maintenance)
   e. Objective V – Carbon counting campus wide
   f. Objective VI – Legislation

III. Goal III – Identify Sustainable Practices
   a. Objective I – Navigate and clear competing responsibilities
   b. Objective II – Innovate fund our learning community by:
      i. Fiscal Innovation
      ii. Physical Resources
      iii. Equipment
   c. Objective III – Embrace and implement emerging and private colleges and universities throughout the United States.

Objective I – Navigate and clear competing responsibilities

Objective II – Innovate fund our learning community by:

Physical Resources

Equipment

Objective III – Embrace and implement emerging and private colleges and universities throughout the United States.

Academic Programs/ Transfer

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

Academic Program Opportunities

West Valley College provides academic programs that assist students in fulfilling appropriate requirements for transfer, associate degrees, and certificates. West Valley College offers two curricular programs for students: (1) transfer programs for senior colleges and universities and (2) Associate Degree programs. West Valley College also offers career programs that prepare students for employment. Career programs offer two options: (1) associate degrees and (2) certificates. AA/AS major degree and certificate requirements are listed in the “Associate Degree, Certificate, and Selected Transfer Programs” section in this catalog. The following information is general in nature. Students interested in transferring to a university are advised to consult a counselor and/or the Transfer Center and the catalog of the institution to which they intend to apply. West Valley College provides extensive coursework for transfer to UC’s, CSU’s and private colleges and universities throughout the United States.

Associate Degrees Opportunities

The associate degree may be sought as either a final educational goal or a major step toward a baccalaureate degree elsewhere. The successful completion of the A.A./A.S. degree may also result in preparation to enter an occupation. A minimum of 60 degree applicable units with a 2.0 grade average or better are required. A minimum of 12 units must be in residence and a maximum of 20 “Pass” units may be applied toward the completion of the associate degree. West Valley Colleges offers both major specific and liberal arts associates degrees.

Graduation Proficiency Requirement

Effective Fall 1983, any student who is a candidate for an associate degree is required to demonstrate proficiency in reading, writing and mathematics. Effective Fall 2005, students who are candidates for an associate degree are also required to demonstrate proficiency in information competency. Students are advised to discuss the proficiency requirements with a Counselor.

Reading – A grade of “C” or better or qualifying placement score is required to complete Reading 053; Writing – Eng 01A; Math104, 106, 106R or higher with a grade of “C” or better or qualifying placement score; Information Competency – Libr 041 and one semester of an information competency infused course. To see a current list of courses, go to westvalley.edu/library and click on the Info Competency link.

Second Associate Degree

Students interested in earning a second associate degree must fulfill major requirements for the second degree within five years of the awarding of the first associate degree. If fewer than 15 units are needed, additional units to total a minimum of 15 units must be completed in an area related to the major.

Continuing students, the general education and major requirements for the second degree are those listed in the College catalog for the academic year in which the student first takes courses for the first degree or any subsequent catalog thereafter.

Returning students, the requirements are those listed in the College catalog for the year in which the student returns or any subsequent catalog thereafter.

Double Major

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

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 did not attend 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.

Associate Degree Reciprocity

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

Students who obtain a “certification of completion of Associate Degree General Education” or complete an Associate Degree at any one of the participating colleges will have both their General Education course work and graduation proficiencies accepted as completed at any of the participating campuses. No additional course work will be required if the certification is officially presented. Students will still be required to complete all courses or prerequisites needed for a major.

The agreement also means that the other colleges will accept the General Education pattern of West Valley College if a certification is presented to the member colleges. The agreement will be reviewed periodically.

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

1. The student presents a request for “certification of completion of General Education Reciprocity” to the West Valley College Records Office by the published deadline each semester. Forms can be obtained in Admissions.

2. 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.

3. 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.

**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 60 semester or 70 quarter units toward a university degree at an accredited two-year college. If a student earns more units than that, the university may give subject credit for the additional courses taken. Some campuses have further restrictions regarding the acceptance of transfer credit.

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

**Guaranteed Admission to Four Year Colleges**

West Valley College participates in "Transfer Admission Guarantee (TAG)," which guarantee qualifying students admission to any of the University of California and California State University campuses and to Santa Clara University. To be eligible, students must have completed a minimum number of transferable units and have a grade point average that meets the acceptable admission requirements at the university of their choice. For more information and/or to apply for a Transfer Admission Guarantee, the student should contact a counselor, the Transfer/Career Advisor or the Transfer Center Director.

**Requirements for Transfer**

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

**Lower Division Transfer Requirements**

Admission as a lower division is extremely competitive and students are strongly encouraged to see a Counselor to explore transfer options. If you have completed fewer than 60 transferable semester units (84 quarter units), you will qualify for admission if you have a minimum 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. SAT or ACT entrance exam will be required as part of the admission criteria. See the qualifying eligibility index on assist.org.

**Work Taken at Other Colleges**

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

**Ensuring Transfer Success**

West Valley College is committed to creating partnerships with students to ensure a smooth transfer experience. Students are strongly encouraged to visit the Transfer and Counseling Center their first year so they can become familiar with resources available. It is important to plan carefully by selecting classes that satisfy both the lower division general education and many WVC core requirements. Meet with a Counselor regularly to get a step-by-step updated transfer information and guidance. The following summary of admission transfer admission eligibility requirements and procedures is designed to assist the student in the application process. For prerequisites, major preparation requirements and recommended courses, a counselor or a university representative should be consulted.

**General Education Certification for Transfer Students**

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. In order to be eligible for transfer general education certification, students must complete a minimum of 39 units in 5 categories. 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. Please note that certification of a student's CSU general education or IGETC requirements are not WVC 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 as long as they appeared on the general education list at the time they were completed.

**Transfer Admission Guarantee (TAG)**

West Valley College participates in "Transfer Admission Guarantee (TAG)," which guarantees qualifying students admission to any of the University of California and California State University campuses and to Santa Clara University. One of the best ways to transfer is with a TAG Transfer Admission Guarantee. To be eligible, students must have completed a minimum of thirty transferable units and have a grade point average that meets the acceptable admission and major requirements at the university of their choice. For more updated information and participating campuses through a Transfer Admission Guarantee, the student should contact a counselor, the Transfer/Career Advisor, or the Transfer Center Director.

**Transfer Alliance Program (TAP)**

The Transfer Alliance Program is collaboration between the West Valley College Honors Program and UCLA College (Letters and Science) in conjunction with the offices of Undergraduate Admissions and Relations with Schools. Students who complete the Honors/Scholars Program at West Valley College receive priority consideration for admission to UCLA College (Letters and Science). Admitted TAP students are eligible to apply for scholarships reserved for the Transfer Alliance Program. Students are advised to contact the Honors Program Coordinator to discuss eligibility and participation.

**Santa Clara University**

Santa Clara 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 only.

Coursework 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 coursework.

**Requirements for the Associate in Arts for transfer (AA-T) or Associate in Science for transfer (AS-T)**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 68740-68749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of catalogue publication, no majors for the AA-T or AS-T have been approved. Majors are under development. For more information, please see a counselor and westvalley.edu/catalog/ for more information.

**Requirements**

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.

2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required, some majors may require a higher GPA. Please consult with a counselor for more information.

3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed at westvalley.edu/catalog/. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis ( titles 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see page 17 for more information). Or the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 18 for more information).

**Baccalaureate Degree Holders**

West Valley College will accept “as completed” the required units and proficiency of General Education needed for an Associate in Arts or Associate in Science degree from a four-year institution under the following parameters:

1. The student has completed all of the requirements and has been granted a baccalaureate degree from a regionally accredited university in the United States.
2. The student presents official transcripts that verify completion of the baccalaureate degree.

**Procedures**

1. It is the student’s responsibility to request that official transcripts be sent directly to the Records Office at West Valley College.
2. It is the student’s responsibility to complete a “ Transcript Evaluation Request” form obtained from the Counseling office and Admissions and Records office. This form must be completed and the appropriate fees paid before transcripts will be evaluated.
3. For purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the fourth week of the semester in which such degree requirements will be satisfied.
4. The overall grade point average of the university work must be 2.00 or better.
5. Courses required in respective majors pertinent to the desired West Valley College degree must be completed.
6. The student must earn a minimum grade point average of 2.00 in the work completed only at West Valley College.

**University of California Admission Requirements**

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

**UC Transfer Student Admission Eligibility**

The most common transfer route to the University of California is as an upper division transfer applicant from a community college. For specific eligibility transfer index, general education and major preparation courses, consult with a counselor or go to assist.org. The minimum transfer requirements are:

a. Complete 90 quarter units or 60 semester units of UC transferable college credit with a grade point average of at least 2.4. A higher G.P.A. is strongly recommended by most UC campuses to be competitive. And

b. Complete a course pattern requirement to include:
   - two transferable college courses (3 semester or 4-5 quarter units each) in English composition;
   - one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
   - four transferable college courses (3 semester of 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to most UC campuses will satisfy the option above.

**Nonresidents**

The minimum admission requirements for nonresident UC 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.

**California State University (CSU)**

Similar to other university systems, students who plan to earn a bachelor’s degree from a California State University campus, benefit from completing their freshman and sophomore, or lower division work at a California community college. A student may earn 70 semester units toward a University of California degree at an accredited two-year college.

**CSU Transfer Student Admission Eligibility**

West Valley College students interested in transferring as an upper division student to the CSU system are strongly advised to fulfill transfer requirements:

a. Complete at least 60 transferable semester (90 quarter) units;

b. Have a minimum grade point average of 2.0 (C) or better in all transferable units completed (nonresidents must have a grade point average of 2.4), and are in good standing at the last college or university attended, you may become eligible if you: Complete at least 30 semester (45 quarter) units of college courses with a grade of C or better in each course to be selected from courses in English, arts and humanities, social science, and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 semester (45 quarter) units must include all of the general education requirements and complete the “golden four” to include written communication, oral communication, and critical thinking and mathematics (at least 3 semester or 4 quarter units) or, completion of the Intersegmental General Education Transfer Curriculum (IGETC) or CSU Breadth General Education Requirements.

**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. 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 of Classes. 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 Engineering 24, you must concurrently enroll in Math 04A. 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 more information on equivalencies and challenges.

**RECOMMENDED COURSE PREPARATION**

There are two categories: basic skills levels and courses. 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

**Exempt Pre- or Corequisite Clearance Process**

Clearance of a pre- or corequisite requires documentation that verifies previous course completion or skill level attained to register for a specific class. A “C” or better grade is required to clear pre- or corequisites. Unofficial transcripts are used for clearing prerequisites.

**Challenge of Pre- or Corequisites**

This challenge process is based on Title 5 regulations pertaining to prerequisites, co-requisites and other limitations on enrollment. A copy of these regulations is located in the Office of Instruction and is available upon request. To support your challenge request, the following are examples of what documentation may be submitted. Requests are evaluated by the Challenge Review committee. There are specific requirements for English, Math, and Philosophy Departments (for more information go to westvalley.edu/assess)

- Copy of pertinent section(s) of the college catalog
- Copy of pertinent section(s) of the schedule of classes
- Copy of the course outline (available from the appropriate division office or the Office of Instruction)
- Copy of the course syllabus (available from the appropriate division office or the Office of Instruction)
- Copy of high school and/or college transcript
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
ESL 961GW Basic Grammar and Writing 1
ESL 962GW Basic Grammar and Writing 2
ESL 963GW Sentence Development
ESL 964GW Paragraph Development
ESL 965 Foundations in ESL
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 961PV Basic Reading and Vocabulary 1
ESL 962PV Basic Reading and Vocabulary 2
ESL 963PV Intermediate Reading and Vocabulary 1
ESL 964PV Intermediate Reading and Vocabulary 2
ESL 975A-D English as a Second Language Skills

LS 901A Adapted Computer-Assisted Instruction
LS 905A Computer Basics
LS 931B Effective Learning: Math Lab
LS 932 Effective Learning: Reading
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 944 Effective Learning: Math
MATH 902 Arithmetic Function
MATH 902P Pre-Algebra
READ 960 Reading Fundamentals
READ 961 Effective Reading

Basic Skills

Basic Skills levels are courses in Writing, Reading, and Math. Before you enroll in college level courses which apply toward the AA/AS degree, it is recommended that you have completed:

- English 905 and
- Reading 961, or Read 053

For some courses, it is recommended that you also complete a specified level of math before you enroll.

Courses

Courses may be subject-specific courses or general education 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 30 - Unit Limit

Basic skills or pre-collegiate courses are designed to prepare students for college-level work. Students may be required to take certain basic skills courses if the assessment process indicates they will benefit by this special preparation for college-level courses.

The State Legislature has imposed a restriction whereby students may enroll in a total of no more than 30 units of basic skills courses per Title 5, Section 55756(b). However, units earned in courses offered through the DESP (for students with a disability) or English as a Second Language Department are exempt from this limitation.

In addition, all basic skills units in which a student is enrolled during a semester are exempt if the student is also enrolled in any disabled and/or English as a Second Language class.

Basic skills courses may not be used to satisfy requirements for an Associate Degree. All non-degree applicable basic skills courses are numbered in the 900’s, and such sections in this catalog are identified with the words “Credit does not apply to the Associate Degree.”

Illegal Distribution of Copyrighted Materials

West Valley College students are prohibited from using the West Valley-Mission Community College District (WVMCCD) information network to illegally download or share music, video and all other copyrighted intellectual property. West Valley College supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the WVMCCD information network who have violated the law.

Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject you to academic sanctions from the college through the college’s student conduct and discipline policies (as published in the College Catalog) as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at campusdownloading.com

In addition to being illegal, file sharing drains the WVMCCD network’s bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money. There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading sites, access riaa.com

For information on the West Valley/Mission Community College District Mission and Goals, see page 185.
## Associate Degree, Certificate & Selected Transfer Programs

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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 the History and Political Science Departments. 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. CSU institutions have a uniform policy. Note that CLEP examinations may not be used to certify CSU GE or IGETC subject requirements. Students are advised to contact a West Valley College academic counselor or check college catalogs for other schools’ CLEP policies.

Military Credit

If a student has had a minimum of 90 days of military active duty in the armed forces, as evidenced by official discharge papers (DD form 214), he or she may be entitled to credit toward a degree. Such credit must be requested on a Petition for Military Credit form available in the Financial Aid Office of the College and shall be determined on the basis of the “Guide to Evaluation of Education Experiences in the Armed Forces.” This publication sets forth the amount of credit which may be granted the veteran, and any credit so earned is posted on the student’s permanent record.

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

Credit for Certified Professional Secretary Rating

Students who hold the Certified Professional Secretary (CPS) or the Certified Administrative Professional (CAP) rating and wish to receive 24 units of academic credit, it must meet the following criteria before applying:
1. The applicant must have successfully completed 12 units at West Valley College.
2. The applicant must hold the CPS rating either by having been certified or recertified within the last five years.
3. The score report on the national exam verifying successful completion of the test must be sent directly from the test sponsor to the Records Office at the College and must contain the applicant’s name, test title, and test score.
4. The 24 units of credit may be granted only once.

Limitations

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

Directed Studies

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

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

<table>
<thead>
<tr>
<th>AA</th>
<th>AS</th>
<th>CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

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.

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

**Learning Outcome:** After completion of an Associate of Arts degree in Liberal Arts (Non-Transfer), a student will be able to:

- Demonstrate knowledge, skills, and attitudes related to the specific area of emphasis of the degree.

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

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

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

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

**AREAS OF EMPHASIS:**

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

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART (HISTORY)</td>
<td>1A, 1B, 1D, 1E, 1G, 4, 10, 13, 14</td>
</tr>
<tr>
<td>DM/IS</td>
<td>1, 3</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>1A, 1B, 1C, 5A, 5B, 6A, 6B, 7A, 7B, 10, 41, 43, 44, 47, 48, 49, 70A, 70B</td>
</tr>
<tr>
<td>FASHION DESIGN</td>
<td>27, 30, 32</td>
</tr>
<tr>
<td>HISTORY</td>
<td>4A, 4B, 8A, 8B, 12, 14, 16, 17A, 17B, 20</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>1A, 1B</td>
</tr>
<tr>
<td>INTERIOR DESIGN</td>
<td>10, 20</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td>1, 2, 3, 4, 5, 6, 12, 16, 17, 21, 22</td>
</tr>
<tr>
<td>PHOTOGRAPHY</td>
<td>1, 2, 45A, 45B, 45C</td>
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<tr>
<td>PE THEORY</td>
<td>51</td>
</tr>
<tr>
<td>THEATRE ARTS</td>
<td>1, 2A, 10, 14A, 14B, 14C, 15, 17A, 19A, 20, 30, 40A, 40B</td>
</tr>
</tbody>
</table>

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

The courses in this area emphasize the form and content of communication, the myriad ways that we deliver information (verbally and visually), and provide an understanding of the psychological basis, social significance, and impact of communication and media in our society.
III. SOCIAL AND BEHAVIORAL SCIENCES: Select a minimum of 18 units from the following Social & Behavioral Science courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.)

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

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

The courses in this area emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. In addition, these courses emphasize experimental methodology, testing hypotheses, and the power of systematic questioning. Courses in math emphasize the development of mathematical and quantitative reasoning skills beyond the level of elementary algebra.

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

Note: A maximum of 10 units of foreign language (world language) credit can be applied to this area of emphasis.
The courses in this area emphasize how we function effectively and live harmoniously in a pluralistic society in an increasingly global environment. The focus of this area is to foster a sense of inquiry about cultural differences and similarities. With this as a focus, the courses further acknowledge the experience, scholarship, and accomplishments of the many cultures in our society and in the world.

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Codes</th>
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<tbody>
<tr>
<td>ANTHROPOLOGY</td>
<td>1, 2, 3, 4, 55</td>
</tr>
<tr>
<td>ART</td>
<td>7, 10, 12A, 12B, 13, 14</td>
</tr>
<tr>
<td>ARABIC</td>
<td>1A, 50A, 50B</td>
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<tr>
<td>CHILDS STUDIES</td>
<td>5, 53</td>
</tr>
<tr>
<td>COMMUNICATION STUDIES</td>
<td>12</td>
</tr>
<tr>
<td>COMPUTER APPLICATIONS</td>
<td>65</td>
</tr>
<tr>
<td>COUNSELING</td>
<td>50</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>12, 13, 16, 18, 46</td>
</tr>
<tr>
<td>Farsi</td>
<td>1A, 1B, 2A, 2B, 50A, 50B</td>
</tr>
<tr>
<td>FRENCH</td>
<td>1A, 1B, 2A, 2B, 50A, 50B</td>
</tr>
<tr>
<td>GEOGRAPHY</td>
<td>2, 6</td>
</tr>
<tr>
<td>GERMAN</td>
<td>1A, 1B, 2A, 2B, 50A, 50B</td>
</tr>
<tr>
<td>HISTORY</td>
<td>3, 5A, 5B, 8A, 8B, 12, 14, 16</td>
</tr>
<tr>
<td>ITALIAN</td>
<td>1A, 1B, 2A, 2B, 50A, 50B</td>
</tr>
<tr>
<td>JAPANESE</td>
<td>1A, 1B, 2A, 2B, 50A, 50B, 58A</td>
</tr>
<tr>
<td>MUSIC</td>
<td>55</td>
</tr>
<tr>
<td>NUTRITION STUDIES</td>
<td>20</td>
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<tr>
<td>PHILOSOPHY</td>
<td>4, 16, 21</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION THEORY</td>
<td>51</td>
</tr>
<tr>
<td>POLITICAL SCIENCE</td>
<td>4, 5</td>
</tr>
<tr>
<td>PORTUGUESE</td>
<td>1A, 1B</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>9, 17</td>
</tr>
<tr>
<td>RUSSIAN</td>
<td>1A, 1B, 50A, 50B</td>
</tr>
<tr>
<td>SIGN LANGUAGE (AMERICAN)</td>
<td>60A, 60B</td>
</tr>
<tr>
<td>SOCIOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>SPANISH</td>
<td>1A, 1B, 2A, 2B, 50A, 50B</td>
</tr>
<tr>
<td>WOMEN’S STUDIES</td>
<td>1, 2</td>
</tr>
</tbody>
</table>
LIBERAL ARTS A.A. DEGREE (Transfer)  
Revised and Effective Spring 2010

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

Learning Outcome: After completion of an Associate of Arts degree in Liberal Arts (Transfer), a student will be able to:

1. Demonstrate knowledge, skills, and attitudes related to the specific area of emphasis of the degree.

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

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

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

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

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

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

AREAS OF EMPHASIS:

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

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

<table>
<thead>
<tr>
<th>AREA</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHITECTURE</td>
<td>43, 46, 47, 51, 52, 53, 56, 57, 61, 62, 63, 72</td>
</tr>
<tr>
<td>ART (HISTORY)</td>
<td>1A, 1B, 1D, 1E, 4, 10, 13, 14</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>1A, 1B, 1C, 5A, 5B, 6A, 6B, 7A, 10, 41, 14, 44, 47, 48, 49, 70A, 70B</td>
</tr>
<tr>
<td>FASHION DESIGN</td>
<td>27, 30, 32</td>
</tr>
<tr>
<td>HISTORY</td>
<td>4A, 4B, 8A, 8B, 12, 14, 16, 17A, 17B, 20</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>1A, 1B</td>
</tr>
<tr>
<td>INTERIOR DESIGN</td>
<td>10, 20</td>
</tr>
<tr>
<td>PHILOSOPHY</td>
<td>1, 2, 3, 4, 5, 6, 12, 16, 17, 21, 22</td>
</tr>
<tr>
<td>PHOTOGRAPHY</td>
<td>1, 2</td>
</tr>
<tr>
<td>PHYSICAL EDTH</td>
<td>51</td>
</tr>
<tr>
<td>THEATRE ARTS</td>
<td>1, 2A, 10, 14A, 14B, 14C, 15, 19A, 20, 30, 40A, 40B</td>
</tr>
</tbody>
</table>
II. COMMUNICATIONS and MEDIA: Select a minimum of 18 units from the following Communications and Media courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements.

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

| ADMINISTRATION OF JUSTICE | 21 |
| ART                     | 53A, 53B, 53C, 55, 58, 60A, 60B |
| BUSINESS                | 40, 56, 72, 78, 81 |
| COMMUNICATION STUDIES   | 1, 4, 8, 10, 20 |
| COUNSELING             | 23A, 23B, 23C, 23D, 24, 25 |
| DM/IS                   | 24, 24A, 25, 25B, 72 |
| ENGLISH                 | 1A, 1C |
| JOURNALISM             | 1, 21A, 53, 55, 57 |
| THEATRE ARTS           | 1, 3A, 3B, 5A, 5B, 6A, 6B, 7A, 7B, 7C, 8A, 8B, 9, 30, 35A |

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

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

| ADMINISTRATION OF JUSTICE | 1, 2, 3, 4 |
| ANTHROPOLOGY             | 2, 3, 4 |
| BUSINESS                 | 51, 61, 66, 68 |
| CHILD STUDIES            | 2, 23, 63 |
| COUNSELING               | 5, 12 or 12A, 12B, 12C, 50 |
| ECONOMICS                | 1A, 1B, 2A, 2B, 41, 45 |
| GEOGRAPHY                | 2, 6 |
| HEALTH EDUCATION         | 8, 10, 12 |
| HISTORY                  | 4A, 4B, 8A, 8B, 12, 14, 16, 17A, 17B, 20 |
| LEARNING SKILLS          | 1 |
| POLITICAL SCIENCE        | 1, 2, 3, 4, 5 |
| PSYCHOLOGY               | 1, 9, 12, 17, 25, 30 |
| SOCIOLOGY                | 1, 2, 3, 20, 40, 45 |

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

The courses in this area emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. In addition, these courses emphasize experimental methodology, testing hypotheses, and the power of systematic questioning. Courses in math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra.

| ANTHROPOLOGY           | 1 |
| ASTRONOMY              | 1, 2 (lab), 10, 10L, 11, 11L, 14, 20, 21, 30 |
| BIOLOGY                | 10, 11, 12, 13, 14, 15, 18, 22, 23, 24, 34, 35, 36, 41, 42, 43, 45, 46, 47, 48, 55, 56, 57 |
| CHEMISTRY              | 1A, 1B, 2, 10, 12A, 12B, 30A, 30B |
| COMPUTER INFORMATION SYSTEMS | 4A, 4A1, 4B, 4B1, 5, 11 |
| ECONOMICS              | 10 |
| ENGINEERING            | 10, 20, 21, 22, 23, 24, 25 |
| GEOGRAPHY              | 1 |
| GEOLOGY                | 1A, 1B, 2B, 15, 20 |
| HTECH                  | 4 |
| MATH                   | D, G, 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 12, 14, 19, 15, 22 |
| NUTRITION STUDIES      | 15, 22 |
| OCEANOGRAPHY           | 10 |
| PARK MANAGEMENT        | 14 |
| PHYSICAL SCIENCE       | 10, 20, 30, 40 |
| PSYCHOLOGY             | 2, 7 |
| PHYSICS                | 1, 2A, 2B, 4A, 4B, 4C, 4D, 10 |
V. CULTURAL AND GLOBAL STUDIES: Select a minimum of 18 units from the following Cultural and Global Studies courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements.

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTHROPOLOGY</td>
<td>1, 2, 3, 4, 55</td>
</tr>
<tr>
<td>ART</td>
<td>7, 10, 12A, 12B, 13, 14</td>
</tr>
<tr>
<td>ARABIC</td>
<td>1A, 50A, 50B</td>
</tr>
<tr>
<td>CHILD STUDIES</td>
<td>5, 53</td>
</tr>
<tr>
<td>CHINESE</td>
<td>1A, 50B</td>
</tr>
<tr>
<td>COMMUNICATION STUDIES</td>
<td>12</td>
</tr>
<tr>
<td>COUNSELING</td>
<td>50</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>12, 13, 16, 18, 46</td>
</tr>
<tr>
<td>FRENCH</td>
<td>1A, 1B, 2A, 2B, 50A, 50B</td>
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<tr>
<td>GEOGRAPHY</td>
<td>2, 6</td>
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<td>GERMAN</td>
<td>1A, 1B, 2A, 2B, 50A, 50B</td>
</tr>
<tr>
<td>HISTORY</td>
<td>3, 5A, 5B, 8A, 8B, 12, 14, 16</td>
</tr>
<tr>
<td>ITALIAN</td>
<td>1A, 1B, 2A, 2B, 50A, 50B</td>
</tr>
<tr>
<td>JAPANESE</td>
<td>1A, 1B, 2A, 2B, 50A</td>
</tr>
<tr>
<td>MUSIC</td>
<td>55</td>
</tr>
<tr>
<td>NUTRITION STUDIES</td>
<td>20</td>
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<tr>
<td>PHILOSOPHY</td>
<td>4, 16, 21</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION THEORY</td>
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<td>POLITICAL SCIENCE</td>
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<tr>
<td>PORTUGUESE</td>
<td>1A, 1B</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>9</td>
</tr>
<tr>
<td>RUSSIAN</td>
<td>1A, 1B, 50A, 50B</td>
</tr>
<tr>
<td>SIGN LANGUAGE (AMERICAN)</td>
<td>60A, 60B</td>
</tr>
<tr>
<td>SOCIOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>SPANISH</td>
<td>1A, 1B, 2A, 2B, 50A, 50B, 51A, 51B, 57A, 57B, 58A</td>
</tr>
<tr>
<td>WOMEN’S STUDIES</td>
<td>1, 2</td>
</tr>
</tbody>
</table>
ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE CURRICULUM  
2011-2012  CERTIFICATION FORM (04.12.11)

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

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

A. – LANGUAGUE AND RATIONALITY

6 units minimum – 3 units for Engl 1A (with a "C" or better) and 3 units in communication and analytical thinking.
CIS 2, 4A, 4A1; Comm 1, 1(H), 10, 10(H), or 20, 20(H); Econ 10; Engr 21; Engl 1B, 1C 1C(H); Math 103/103R, 104, 106/106R, D, G, 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10(H), 12, 14, 1B; Econ 10; Pkmg 16A; Phil 2, 3, 17; Read 53
Course from other college ___________________________ Advanced Placement __________________________

B. – NATURAL SCIENCES

3 units minimum – must include inquiry into physical universe and its life forms.
Anthr 1; Astro 1, 2, 10, 11, 14, 20, 21, 30; Bio10, 11, 11H, 12, 13, 14, 15,18, 22, 23, 24, 34, 35, 36, 37, 38, 41, 42, 43, 45, 46, 47, 48, 50, 55, 56, 57; Chem 1A, 1B, 2, 10, 30A, 30B; Geog 1; Geol 1A; 1AH, 1B, 28, 15, 20, 30; HTech 4; NS 15; Ocean 10; Pkmg 14;
Psci 10, 20, 40; Phys 1, 2A, 2B, 4A, 4B, 4C, 4D, 10; Psych 2, 2H, 7
Course from other college ___________________________ Advanced Placement __________________________

C. – HUMANITIES

3 units minimum
Arab 1A; Art 1A, 1AH, 1B, 1B(H) 1D, 1D(H), 1E, 1G 4, 4(H); 7, 10, 12A, 12B, 13, 14, 21A, 31B, 31C, 32A, 33C, 35A, 35B, 35C, 35D, 36, 37, 38, 39A, 39B, 47A, 47B, 47C, 47D, 49A, 49B, 49D, 52A, 56A, 65A, 65B, 65B, 88A, 88A; Chin 50A; Engl 2(H), 5A, 5B, 6A, 6A(H), 6B, 6B(H), 7A, 7B, 10, 12, 13, 18, 41, 43, 43(H), 44, 46, 47, 48, 49, 49(H), 70, 71, 72, FD 32; Frnc 1A, 1B, 2A, 2B, 30A, 30B, 50A, 50B, 62; Germ 1A, 1B, 2A, 2B, 50A, 50B, 51B; Greek 50A; Human 1A, 1AH, 1B, 1B(H); Ital 1A, 1B, 2A, 2B, 50A, 50B, 51A, 51B; Jpns 1A, 1B, 2A, 2B, 50A, 50B, 51A, 51B; Latin 50A; Music 1; 2, 3A, 3B, 4A, 4B, 5, 6, 9, 10, 20, 22, 27, 30A, 30B, 31A, 31B, 33A, 33B, 35, 36B, 40, 41, 42, 43A, 43B, 49, 51B, 54, 55, 60, 61, 63A, 63B; Phil 1, 3, 4, 4(H), 5, 6, 12, 22; Photo 1, 2, 20A, 20B, 21A, 21B, 45A, 45B, 45C, 50, 71, 72, 73, 74, 75; PE 3.1 – 3.24; PE Th 51, 51H; Porty 1A, 1B; Russ 1A, 1B, 30A, 30B; SL 50A, 60B; Span 1A, 1B, 2A, 2B, 3A, 3B, 50A, 50B, 51A, 51B; Thear 1A, 2A, 3A, 3B, 4A, 5A, 5B, 6A, 6B, 7A, 7B, 7C, 8A, 8B, 9, 10, 10H, 14A, 14B, 14C, 15, 15H, 16A, 16B, 20, 21A, 21B, 22B, 22C, 30, 33A, 33B, 35A, 35B, 40A, 40B, 41A, 41B, 42, 44A, 44B, 47A, 47B, 70, 71, 72; WS 1, 2
Course(s) from other college(s) ___________________________ Advanced Placement __________________________

D. SOCIAL SCIENCE

Series 1: Social and Behavioral Sciences
3 units minimum – cannot count any one class for both Series 1 and Series 2 - must be from different disciplines
AJ 1, 2A; Anth 2, 3, 3(H), 4, 55; CHS 5; Comm 12; Econ 1A, 1AH, 1B, 1B(H), 2A, 2B, 41, 45; Geog 2(2), 6; HEd 10; Hist 4B, 4B(H), 58, 8B, 12, 14, 16, 20; Libr 100B; Polit 2, 3, 3(H), 4; Psych 1; Soc 1, 40
Series 2: American History and Institutions
3 units minimum (with a "C" or better) - or complete the American History and Institutions requirement for the California State University
Hist 17B, 17B(H); Polit 1, 1(H)
Course(s) from other college(s) ___________________________ Advanced Placement __________________________

E. LIFELONG UNDERSTANDING AND DEVELOPMENT

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

Option 2 3 units from courses listed below
Bus 61; CA 17; CHS 53; Comm 4, 8; Couns 5, 12, 12C, 24, 25; FD 27; HED 8, 10, 12; Lead 20A, 20B, 30A; LS 1; Libr 4; PETH 42; Psych 12, 25, 30; Soc 2, 2H, 20, 40, 45
Course from other college ___________________________ Advanced Placement __________________________

F. CULTURAL DIVERSITY

3 units are required - a course used to fulfill this requirement may not be used to fulfill another associate degree general education requirement.
Art 15, 10; CHS 5; Comm 12; Couns 50; Engl 12, 13, 18, 46 46(H); Hist 3; NS 20; Phil 4, 16, 21; Photo 10; PETH 51, 51H;
Psych 9; Soc 20; WS 1, 2
Course(s) from other college(s) ___________________________ Advanced Placement __________________________

G. PHYSICAL EDUCATION ACTIVITY

1 unit is required - a course used to fulfill this requirement cannot be used to fulfill another associate degree requirement.
PE 1.02 – 11.10
Course(s) from other college(s) ___________________________ Advanced Placement __________________________

PROFICIENCY REQUIREMENTS FOR GRADUATION

A grade of "C" or better or qualifying placement score is required for the following: Reading - Read 053; Writing - Eng 001A; Math 106, 106R, or G or higher; Information Competency - Libr 004 and one semester of an information competency infused course. To see a current list of courses, go to: http://www.westvalley.edu/library and click on the Info Competency link.
### California State University GENERAL EDUCATION TRANSFER CURRICULUM
#### 2011-2012 CERTIFICATION FORM (Revised 4.11.12)

Students must complete a minimum of 39 units in the 5 categories listed below for transfer to CSU. Areas A1, A2, A3, and B4 must be completed with a grade of “C” or better. A course may only be counted once in areas A-E. Since additional transfer requirements apply, such as total units and lower division preparation, please consult a counselor. “Full Certification” or “Partial Certification” may be requested on a Transcript Request form available in the A & R office or on the web. Notes: an H following any course number denotes an Honors class; * indicates retroactive to FALL 10.

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

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

<table>
<thead>
<tr>
<th>Units</th>
<th>Course(s) from other college(s)</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
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</tr>
</tbody>
</table>

#### A1. Oral Communication: Engl 1A (3 units)

Course from other college__________________________________________ Advanced Placement________

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

Course from other college__________________________________________ Advanced Placement________

**DIRECTIONS:**

**AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING**

<table>
<thead>
<tr>
<th>Units</th>
<th>Course(s) from other college(s)</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
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</tbody>
</table>

#### B1. Physical Sciences: Astro 1, 1H (lab only), 2A, 2B (lab only), 10, 11, 14, 20, 21; Chem 1A, 2A, 12A, 12B, 30A, 30B; Geol 1A, 1A(H), 1B, 2B (lab only), 13, 20; Ocean 10; Phys 1A, 2A, 4A, 4B, 4C, 10; Phy Sci 10, 20

Course from other college__________________________________________ Advanced Placement________

#### B2. Biological Sciences: Anthr 1, Bio 10, 11, 11H, 12, 14, 18, 22, 24, 36, 37A, 41, 42, 43, 45, 46, 47, 48; Psych 2, 2H, 7

Course from other college__________________________________________ Advanced Placement________

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

Course from other college__________________________________________ Advanced Placement________

<table>
<thead>
<tr>
<th>Units</th>
<th>Course(s) from other college(s)</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
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</tbody>
</table>

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

ECON 10A*, E Econ 10A* (only with Econ 10), Math D, G, 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10H, 12, 14, 19

Course from other college__________________________________________ Advanced Placement________

### AREA C – ARTS AND HUMANITIES

<table>
<thead>
<tr>
<th>Units</th>
<th>Course(s) from other college(s)</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
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</tr>
</tbody>
</table>

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

Course from other college__________________________________________ Advanced Placement________

#### C2. Humanities: Arab 1A; Chin 1A; Engl 5A, 5B, 6A, 6A(H), 6B, 6B(H), 7A, 7B, 12, 13, 18, 41, 43, 43H, 44, 46, 46H, 47, 48, 49H, 72A; French 1A, 1B, 2A, 2B, 3A, 3B; Germ 1A, 1B, 1A(H), 1B, 1B(H); Hist 3, 4A, 4A(H), 4B, 4B(H), 5A, 5B, 8A, 8B, 12, 14, 16, 17A, 17B, 17B(H), 20; Human 1A, 1A(H), 1B, 1B(H); Ital 1A, 1B, 2A, 2B, Jpns 1A, 1B, 2A, 2B; Phil 1, 4, 4H, 5, 8, 12, 21, 22; Portg 1A, 1B; Russ 1A, 1B; Sl 60A, 60B; Span 1A, 1B, 2A, 2B, 3A, 3B; WS 1, 2

Course from other college__________________________________________ Advanced Placement________

### AREA D – SOCIAL SCIENCES

<table>
<thead>
<tr>
<th>Units</th>
<th>Course(s) from other college(s)</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
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</tbody>
</table>

#### A1. Oral Communication: Comm 1, 1H, 10, 10(H), 20, 20H (3 units)

Course from other college__________________________________________ Advanced Placement________

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

Course from other college__________________________________________ Advanced Placement________

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

Course from other college__________________________________________ Advanced Placement________

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

<table>
<thead>
<tr>
<th>Units</th>
<th>Course(s) from other college(s)</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Course from other college__________________________________________ Advanced Placement________
**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM 2011-2012 CERTIFICATION FORM**

Completion of IGETC will permit a student to transfer to the UC or CSU systems with lower division general education requirements completed. A minimum grade of C or better (or equivalent) is needed to meet IGETC requirements. IGETC Certification completion can be either full or partial but areas 1 and 2 must be completed for any certification. *Certification* may be requested on a Transcript Request form available in the A & R office or on the web. Minimum UC and/or CSU transfer requirements must be met prior to transfer. Note: ^ indicates retroactive to FALL 10

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

### AREA 1 - ENGLISH COMMUNICATION

| CSU - 3 courses required: one each from Group A, Group B, and Group C. |
| UC - 2 courses required: one each from Group A and Group B. |
- **Group A:** English Composition (One course of 3 semester or 4-5 quarter units)
  - English 1A
  - Course from other college _____________________________ Advanced Placement __________
- **Group B:** Critical Thinking - English Composition (One course of 3 semester or 4-5 quarter units)
  - English 1B, 1C, 1H; Philosophy 3, or 17
  - Course from other college _____________________________ Advanced Placement __________
- **Group C:** Oral Communication (CSU requirement only) (One course of 3 semester or 4-5 quarter units)
  - Communication Studies 1, 1H, 10, 10(H), or 20, 20(H)
  - Course from other college _____________________________ Advanced Placement __________

### AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

| (1 course of at least 3 semester or 4-5 quarter units) |
| Economics 10*, 10A* (with Econ 10); Math 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10(H), 12, 19 |
- Course from other college _____________________________ Advanced Placement __________

### AREA 3 - ARTS and HUMANITIES

- (3 courses required, 9 semester or 12-15 quarter units) At least one from Arts and one from Humanities and a third from Arts or Humanities.
- **ARTS:** Art 1A, 1A(H), 1B, 1B(H) 1D, 1D(H), 1E, 1G, 4, 4(H), 7*, 10, 12A, 12B, 13, 14; Music 1, 1H, 2, 2H, 3A, 3B, 4A, 4B, 4C, 5, 9, 10, 55; Physical Education Theory 51, 51H; Theatre 10, 10(H), 14A, 14B, 14C, 15, 15(H)
  - Course(s) from other college(s) _____________________________ Advanced Placement __________
- **HUMANITIES:** English 5A, 5B, 6A(H), 6B, 6H(H), 7A, 7B, 12, 13, 18, 41, 43, 43(H), 44, 46, 46(H), 47, 48, 49, 49(H); French 1B, 2A, 2B, 3A, 3B; German 1B, 2A, 2B; History 3, 4A, 4A(H), 4B, 4B(H), 5A, 5B, 8A, 8B, 12, 14, 16, 17A, 17B, 17B(H), 20; Humanities 1A, 1A(H), 1B; Italian 1B, 2A, 2B; Japanese 1B, 2A, 2B; Philosophy 1, 4, 4(H), 5, 6, 12, 21, 22; Portuguese 1B; Russian 1B; Sign Lang 60B; Spanish 1B, 2A, 2B, 3A, 3B; Women's Stds 1, 2
  - Course(s) from other college(s) _____________________________ Advanced Placement __________

### AREA 4 - SOCIAL and BEHAVIORAL SCIENCES

- (3 courses required, 9 semester or 12-15 quarter units) at least two from different disciplines.
- Anthropology 2, 3, 3(H), 4, 55; Child Stds 5*, Communication Stds 12*, Economics 1A, 1A(H), 1B, 1B(H), 2A* (with Econ1A), 2B* (with Econ1B) Geography 1, 2(H), 6; Health Ed 10; History 12, 14, 20; Political Science 1, 1H, 2, 3, 3(H), 4; Psychology 1, 9, 12, 17, 25; Sociology 1, 2, 2(H), 3, 20, 40, 45;
  - Course(s) from other college(s) _____________________________ Advanced Placement __________

### AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES

| (2 courses required, 7-9 semester or 9-12 quarter units) One course from Physical Science and one course from Biological Science. At least one course must include a laboratory (indicated by "L" in parentheses). |
| Physical Sciences: Astronomy 1, 1(H), 2L, 2H(L), 10, 11, 14, 20(L), 21(L); Chemistry 1A(L), 1B(L), 2(L), 12A(L), 12B(L), 30A(L), 30B(L); Geography 1; Geology 1A(L), 1AH(L), 1B, 15; Oceanography 10(L); Physical Science 10, 20; Physics 1, 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L) |
  - Course from other college _____________________________ Advanced Placement __________
| Biological Sciences: Anthropology 1; Biology 10(L), 11(L), 11H(L), 12(L), 18(L), 22(L), 24, 36, 37*, 41(L), 42(L), 43(L), 45(L), 46(L), 47(L), 48(L); Psychology 2(L), 2H(L), 7 |
  - Course from other college _____________________________ Advanced Placement __________

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

Proficiency equivalent to two years of high school study in the same language or complete:
- French 1A, German 1A, Italian 1A, Japanese 1A, Portuguese 1, Italian 1A, Russian 1A, Sign Language 60A, Spanish 1A
  - (If completed in high school, submit official transcripts.)
  - Course(s) from other college(s) _____________________________ Advanced Placement __________
West Valley College will grant college credit toward an AA/AS degree to students who earn scores of 3, 4, or 5 on advanced placement examinations given by the College Entrance Examination Board (CEEB).

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

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

<table>
<thead>
<tr>
<th>AP SUBJECT</th>
<th>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>3 units</td>
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</tr>
<tr>
<td>Art-General</td>
<td>Art 33A</td>
<td>4 units</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Art-History</td>
<td>Art 1A and 1B</td>
<td>6 units</td>
<td>3 units in Area C1</td>
<td>3 units in Area 3</td>
</tr>
<tr>
<td>Biology</td>
<td>Bio 10</td>
<td>4 units</td>
<td>3 units in Area B2</td>
<td>4 units in Area 5</td>
</tr>
<tr>
<td>Chemistry (score 4 or 5)</td>
<td>Chem 1A</td>
<td>5 units</td>
<td>6 units in Areas B1 and B3</td>
<td>5 units in Area 5</td>
</tr>
<tr>
<td>Computer Science-A</td>
<td>CIS 4A/4A.1</td>
<td>4 units</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Computer Science-B</td>
<td>CIS 4B/4B.1</td>
<td>4 units</td>
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</tr>
<tr>
<td>Economics-Macro</td>
<td>Econ 1A</td>
<td>3 units</td>
<td>3 units in Area D2</td>
<td>3 units in Area 4</td>
</tr>
<tr>
<td>Engl Lit/Comp</td>
<td>Engl 1A</td>
<td>3 units</td>
<td>3 units in Area A2</td>
<td>3 units in Area 1: Group A</td>
</tr>
<tr>
<td>Engl Lit/Comp</td>
<td>Engl 1A+ 3 units toward Area C of WVC GE</td>
<td>---</td>
<td>6 units in Areas A2 and C2</td>
<td>3 units in Area 1: Group A</td>
</tr>
<tr>
<td>European History</td>
<td>Hist 4B</td>
<td>3 units</td>
<td>3 units in Area D6</td>
<td>3 units in Area 3</td>
</tr>
<tr>
<td>French-Lang</td>
<td>French 2A</td>
<td>5 units</td>
<td>6 units in Area C2 for each exam</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>French-Lit</td>
<td>French 2B</td>
<td>5 units</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>German Lang</td>
<td>Germ 2A</td>
<td>5 units</td>
<td>6 units in Area C2</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>U.S. History</td>
<td>No course equiv.</td>
<td>6 units (Clears U.S. History and Constitutions Req. for WVC)</td>
<td>3 units in Area D6</td>
<td>---</td>
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<tr>
<td>Math Calc-AB (score of 3)</td>
<td>Math 3A</td>
<td>5 units</td>
<td>3 units in Area B4</td>
<td>5 units in Area 2</td>
</tr>
<tr>
<td>Math Calc-BC (score of 3)</td>
<td>Math 3A</td>
<td>5 units</td>
<td>3 units in Area B4</td>
<td>5 units in Area 2</td>
</tr>
<tr>
<td>Math Calc-BC (score of 4 or 5)</td>
<td>Math 3A+3B</td>
<td>10 units</td>
<td>3 units in Area B4 (note unit limitation)</td>
<td>5 units in Area 2 (note unit limitation)</td>
</tr>
<tr>
<td>Govt &amp; Pol-US</td>
<td>Polit 1</td>
<td>3 units</td>
<td>3 units in Area D8</td>
<td>3 units in Area 4</td>
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<tr>
<td>Physics-B</td>
<td>Phys 2A</td>
<td>5 units</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>10 units</td>
<td>3 units in Areas B1 and B3 (note unit limitation)</td>
<td>5 units in Area 5 (note unit limitation)</td>
</tr>
<tr>
<td>Psychology</td>
<td>Psych 1</td>
<td>3 units</td>
<td>3 units in Area D9</td>
<td>3 units in Area 4</td>
</tr>
<tr>
<td>Spanish-Lang</td>
<td>Span 2A</td>
<td>5 units</td>
<td>6 units in Area C2 for each exam</td>
<td>5 units in Area 3 for each exam; also validates Foreign Language Proficiency</td>
</tr>
<tr>
<td>Spanish-Lit</td>
<td>Span 2B</td>
<td>5 units</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Statistics</td>
<td>Math 10</td>
<td>3 units</td>
<td>3 units in Area B4</td>
<td>3 units in Area 2</td>
</tr>
</tbody>
</table>

*UC and CSU limitations may apply. Be aware that transfer of credit (UC and CSU) based on AP Exams may differ from the units allowed for transfer general education. Also note a maximum of one course per AP exam can be cleared when used on the IGETC pattern.
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 NP) or where there are special extenuating circumstances.

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

The student’s permanent academic record shall contain all work attempted and depict a legible, true and complete academic history.

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

Further, in accordance with Title 5, Section 58161 (Education Code). It is not, however, the intent of the students’ educational objectives and is in accordance with the provisions of the California Administrative Code adopted on June 3, 1983, by the California Community Colleges Board of Governors, certain courses are designated as repeatable.

The following courses may be taken an unlimited number of times:
AJ 160G Advanced Office Training
AJ 160J Standards and Training for Corrections
AJ 160K Field Training for Officers

The following courses may be taken a total of four times:
APE All Adapted PE Courses
Art 3A Workshop: Art Gallery & Art Museum
ASTRO 30 Field Astronomy
BIO 47A Anatomy Coordinated Enrichment
CIS 97.1A Computing Studies Practicum
GEOG 30 Regional Geology Field Excursion
MATH 100P Preparation for Intermediate Algebra
MATH 903P Preparation for Elementary Algebra
MUSIC 20 Ear Training Fundamentals
MUSIC 36A Guitar
MUSIC 39 Applied Music
MUSIC 40A Chamber Singers – Early Music
MUSIC 40B Chamber Singers – Classical Music
MUSIC 40C Chamber Singers – Modern Music
MUSIC 40D Chamber Singers – Renaissance Music
MUSIC 40E Chamber Singers – Romantic Music
MUSIC 42 College Chorale
MUSIC 43B Techniques of Jazz Improvisation
MUSIC 44 Musical Theater & Opera Scenes
MUSIC 48A Symphony Orchestra
MUSIC 48B Symphony Orchestra: Romantic
MUSIC 48C Symphony Orchestra: 20th Century
MUSIC 48D Symphony Orchestra: American Composers
MUSIC 51A Jazz Ensemble
MUSIC 51B Jazz Ensemble – Swing Era
MUSIC 52A Ensemble Performance in Jazz & Popular
MUSIC 56 Afro-Latin Percussion
MUSIC 60A Masterworks Chorale – Early Music
MUSIC 60B Masterworks Chorale – Classical Music
MUSIC 60C Masterworks Chorale: Modern Music
MUSIC 60D Masterworks Chorale – Renaissance Music
MUSIC 60E Masterworks Chorale – Romantic Music
MUSIC 60F Masterworks Chorale – American Composers
MUSIC 70 Music Technology Laboratory
MUSIC 99 Practice Lab
PE 2.01 Water Polo
PE 2.02 Lifeguard Training
PE 2.07 Master’s Swimming
PE 3.30 Dance: Beginning Hip Hop
PE 3.29 Rehearsal and Performance in Dance
PE 3.34 Studio Dance Production
PE 3.36 Choreography
PE 4.18 Personal Fitness Appraisal
PE 4.28 Fitness Jogging
PE 4.32 Fitness, Boot Camp
PE 4.35 Traill Running
PE 4.36 Everyday Food and Fitness
PE 7.26 Studio Cycling
PE 4.07 Fitness-Competitive Athlete
PE 4.12 Fitness-Stretch and Flex
PE 4.13 Fitness-Walking
PE 4.16 Fitness-Weight Training
PE 4.24 Fitness-Total Men
PE 4.25 Fitness-Total Women
PE 6.03 Self-Defense
PE 8.03 Baseball-Advanced
PE 8.04 Basketball-Men
PE 8.07 Advanced Techniques of Football
PE 8.10 Soccer-Women
PE 8.14 Track and Field Fundamentals–Advanced
PE 9.01 Intercollegiate Baseball-Men
PE 9.02 Intercollegiate Basketball-Men
PE 9.03 Intercollegiate Basketball-Women
PE 9.06 Intercollegiate Football-Men
PE 9.07 Intercollegiate Soccer-Men
PE 9.08 Intercollegiate Softball-Women
PE 9.10 Intercollegiate Swimming-Men
PE 9.11 Intercollegiate Swimming-Women
PE 9.14 Intercollegiate Track-Man
PE 9.15 Intercollegiate Track-Women
PE 9.17 Intercollegiate Volleyball-Women
PE 9.18 Intercollegiate Water Polo-Men
PE 9.20 Women’s Intercollegiate Water Polo
PE 9.30 Intercollegiate Pre-Season Conditioning
PE 9.41 Athletic Baseball – Skills and Techniques
PE 9.49 Athletic Softball – Skills and Techniques
PE 11.07 Tai Chi
PE 12.20 Open Water Diver Lab
PE 12.21 Specialty Diver Lab
PE 4.4A Lifetime Fitness – Wellness Center Lab-A
PHOTO 45A Field Studies
PHOTO 45B Field Studies
PHOTO 45C Field Studies
PHOTO 60 Introduction to Photoshop for Digital Photography
PHOTO 61 Intermediate Photoshop for Digital Photography
PHOTO 62 Advanced Photoshop for Digital Photography
PHOTO 120 Adobe Lightroom for Photographers
PKMG 19B Wilderness First Responder Refresher
READ 915 Reading Support: Special Topics
THEAR 20 Studio Theatre Workshop
THEAR 21A Rehearsal and Performance (technical)
THEAR 21B Rehearsal and Performance (technical)
THEAR 21C Rehearsal and Performance (technical)
THEAR 22A Rehearsal and Performance
THEAR 22B Rehearsal and Performance
THEAR 22C Rehearsal and Performance
THEAR 70 Mainstage Production Workshop

The following courses may be taken a total of three times:
ART 49A Beginning Painting
ART 49B Intermediate Painting
ART 49C Intermediate-Advanced Painting
ART 49D Advanced Painting
HED 11.5 CPR/Basic Life Support
HTECH 54A Internship
HTECH 54B Internship
LS 901A Computer Assisted Instruction
LS 931B Effective Learning: Math Lab
MUSIC 22 College Chamber Ensemble
MUSIC 49 Symphonic Band
MUSIC 61 Vocal Jazz Ensemble
PKMG 12C Advanced Outdoor Skills for the Park
SPEECH 70 Computer Lab for Speech & Lang Devmt
THEAR 33B Musical Comedy Workshop
THEAR 35A Voice Production and Articulation
THEAR 44A Makeup for Stage and Screen

The following courses may be taken a total of two times:
AJ 100L Standards and Training for Probation Officers and Juvenile Hall Counselor
ART 35A Beginning Life Drawing
ART 35B Intermediate Life Drawing
ART 35C Intermediate-Advanced Life Drawing
ART 35D Advanced Life Drawing
ART 47A Beginning Watercolor
ART 47B Intermediate Watercolor
ART 47C Intermediate-Advanced Watercolor
ART 47D Advanced Watercolor
ART 55 Introduction to Computer Arts
ART 57A Animation I
ART 57B Animation II
ART 59 Animation Studio
ART 60A Computer Arts: Interaction Digital
ART 65A Ceramics-Handbuilding
ART 65B Ceramics-Handbuilding
ART 65C Ceramics-Handbuilding
ART 65D Advanced Handbuilt Ceramics
ART 67A Ceramics-Potter’s Wheel
ART 67B Ceramics-Potter’s Wheel
ART 81 3 Dimensional Design
ART 92 Directed Studies
ART 93 Directed Studies
ART 94 A-G Art Labs
BIO 13 Natural History of California
BIO 50 Human Cadaver Dissection
BIO 58 Field Ecology
ID 90D Sustainable Design Internship
LS 908A Computer Basics
LS 941B Effective Sentence and Paragraph Writing
LS 941C Effective Essay Writing
LS 942 Development of Effective Reading Skills
LS 943A Writing Support Lab A
LS 943B Writing Support Lab B
LS 944 Effective Learning: Math
MUSIC 5 Fundamentals of Music
MUSIC 26 Techniques of Jazz/Rock Guitar
The following courses may be taken a total of 2 times with a minimum 12 month lapse in between enrollments – go to A&R or Counseling to re-enroll in these courses:

- **Art 60B**: Computer Arts: Multimedia Art Production
- **CA 30M**: Microsoft Office-Upgrading from 2003 to 2007
- **CA 31**: Microsoft Word
- **CA 33**: Beginning Office Computing
- **CA 34E**: Microsoft Word: From 5.1 to 6.0 to 7.0
- **CA 46**: Microsoft PowerPoint
- **CA 46D**: Intermediate Microsoft PowerPoint
- **CA 62G**: Excelling with Excel
- **CA 64**: Adobe Acrobat and PDF
- **CA 66A**: Photoshop Elements 2
- **CA 70**: Using Microsoft Windows
- **CA 81B**: Beginning Database: Microsoft Access
- **CA 94A**: Computer Skills Development
- **CA 94B**: Computer Skills Development
- **CA 94C**: Computer Skills Development
- **CA 96**: Creating Worldwide Web Pages 1
- **CA 96I**: Creating Web Pages with Dreamweaver
- **DMIS 3**: Digital Visual Design
- **DMIS 4**: Digital Layout, Color, and Typography
- **DMIS 9**: Typographic: Quick Start
- **DMIS 10C**: Digital Images: Photoshop
- **DMIS 10D**: Digital Images: Advanced Photoshop
- **DMIS 10X**: Photoshop: New Version Features
- **DMIS 11**: Blogs: Fun and Business
- **DMIS 12**: Online Entrepreneur
- **DMIS 13**: Apple Life
- **DMIS 14C**: Digital Illustration: Illustrator
- **DMIS 14D**: Advanced Illustrator
- **DMIS 14X**: Illustrator: New Version Features
- **DMIS 18**: Freelance and Startup for the Web and Digital Media
- **DMIS 19**: Updating Websites
- **DMIS 20**: Web/Internet Project Management
- **DMIS 21B**: Web Development 2
- **DMIS 21D**: Web Development: Quick Start
- **DMIS 21E**: E-Commerce Options
- **DMIS 23A**: Dreamweaver: Quick Start
- **DMIS 23B**: Web Development: Dreamweaver
- **DMIS 24**: Information and Content Design
- **DMIS 24A**: Interface Design
- **DMIS 24B**: Internet Legal Issues
- **DMIS 25**: Internet Marketing
- **DMIS 25B**: New Media Marketing
- **DMIS 25C**: Web SEO
- **DMIS 25D**: Web Analytics
- **DMIS 25E**: Mobile Advertising
- **DMIS 29**: Publication Design and Printing
- **DMIS 62**: Flash: Creating Interactive Web Pages
- **DMIS 62B**: Flash 2: ActionScript and Interactivity
- **DMIS 63**: Digital Video in HD
- **DMIS 64**: Web Video and Animation Publishing
- **DMIS 66**: Digital Audio and Video
- **DMIS 72**: Mobile Sites/Apps Design and Development
- **DMIS 75A**: Internet Services 1
- **DMIS 80**: Commercial Web Site Project
- **DMIS 85**: Digital Printing
- **DMIS 86**: Portfolio Planning and Review
- **FD 18A**: Pattern Grading and Marker Making
- **FD 18B**: Electronic Patternmaking
- **PKMG 16C**: Spatial Analysis for Geographic
- **PKMG 16F**: GIS Internship
Students may take a total of 6 units in any Directed Studies courses. The following Directed Studies courses can be taken a maximum of 4 times each within that limit.

PE.TH 91

Students may take a total of 6 units in any Directed Studies courses. The following Directed Studies courses can be taken a maximum of 3 times each within that limit.

ARCH 92
BIO 92
CTR 91
PE.TH 92

Students may take a total of 6 units in any Directed Studies courses. The following Directed Studies courses can be taken a maximum of 2 times each within that limit.

AJ 91
AJ 92
AJ 93
ARCH 93
ART 91
ART 92
ART 93
BIO 93
CIS 93
PE.TH 93
PHYS 91
PHYS 92
PHYS 93
PKMGT 91
PKMGT 92
PKMGT 93

---

**Career Programs**

**Degrees and Certificates**

West Valley College offers programs leading to an Associate of Science Degree or Associate of Arts Degree and programs leading to a Certificate of Achievement. Programs 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, and Work Experience.

**Certificate Recognition at Graduation**

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

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

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**Career Programs Advisory Boards**

**Administration of Justice Advisory Board**

Chief Chris Rolen, West Valley/Mission District Police Department
Deputy Chief Steve Clark, Santa Cruz Police Department
Lieutenant Dave Storton, San Jose Police Department
Sergeant Dave Cobble, Santa Clara Sheriff’s Department
Assistant Chief Diane E. Urban, San Jose Police Department
Sergeant Ed Flosi, San Jose Police Department
Sergeant Tarn McGarty, Retired, Los Gatos Police Department
Lieutenant Rick Weger, San Jose Police Department
Sergeant John Thornburg, Monterey County Sheriff’s Department

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**Architecture Advisory Board**

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Department Chair, Architecture and Landscape Architecture
Christopher Clancy, A.I.A., Clancy A.I.A.
Paul Marino, A.I.A., City of San Jose, Department of Public Works
Glen Rock, A.S.L.A.
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Richard Smith, A.I.A., C.A.S. Architects

**Business Administration and Real Estate Advisory Board**

Ed Bangle, Interio Real Estate
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Patty Call, ATTE
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Margarita Correa, Bay Area Brazil
Sara Crowder, Central County Occupational Center
Heidi Diamond, West Valley College
Wayne Diamond, Diamond Capture Group
Karina Dundurs, West Valley College
John Haggerty, JHU Realty
Paul Hammond, Virtual PBJ

**Computer Applications Advisory Board**

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Michael Burke, Colliers International
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Martha Carlson, Foot-Hill/De Anza Internships
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Margarita Correa, Bay Area Brazil
Sara Crowder, Central County Occupational Center
Heidi Diamond, West Valley College
Wayne Diamond, Diamond Capture Group
Karina Dundurs, West Valley College
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Paul Hammond, Virtual PBJ
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Lale Yurtseven, Small Business Experts
Chris Zilg, West Valley College

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Robin Rivello, CSR, Deposition Reporter
Les Lucas, Court Manager
Anne Torreano, CSR, Deposition Reporter

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Christina Ajam, BizwithBuzz
Sam Ajam, BizwithBuzz
Su Ayuzy, Interval Research
James Campbell, Print Specialist/Art Director
Harvey Chin, Filmmaker
Peter Commandeur, Digital Impressions
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 earned during one enrollment period

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

Distance Learning

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

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

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

Health Care Technologies Advisory Board

- David Sanguinetti, Mid-Peninsula Regional Open Space Authority
- Mathew Price, Santa Clara County GIS
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- Tricia Creason-Valencia, Documentary Filmmaker
- Ray Lallana, musician/Apple Computer
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- Al Mingione, CIS Faculty WVC
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- Yung Feng, former Intel employee
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- Jim Castleman, British Aerospace Engineering

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- Lara Covey, Fox Racing, Inc
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- Susan Stark, San Francisco State University
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- Joann Woo

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- Janet Ferree, Kaiser Hospital
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- Donna Kuester, Mission College
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- My Mangiarelli, El Camino Hospital
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- Dr. Stanford Shoor, Kaiser Hospital
- Priya Smith, Kaiser Hospital
- Rochelle L.Spratling, Kaiser Hospital
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- Ernie Walerstein, San Jose Medical Group

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- Sharon Daroca, Design Mart Silicon Valley
- Terry de la Cuesta
- Julie Cavanaugh, Design 101
- Anna K. Harrison, ASID
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- Elke MacGregor, DES
- Michael O’Farrell, Palm
- Teri Pollard, ASID
- John Scoufhas, Genser Associates

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- Marejka Behman, Artisan Printing
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- Stefani Dawkins, Associate Faculty; Cisco Systems
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- Melissa Frick, ACP, Yahoo; PASCOCO
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- Tim Hopkins, Esq., Groom & Cave
- Eva Long, Insurance Broker
- Suzy Papazian, Esq., San Jose Water Company
- Fred Prochaska, Dean, Career Education & Workforce Development
- Stephanie Rickard, Esq.
- Julie Ross, Esq., I.R.S.

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- Michael Bacon, Santa Clara County Parks and Recreation
- Steve Bier, California State Parks
- Carl Brenner, Pinnacles National Monument
- Chris Cruz, Park Management Instructor, Dept. Chair
- William Dall, California Department of Parks and Recreation
- Michael Durfee, U.S. Fish & Wildlife Service
- Mark Fincher, Adjunct Faculty, National Park Service (Yosemite National Park)
- Susan Fritze, Adjunct Faculty, National Park Service (Golden Gate NPA)
- Lori Gaskin, President, West Valley College
- Michelle Guzdek, Adjunct Faculty, KLA - Temcor
- Elizabeth Hammack, California Department of Parks and Recreation
- Pam Helmke, City of San Jose Regional Parks
- Diane Hurd, Chair, Division of Applied Arts and Sciences
- Kathleen Jones, City of Palo Alto Parks & Open Space
- Alex Leman, Adjunct Faculty, Loma Prieta Fire
- Derek Neumann, Adjunct Faculty, Santa Clara Open Space Authority
- Celine Pinet, Dean, Instruction
- Mathew Price, Santa Clara County GIS
- Fred Prochaska, Dean, Career Education
- Teresa Rogoway, Adjunct Faculty, Santa Clara Open Space Authority
- David Sanguinetti, Mid-Peninsula Regional Open Space District
- Jim O’Connor, Santa Cruz Parks
- Bern Smith, Independent Land Management Consultant
- Tom Smith, Park Management Program - Faculty Emeritus
- Miles Standish, Castle Rock State Park, Retired

Distance Learning

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Online courses are typically used to deliver courses in select disciplines.

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Recommended Preparations in Basic Skills:

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

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

Description of Courses

NOTES ON COURSE DESCRIPTIONS

The offering of any course is subject to adequate enrollment. Courses are offered as frequently as needed and as financial resources are available.

Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester system or summer or winter sessions, please see the schedule of classes.

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

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

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

**THE FACULTY**
Randy R. Castello  
Nancy Ghodrat  
Jim Henderson

**DIVISION**  
**DIVISION CHAIR**  
**DEPARTMENT CHAIR**  
**PHONE**  
**EMAIL**  
**COUNSELING**

408-741-2427  
randy.castello@wvm.edu  
408-741-2009

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 010 ACCOUNTING FUNDAMENTALS I - QUICKBOOKS</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 011 ACCOUNTING FUNDAMENTALS MANAGERIAL</td>
<td>5</td>
</tr>
</tbody>
</table>

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

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

**Learning Outcomes**

After completing the Accounting Clerk Certificate, a student will be able to:

- Utilize current software to perform various accounting functions.
- Apply the principles of business communications in a variety of business settings.

**ACCOUNTING:**

**Business Administration** Transfer:  
See assist.org and/or consult with a counselor.

**ACCOUNTING CLERK** (Certificate)

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 062</td>
<td>3</td>
</tr>
<tr>
<td>BUS 072</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>3</td>
</tr>
<tr>
<td>BUS 078</td>
<td>3</td>
</tr>
<tr>
<td>CA 031B</td>
<td>1</td>
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<tr>
<td>OR</td>
<td>1</td>
</tr>
<tr>
<td>CA 062B</td>
<td>2</td>
</tr>
</tbody>
</table>

**ACCTG 060A ACCOUNTING FUNDAMENTALS I - QUICKBOOKS**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
**Prerequisites:** ACCTG 060A or ACCTG 050  
**Recommended preparation:** MATH 902  
**Acceptable for credit:** University of California, California State University

This course covers the basics of the accounting software package, Quickbooks. The course will also cover the handling of basic payroll transactions using Quickbooks software. Pass/No Pass Option

**ACCTG 060B ACCOUNTING FUNDAMENTALS II - QUICKBOOKS**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
**Prerequisites:** ACCTG 060A or ACCTG 050 or ACCTG 010  
**Recommended preparation:** MATH 902  
**Acceptable for credit:** University of California, California State University

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 advanced topics in accounting.

**Academic Calendar**

- **Prerequisites and Corequisites** are MANDATORY. See page 6 for specific information.
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.**
- **Recommended** preparations are ADVISORY.
- **This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/**

2011 • 2012 CATALOG

WEST VALLEY COLLEGE

25
Administration of Justice

THE FACULTY
James E. Smith
Renee Paquier

DIVISION CHAIR
Stephen Juarez

DEPARTMENT CHAIR
Jim Smith

PHONE
408-741-2553

EMAIL
jim.smith@wvc.edu

COUNSELING
408-741-2009

Learning Outcomes
After completing an Associate of Science degree in Administration of Justice, a student will be able to:

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

ADMISTRATION OF JUSTICE
(Justice Studies): Transfer
See assist.org and/or consult with a counselor.

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

Theories 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 006, 008, 014, 015, 026, 030A, 031, 032, 033, 034, 036, 041, 091, 092, 093

AJ 001 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course will offer students the opportunity to learn about the history and philosophy of justice as it evolved throughout the world. There will be an in-depth study of the American system and the various subsystems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system.

AJ 002 CONCEPTS OF CRIMINAL LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course covers historical development, philosophy of law and constitutional provisions; definitions; classifications of crime and their applications to the system of administration of justice; legal research; study of case law; 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.

AJ 003 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

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

AJ 004 LEGAL ASPECTS OF EVIDENCE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for Credit: California State University

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

AJ 005 CRIMINAL INVESTIGATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

The fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aid, and modus operandi, sources of information, interviews and interrogation, follow-up investigation are taught.

AJ 006 PATROL PROCEDURES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

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

AJ 008 JUVENILE PROCEDURES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

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

AJ 014 ALCOHOL, NARCOTICS & DRUG ABUSE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

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

AJ 015 SEXUAL ASSAULT INVESTIGATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for Credit: California State University

This course covers the investigation of sexual assault, the collection of evidence, and the treatment of the victim. The course also examines the psychological make-up of the sexual assault perpetrator, reviews the impact on peripheral victims including the family, friends, the community, and the measures used by agencies and individuals to prevent this crime. Pass/No Pass Option

AJ 021 COMMUNITY RELATIONS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

The relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 90S AND reading competency by completing Reading 970, or Reading 05S. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
AJ 023 POLICE REPORT WRITING  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course is a study of law enforcement reporting procedures with emphasis on techniques designed to improve writing skills, enhance individual observation and comprehension, and affect a more efficient utilization of recorded data in crime detection and the investigative function.

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

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

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

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

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

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

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

AJ 041 INTRODUCTION TO FORENSICS  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course is a survey of the application of scientific methods to the examination, evaluation and explanation of the physical evidence related to a crime. The course also introduces students to the contributions of forensic anthropology, forensic psychiatry, document analysis, and computer forensics to criminal investigations. Pass/No Pass Option

AJ 091 DIRECTED STUDIES  
1 unit  
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement  
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 092 DIRECTED STUDIES  
2 units  
Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement  
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 093 DIRECTED STUDIES  
3 units  
Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement  
Acceptable for credit: California State University  
Directed studies of special interest to the student which are related to but not included in regular courses offered by the college. Registration by contact with and only upon consent of the instructor.

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

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

AJ 160J STANDARDS AND TRAINING FOR CORRECTIONS  
.5 – 3 units  
Lecture .5 - 3 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisites: Class participation is limited to employees of an agency/department eligible for participation in Standards and Training for Corrections (STC).  
This course covers topics that meet education and training objectives for probation officers and adult and juvenile institution staff. 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.
AJ 160K FIELD TRAINING FOR OFFICERS
1-10 units
Lecture 1-10 hours; lab 0 hours, lab 0 hours by arrangement
This course is designed to provide the opportunity for practical application of patrol services for peace officers who have completed a Regular Basic Course (Academy). This is a variable unit course and may be taken for a total of four times. Pass/No Pass Option

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

AJ 160M JUVENILE CORRECTIONS OFFICER CORE
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisites: Students must be employed by an agency regulated by the California Department of Corrections and Rehabilitation (CDCR), Corrections Standards Authority (CSA). This course covers topics and skills needed to meet the California Department of Corrections requirements for an entry level juvenile corrections officer.

AJ 160P LAWS OF ARREST, SEARCH, AND SEIZURE (PC 832)
1 unit
Lecture .5 hour; lab 2 hours, lab 0 hours by arrangement
Prerequisites: Student must be employed by an agency where peace officer powers are required under PC 832. This course satisfies PC 832 requirements for “defined” peace officers other than sworn law enforcement personnel. The course covers professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications, and arrest techniques. It does not include the use of firearms.

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

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

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

Learning Outcomes
After completing courses in American Sign Language, a student will be able to:
• Offer assistance to the aurally handicapped.

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

SL 100 SPECIAL TOPICS
3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option
ANTHR 003 INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a study of culture and social behavior as developed through the anthropological study of contemporary peoples. Comparative survey of the range of cultures of the world with emphasis upon social organization, economics, religion, kinship systems, cultural patterns, values, ethics, and ecology. Pass/No Pass Option

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

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

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

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

ANTHROPOLOGY: Transfer:
See assist.org and/or consult with a counselor.

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

Witchcraft & Religion
This course is a cross-cultural study of the forms and functions of supernatural beliefs and associated rituals in various contemporary societies of Africa, Asia, aboriginal Australia, Oceania, South America, native North America and elsewhere. The course is designed to introduce anthropological approaches to the understanding of cultural beliefs in the supernatural. This course considers the forms and functions of supernatural beliefs and rituals in various societies to develop insights into the functional aspects of religious beliefs and institutions in our lives. Pass/No Pass Option

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

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

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

Archaeology
(See Anthropology)
Architecture

See also Landscape Architecture

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

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

Degree
A.S., Architecture

Certificates
Architecture
Historic Preservation

Associate of Science in Architecture Learning Outcomes
After completing an A.S. degree in Architecture, a student will be able to:
• Communicate effectively and professionally in the architectural environment through proper use of verbal, written and graphic techniques.
• Apply mathematical skills to solve technical problems associated with architectural drawings.
• Develop architectural drawings including construction drawings, and presentation drawings.
• Use computer graphics applications associated with architectural projects.
• Select construction materials based upon their characteristics and methods of installation.
• Apply principals of structural design.
• Apply building codes, zoning codes, and ADA (Americans with Disabilities Act).
• Demonstrate creativity and problem-solving abilities in designing residential and commercial buildings.
• Use standard dimensions for space planning and human occupancy using Architectural Graphic Standards.
• Identify professional, technical, and social responsibilities including respect for diversity.

Certificate in Architecture Learning Outcomes
After completing a certificate in Architecture, a student will be able to:
• Use standard dimensions for space planning and human occupancy using Architectural Graphic Standards.
• Identify professional, technical and societal responsibilities including respect for diversity.

Certificate in Historic Preservation Learning Outcomes
After completing a certificate in Historic Preservation, a student will be able to:
• Communicate effectively and professionally in the historic preservation environment through proper use of verbal, written and graphic techniques.
• Apply mathematical skills to solve technical problems associated with restoration drawings and site measurements.
• Develop restoration drawings including construction drawings, and presentation drawings.
• Use computer graphics applications associated with restoration projects.
• Select restoration materials based upon their characteristics and methods of installation.
• Analyze structural systems of existing historic buildings.
• Apply building code and ADA (Americans with Disabilities Act) to existing historic buildings.
• Apply historic preservation guidelines and recommendations by Using "The Secretary of Interior's Standards".
• Identify professional, technical and societal responsibilities including respect for diversity.

ARCHITECTURE
The Architecture Program at West Valley College is primarily transfer oriented. It prepares students to enter 4- and 5-year architecture programs at the university level. Most students transfer to U.C. Berkeley, Cal Poly San Luis Obispo, Cal Poly Pomona, the University of Southern California, and to a variety of public and private institutions, nationwide. While it is generally possible to enter the field of Architecture directly with either a Certificate or A.S. Degree from West Valley, the transfer orientation of our program and the nature of internship within the Architecture profession limit that option.

The Architecture courses at West Valley College cover four areas of study: design, graphics, history, and practice/technical communication. In most instances, these courses are foundational rather than comprehensive, since students need two or more additional years of study in these areas before they receive a Bachelor’s or Master’s degree. Because technology is becoming increasingly important in architecture, both professionally and academically, an increasing number of WVC courses leverage computer technology as an educational tool.

Students, upon completion of this certificate, may qualify for the following career paths as well as transfer to a 4 or 5-year program:
• Architect
• Landscape Architect
• Historic Preservation Architect
• Interior Designer
• Construction Manager
• Facilities Manager
• Graphic Designer
• Product Designer
• Specification Writer
• Structural Engineer
• Architectural Renderer

ARCHITECTURE: Transfer:
See assist.org and/or consult with a counselor.

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

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

ARCHITECTURE (A.S. Degree)
Major Requirements: (40 Units)

Course
ARCH 045 Architectural Building Codes
ARCH 050 Construction Materials & Methods
ARCH 051 Architectural Graphics: Drawing & Sketching
ARCH 052 Architectural Graphics: Color & Rendering
ARCH 053 Intro to Architectural and Environmental Design
ARCH 056 Basic Architectural Design
ARCH 057 Architectural Model Making
ARCH 058 Intro to Revit Architecture
ARCH 059 3D Studio Max: 3D Rendering
ARCH 060 Green Building & Sustainable Design
ARCH 061 Architectural Design I
ARCH 062 Architectural Design II
ARCH 063 Architectural Design III
ARCH 066 Advanced Revit Architecture

Required Electives: Select 10 units from below:
ARCH 040 Fundamentals of Historic Preservation
ARCH 041 Science of Materials in Historic Preservation
ARCH 042 Architectural Restoration & Rehabilitation
ARCH 043 Styles in Architecture
ARCH 046 History of Architecture
ARCH 047 History of Modern Architecture
ARCH 084 Sustainability in Landscape Architecture

Total Units 50

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

Note: The student should choose those general education requirements, which may apply both toward graduation requirements of the college and toward the bachelor’s degree requirements at the four-year institution to which he/she plans to transfer.
ARCHITECTURE (Certificate)
Major Requirements: (34 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARCH 045</td>
<td>Architectural Building Codes</td>
</tr>
<tr>
<td>ARCH 050</td>
<td>Construction Materials &amp; Methods</td>
</tr>
<tr>
<td>ARCH 051</td>
<td>Architectural Graphics: Drawing &amp; Sketching</td>
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<tr>
<td>ARCH 052</td>
<td>Architectural Graphics: Color Rendering</td>
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<tr>
<td>ARCH 053</td>
<td>Intro to Architectural and Environmental Design</td>
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<tr>
<td>ARCH 056</td>
<td>Basic Architectural Design</td>
</tr>
<tr>
<td>ARCH 057</td>
<td>Architectural Model Making</td>
</tr>
<tr>
<td>ARCH 058</td>
<td>Intro to Revit Architecture</td>
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<tr>
<td>ARCH 059</td>
<td>3D Studio Max: 3D Rendering</td>
</tr>
<tr>
<td>ARCH 061</td>
<td>Architectural Design I</td>
</tr>
<tr>
<td>ARCH 062</td>
<td>Architectural Design II</td>
</tr>
<tr>
<td>ARCH 066</td>
<td>Advanced Revit Architecture</td>
</tr>
</tbody>
</table>

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

Total Units: 34

HISTORIC PRESERVATION (Certificate)

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

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

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

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

Major Requirements: (13 Units)

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ARCH 040</td>
<td>Fundamentals of Historic Preservation</td>
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<tr>
<td>ARCH 041</td>
<td>Science of Materials in Historic Preservation</td>
</tr>
<tr>
<td>ARCH 042</td>
<td>Architectural Restoration &amp; Rehabilitation</td>
</tr>
<tr>
<td>ARCH 043</td>
<td>Styles in Architecture</td>
</tr>
<tr>
<td>ARCH 058</td>
<td>Intro to Revit Architecture</td>
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</table>

Required Electives: (4 Units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARCH 045</td>
<td>Architectural Building Codes</td>
</tr>
<tr>
<td>ARCH 046</td>
<td>History of Architecture</td>
</tr>
<tr>
<td>ARCH 056</td>
<td>Basic Architectural Design</td>
</tr>
<tr>
<td>ARCH 057</td>
<td>Architectural Model Making</td>
</tr>
<tr>
<td>ARCH 059</td>
<td>3D Studio Max: 3D Rendering</td>
</tr>
<tr>
<td>ARCH 060</td>
<td>Green Building &amp; Sustainable Design</td>
</tr>
<tr>
<td>ARCH 066</td>
<td>Advanced Revit Architecture</td>
</tr>
<tr>
<td>ARCH 084</td>
<td>Sustainability in Landscape Architecture</td>
</tr>
</tbody>
</table>

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

Total Units: 17

ARCH 040 FUNDAMENTALS OF HISTORIC PRESERVATION

2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course is a study of historic preservation theories and philosophies, various definitions for different types of preservation planning: Preservation, Restoration, Rehabilitation, and Reconstruction. It includes the study of the recommendations and guidelines of the Secretary of Interior's Standards for the treatment of historic properties. Pass/No Pass Option

ARCH 041 SCIENCE OF MATERIALS IN HISTORIC PRESERVATION

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

Acceptable for credit: California State University

This course is a study of traditional and modern materials, including use and properties, the diagnosis of the causes of deterioration, preservation, and restoration methods. This course also covers the mechanical stress effects on rigid materials, the study of corrosive chemicals on porous materials, the atmospheric pollution effects, the settlement of masonry, and the vibrations of the structures as well as the effects of road traffic on the buildings. Pass/No Pass Option

ARCH 042 ARCHITECTURAL RESTORATION & REHABILITATION

3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement

Prerequisites: ARCH 040, ARCH 041, ARCH 054

Acceptable for credit: California State University

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 buildings; 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 subject to a new use of occupancy; reporting the diagnosis of deterioration causes; and presenting the final restoration and rehabilitation proposal with specifications. Pass/No Pass Option

ARCH 043 STYLES IN ARCHITECTURE

2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course is a study of styles in architecture focusing on the arrangement of buildings. Pass/No Pass Option

ARCH 044 ARCHITECTURAL MODEL MAKING

3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course prepares students in the use of Revit software for architectural design and modeling. It includes the study of the principles and practices of design and modeling. Students are introduced to the software and its use in the design process. Pass/No Pass Option

ARCH 047 ADVANCED REVIT ARCHITECTURE

3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course is a study of advanced Revit techniques and best practices. It includes the study of advanced Revit features, virtual reality simulation, and collaborative design. Pass/No Pass Option

ARCH 048 ENVIRONMENTAL DESIGN

3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course covers the principles of environmental design, including sustainable design practices, energy efficiency, and building codes. Pass/No Pass Option

ARCH 049 RECONSTRUCTION

3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course is a study of techniques used in the reconstruction of buildings. Pass/No Pass Option

ARCH 050 CONSTRUCTION MATERIALS & METHODS

3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course covers the materials and methods used in construction. Pass/No Pass Option

ARCH 051 ARCHITECTURAL GRAPHICS: DRAWING & SKETCHING

3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course is a study of traditional construction techniques, including sketching and drafting. Pass/No Pass Option

ARCH 052 ARCHITECTURAL GRAPHICS: COLOR RENDERING

3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course covers the principles and techniques of color rendering in architectural design. Pass/No Pass Option

ARCH 053 INTRO TO ARCHITECTURAL AND ENVIRONMENTAL DESIGN

3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course is an introduction to architectural and environmental design. Pass/No Pass Option
ARCH 046 HISTORY OF ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a study of the world history of architecture from pre-history to the 1945. Pass/No Pass Option

ARCH 047 HISTORY OF MODERN ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a study of modern world architectural history from 1945 to the present, the influences of the industrial revolution, and the old world in contemporary architecture. Pass/No Pass Option

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

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

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

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

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

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

ARCH 058 INTRODUCTION TO REVIT ARCHITECTURE
3 unit
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: California State University
This course is an introduction to Autodesk: Revit Architecture - software specifically designed for use by architecture, landscape architecture, interior design, and civil engineering professionals. This course emphasizes the construction of 3D models. Pass/No Pass Option

ARCH 059 3D STUDIO MAX: 3D RENDERING
3 unit
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: California State University
This course is a study of Autodesk: 3D Studio Max Design software specifically designed for use by architecture, landscape architecture, interior design, and civil engineering professionals. This course familiarizes both novice and experienced 3D artists with the process and capabilities of the 3D Studio Max Design tool set. The course focuses on the process of developing projects with 3D Studio Max Design. Students have the opportunity to learn to use each tool to its maximum benefit, as well as why it is important to the overall process. This course emphasizes the creation of advanced rendering perspectives from a 3D model of a building project and its context. Pass/No Pass Option

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

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

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

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

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

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
ARCH 084 SUSTAINABILITY IN LANDSCAPE ARCHITECTURE
3 units
Lecture 3 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the topic of sustainability in landscape architectural design studio. Students have opportunities to study sustainable environmental and visual phenomena through landscape architectural design exercises. Additional topics include Firescaping, green roof, plant restoration, habitat restoration, and Brownfield. Students have opportunities to apply sustainable design to a specific site. Pass/No Pass Option

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

ARCH 100 SPECIAL TOPICS
1.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

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

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

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

Learning Outcomes
After completing a certificate, or Associate of Arts degree in Art, a student will be able to:
- Analyze a variety of artists, artistic styles, and historical periods;
- Create works of art that represent technical skills and good craftsmanship;
- Evaluate works of art created by self and others.

Career Options
- Art Conservator
- Art criticism
- Art Curator
- Art Director
- Art Education/Teaching
ART (A. A. Degree)

Emphasis in Art History, Ceramics, Graphic Design, Painting/Drawing, Printmaking or Sculpture

Major Requirements

Course
ART 001B Survey of Western Art 6 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, 03-D Design: ART 081
Graphic Design: ART 035A,B,C,D, 046
Printmaking: ART 040A,B,C,D 041A,B,C,D
Sculpture: ART 065A,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.

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

2-DIMENSIONAL VISUAL STUDIES (Certificate)

Required Courses (12 units)

ART 003A Beginning Drawing 3 units
ART 003A Two-Dimensional Design 3 units
ART 003C Color Design 3 units

Choice of 1 elective from:

ART 040A Beginning Painting 3 units
ART 047A Beginning Watercolor 3 units
ART 031B Expressive Drawing 3 units
ART 031C Representational Drawing 3 units
ART 035A Beginning Life Drawing 3 units
ART 055 Introduction to Computer Arts 3 units
ART 001E Design in Society 3 units

ART 001A SURVEY OF WESTERN ART I

3 units

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

Acceptable for credit: University of California, California State University

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

ART 001B SURVEY OF WESTERN ART II

3 units

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

Acceptable for credit: University of California, California State University

This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, using art as a reflection of human interaction with 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. Pass/No Pass Option

ART 001D ART OF THE 20TH CENTURY

3 units

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

Acceptable for credit: University of California, California State University

This course is a survey of painting, sculpture, and 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. Pass/No Pass Option

ART 001E DESIGN IN SOCIETY

3 units

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

Acceptable for credit: University of California, California State University

This course provides a thematic and chronological introduction to major types of design around the globe from prehistory to the present. It considers the cultural role of design in finding creative solutions to basic human needs such as shelter, clothing, utilitarian objects, transportation, and communication for social, political, religious, informational, and other purposes. Works by designers from many diverse cultures are studied within their historical and cultural contexts including issues of economic and social class. Pass/No Pass Option

ART 001G HISTORY OF PHOTOGRAPHY

3 units

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

Acceptable for credit: University of California (proposed), California State University

The technical developments and aesthetic trends in photography are traced from its invention in the nineteenth century to the present day. This course includes image presentations, discussions and viewing exhibitions. Pass/No Pass Option

ART 003A WORKSHOP IN ART GALLERY & ART MUSEUM OPERATIONS

1 unit

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

Acceptable for credit: California State University

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

ART 004 ART APPRECIATION

3 units

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

Acceptable for credit: University of California, California State University

An introductory overview to the general trends and concepts of visual expression. Art objects under study will be considered both as aesthetic entities in themselves and as crystallization of man’s thought and beliefs at different periods of history. Students will also gain greater awareness of the processes, media and techniques required to create art. Pass/No Pass Option The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

Recommended Preparations in Basic Skills:

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
ART 007 ART OF ASIA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
A general survey of arts and culture of Asia. Emphasis on painting, sculpture, ceramics and architecture of India, China and Japan. Development of artistic ideas and expressions based on cultural interactions from prehistory to the present will be studied. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

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

ART 012A ART OF PRE-HISPANIC MEXICO
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
A general survey of painting, sculpture and architecture from the main civilizations of Pre-Hispanic Mexico, emphasizing aesthetic, cultural and historical values of the times. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

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

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

ART 014 WOMEN IN ART HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a survey of women in Western art. Specifically, it traces the representation of Woman in art history, the emergence of the female artist, and the examination of feminist theory in art history. It includes an examination of the major art periods, theories, criticism, and feminist criticism. Pass/No Pass Option

ART 031A BEGINNING DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Recommended preparation: ART 031A
Acceptable for credit: University of California, California State University
Advanced course for students with previous college-level drawing experience. Course emphasizes refinement of drawing skills and in-depth concentration on composition. Students will be introduced to various styles of drawing. The course stresses development of individual presentation of compositions and conceptualization capabilities. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Pass/No Pass Option
ART 031C REPRESENTATIONAL DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
In this course, students will have the opportunity to expand their understanding of rendering a physical likeness of three-dimensional form in black and white media. Concepts such as planar relationships, value/contrast, modeling with light and shade, proportioning and scale, linear and atmospheric perspective, multiple vanishing points, and surface texture will be emphasized. Pass/No Pass Option

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

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

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

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

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

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

ART 035B INTERMEDIATE LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Recommended preparation: ART 031A and ART 033A
Acceptable for credit: University of California, California State University
Recommended preparation: ART 031A
Acceptable for credit: University of California, California State University
In this class, students are introduced to basic techniques and applications of traditional materials associated with painting in aqueous media. Pass/No Pass Option

ART 047B INTERMEDIATE WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Recommended preparation: ART 047A
Acceptable for credit: University of California, California State University
Recommended preparation: ART 047B
Acceptable for credit: University of California, California State University
In this class students continue their study of personal artistic direction by developing a cohesive body of work. Projects focus on series and theme development. Studio work is supplemented with painting-oriented research, writing, and verbal appraisals. Pass/No Pass Option
ART 055 INTRO TO COMPUTER ARTS
3 units
Lecture 3 hours; lab 3 hours, lab 1 hour by arrangement
Recommended preparation: ART 031B and ART 033C
Acceptable for credit: University of California, California State University
This course provides students with an opportunity to explore fundamental theories and methods of creating Computer Art and the impact of technology on 20th century art production. It introduces students to digital imaging, digital video/animation and interactive authoring which utilize hands-on contemporary art strategies.
Pass/No Pass Option

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

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

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

ART 060B COMPUTER ARTS: MULTIMEDIA ART PRODUCTION
3 units
Lecture 3 hours; lab 3 hours, lab 1 hour by arrangement
Recommended preparation: ART 060A, ART 057B
Acceptable for credit: California State University
Students will be given the opportunity to develop a portfolio of a portfolio 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.
Pass/No Pass Option

ART 065A CERAMICS - HANDBUILDING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This course is an introduction to two- and three-dimensional ceramic design, focusing on clay compositions, decoration techniques and hand building techniques. This course gives students the opportunity to develop a critical awareness and vocabulary leading to independent critical thinking and to exploring the physical properties of clay for creative expression.

ART 065B CERAMICS - HANDBUILDING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Recommended preparation: ART 065A
Acceptable for credit: University of California, California State University
This course explores and concentrates focus on advanced kiln firing techniques, clay compositions, decoration techniques and hand building techniques. This course gives students the opportunity to develop a critical awareness and vocabulary leading to independent critical thinking and to exploring the physical properties of clay for creative expression.

ART 060A COMPUTER ARTS: INTERACTIVE DIGITAL VIDEO ART
3 units
Lecture 3 hours; lab 3 hours, lab 1 hour by arrangement
Recommended preparation: ART 055
Acceptable for credit: California State University
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.
Pass/No Pass Option

ART 065C CERAMICS HANDBUILDING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Recommended preparation: ART 065B
Acceptable for credit: University of California, California State University
This course explores additional course content and further develops artistic skills begun in 65B. The course gives students the opportunity to develop a critical awareness and vocabulary leading to independent critical thinking.

ART 065D HANDBUILT CERAMICS - ADVANCED
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Recommended preparation: ART 065C
Acceptable for credit: University of California, California State University
This advanced course focuses on clay and glaze formulations, design and sculpture, and kiln firing. The course gives students the opportunity to develop a critical awareness and vocabulary leading to independent critical judgment.

ART 067A CERAMICS - POTTER'S WHEEL
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This class is beginning-level instruction in wheel throwing, clay and glaze formulation, construction, stacking and firing of ceramic kilns. This course gives students the opportunity to develop basic skills and techniques using the potter’s wheel and develop aesthetic awareness of three-dimensional format designs.

ART 067B CERAMICS - POTTER'S WHEEL
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Recommended preparation: ART 067A
Acceptable for credit: University of California, California State University
This course is an advanced wheel throwing course designed toward refinement of skills on potter’s wheel, production throwing techniques, advanced kiln firing techniques, clay compositions, complex thrown ceramics ware, and a combination of hand built and wheel thrown forms.

ART 081 3-DIMENSIONAL DESIGN
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: California State University
This course focuses on theory and application of three-dimensional form in visual art and design. It provides studio practice in the fundamental elements and principles of designing objects in 3-dimensions. A variety of media is used.
Pass/No Pass Option

ART 085A SCULPTURE
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
This course explores and concentrates focus on the development of personal style of sculptural design. Subtractive, additive and fabrication techniques are used for modeling, casting and carving.
Pass/No Pass Option

ART 085B SCULPTURE
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Prerequisite: ART 085A
Acceptable for credit: University of California, California State University
This course explores and concentrates focus on the development of personal style of sculptural design. Subtractive, additive and fabrication techniques are used for modeling, casting and carving.
Pass/No Pass Option

ART 088A METAL-SCULPTURE CASTING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Acceptable for credit: California State University
This is an advanced study of the metal casting process with emphasis on development of a personal style.
Pass/No Pass Option
ART 088B METAL-SCULPTURE CASTING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hour by arrangement
Recommended preparation: ART 088A
Acceptable for credit: California State University
In this course, students do more advanced study of the metal casting process with an emphasis on the development of a personal style. Pass/No Pass Option

ART 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
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. Pass/No Pass Option

Astronomy

THE FACULTY
Benjamin Mendelsohn
Doug Epperson

DIVISION
Science and Mathematics

DEPARTMENT CHAIR
Rebecca Wong

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408-741-4662

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COUNSELING
408-741-2009

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

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

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

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

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

ASTRO 011 STELLAR ASTRONOMY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is a course in descriptive Astronomy, with emphasis on 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. Pass/No Pass Option
ASTRO 014 LIFE IN THE UNIVERSE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course considers the origin and evolution of life on Earth and the possibility of life elsewhere in the Universe. Applying the disciplines of astrophysics, biology, geology, and planetary science, students will study the chemical basis for life, the limits of life on earth and look for the markers of life in other places in the solar system. Students will also examine the possibilities for life outside of the solar system. Pass/No Pass Option

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

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

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

Biology

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

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COUNSELING 408-741-2009

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

Learning Outcomes
After completing an Associate of Science degree in Biology, a student will be able to:

• Demonstrate knowledge of the scientific method by applying to a laboratory problem;
• Demonstrate proper use of laboratory equipment, techniques and/or technology commonly employed in the field of biology;
• Demonstrate critical thinking and observational skills by applying knowledge of biological principles and concepts to a novel problem.

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

Degree
A.S., Biological Sciences

BIOLOGICAL SCIENCE: Transfer: (Includes Biochemistry, Botany, Cell Biology, Zoology) See assist.org and/or consult with a counselor.

BIOLOGICAL SCIENCE (A.S. Degree)
Major Requirements:
1. Three courses in Biology from below:
   - BIO 041 Principles of Animal Biology 5
   - BIO 042 Principles of Plant Biology 5
   - BIO 043 Principles of Cells 5
   - BIO 045 Microbiology 5
   - BIO 047 Human Anatomy 5
   - BIO 048 Human Physiology 5
2. Either CHEM 001A,B OR CHEM 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
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/.
**BIO 011 HUMAN BIOLOGY**  
4 units  
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
Using human anatomy and physiology as its medium, this is an introductory course in biology designed for non-science majors. Emphasis is on 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 dissections, 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 & WILDLIFE**  
3 units  
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This non major course is an introduction to the general ecological principles that integrate all life on earth, with special focus on wildlife populations and their natural history. Energy and material flows will be covered, along with animal biology, behavior, population dynamics and human impact and management. Laboratory and field exercises emphasize investigational techniques used in scientific studies.

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

**BIO 014 CALIFORNIA PLANTS & ANIMALS**  
3 units  
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course is an introduction to the general ecological principles that integrate all life on earth, with special focus on wildlife populations and their natural history. Energy and material flows will be covered, along with animal biology, behavior, population dynamics and human impact and management. Laboratory and field exercises emphasize investigational techniques used in scientific studies.

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

**BIO 016 MARINE BIOLOGY**  
4 units  
Lecture 3 hours lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
A survey of the biological principles of marine science. Designed to acquaint the student with the natural history of the local coastline, the Monterey Bay and its adjoining areas. The use of oceanographic instruments and marine sampling devices, a descriptive survey of the flora and fauna as found in laboratory study and field trips, and the relationship of the ocean to man are also included.

**BIO 017 INTRODUCTION TO INFECTIONIOUS DISEASES**  
2 units  
Lecture 2 hours; lab 2 hours, lab 0 hours by arrangement  
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, biotechnolgy genetics, population genetics.

**BIO 022 GENETICS**  
4 units  
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This introductory biology course explores infectious diseases, parasites, and human immunity. The course begins with a survey of infectious disease agents, including emerging pathogens, agents of bioterrorism, and newer complications seen in ancient diseases. The course continues by examining how the human immune system responds to these infections and helps students interpret epidemiological patterns of disease in human populations.

**BIO 024 CONTEMPORARY BIOLOGY**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This introductory level 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 023 INTRODUCTION TO INFECTIOUS DISEASES**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This introductory course in biology explores infectious diseases, parasites, and human immunity. The course begins with a survey of infectious disease agents, including emerging pathogens, agents of bioterrorism, and newer complications seen in ancient diseases. The course continues by examining how the human immune system responds to these infections and helps students interpret epidemiological patterns of disease in human populations.

**BIO 024 CONTEMPORARY BIOLOGY**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This introductory level 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 025 CALIFORNIA WILDLIFE**  
4 units  
Lecture 3 hours; lab 2 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
A general education course primarily for the non-science major. This is an introduction to the basic principles and concepts of heredity and their application to plants and animals, with emphasis on the heredity process, pedigrees, mutation, medical genetics, recombinant DNA, biotechnology genetics, population genetics.

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

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

Recommended Preparations in Basic Skills:

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

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
BIO 035 BIOLOGY OF BIRDS
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

This course introduces the natural history and biology of birds. The anatomy, ecology, diversity, behavior, and identification of birds are explored through lectures, laboratories, and field trips. The biology of California birds is emphasized. The course is directed towards biology students, science educators (K-12), natural history museums and environmental docents, environmental educators, as well as bird enthusiasts. Students are responsible for transportation and costs associated with travel.

BIO 036 ANIMAL BEHAVIOR
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

Have you ever wondered why animals behave the way they do? This course will explore different aspects of animal behavior ranging from the 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. Pass/No Pass Option

BIO 037 EVOLUTION - LIFE ON EARTH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course is an introduction to the history of life on earth by the exploration of past and current environments through the evolution of different types of species over time. The course emphasizes Darwin's theory of evolution, the evidence supporting it, mechanisms of evolution as well as modern environments having implications for society and culture.

BIO 038 BIODIVERSITY & EXTINCTION: HOTSPOTS, CRISIS & CONSERVATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

The class surveys the biodiversity on Earth with a focus on plants and animals in selected hotspots across the world. It examines ecological and evolutionary principles necessary to understand the nature and importance of the worldwide environmental crisis.

BIO 041 PRINCIPLES OF ANIMAL BIOLOGY
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisites: Completion of a college biology course or high school biology course and MATH 106/106R, Intermediate Algebra, or equivalent
Acceptable for credit: University of California, California State University

This course introduces the principles and concepts of animal biology. The main focus of the class is on the diversity, ecology, natural history, morphology, physiology, and development of animals with an evolutionary emphasis. This class is designed for biology majors.

BIO 042 PRINCIPLES OF PLANT BIOLOGY
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisites: Completion of a college biology course or high school biology course and MATH 106/106R, Intermediate Algebra, or equivalent
Acceptable for credit: University of California, California State University

This course for biology majors surveys basic principles of the plant sciences by examining all levels of biological organization. It provides an overview of plant diversity, ecology, evolution, morphology, anatomy, physiology, and biochemistry. In addition to plants, fungi, algae, and cyanobacteria are also examined. Laboratory activities include microscopic work, experimental physiology, and studies of biodiversity, natural history and ecology. Field trips to several ecosystems in the bay provide numerous opportunities to study local flora.

BIO 043 PRINCIPLES OF CELL BIOLOGY
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisites: Completion of a college biology course, a college chemistry course and MATH 106/106R or equivalent
Acceptable for credit: University of California, California State University

This course is a comprehensive study of unifying principles of cell biology, including the principles of cell chemistry and metabolism, structure and function of procaryotic and eucaryotic cells and viruses, bacterial and protistan taxonomy, meiosis, molecular genetics, genetic engineering, and hypotheses of the origin of life. Laboratory exercises demonstrate lecture concepts, and give students practical experience in performing standard laboratory methods used in cell biology. This course is designed to complete the preparation of the biology and pre-professional major for specialized upper division courses.

BIO 045 MICROBIOLOGY
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisite: Completion of a college biology course and any college chemistry course
Recommended preparation: MATH 103/103R
Acceptable for credit: University of California, California State University

This course is designed for nursing and other majors in life science. An introduction to microorganisms and the laboratory techniques employed in their study. The characteristics, particularly of bacteria, but including viruses, rickettsiae, algae, fungi, yeasts and protozoa will be studied with emphasis on their relationship to human life. Laboratory work will include morphological, cultural, nutritional and biochemical characteristics of microorganisms. The student will gain experience with the basic laboratory skills of the microbiologist.

BIO 046 ANATOMY & PHYSIOLOGY
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisite: Completion of a college biology course or high school biology
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University

A survey of human anatomy and physiology to understand the correlation of structure and function of the systems of the human body. Laboratory work will consist of animal dissection, cadaver material, microscopic work, experimentation and demonstration of materials to supplement the lectures. Designed for the liberal arts student, those planning careers in education, psychology, and the social sciences.

BIO 047 HUMAN ANATOMY
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisite: completion of a college biology course or HS biology
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University

This course for health professionals includes study of the gross and microscopic structure of the human body. Lab will consist of HUMAN CADAVER examination, CAT dissection, and microscopic examination of human tissues.

BIO 047A ANATOMY COORDINATED ENRICHMENT
.5 units
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Enrichment program coordinated with Human Anatomy - BIO 047. This course provides students with more advanced study of materials covered in the Human Anatomy course. Additional opportunities are available to examine anatomical structures and specimens, including microscopic slides, human bones, and human cadavers are available. Pass/No Pass Option
BIO 046 HUMAN PHYSIOLOGY
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisite: BIO 047 and any college chemistry course
Recommended preparation: MATH 103/103R
Acceptable for credit: University of California, California State University
A study of the organ systems of the human body and the physiological principles involved in normal function. Emphasis is upon regulatory mechanisms and cellular function. The laboratory includes experiments stressing function of the body systems. Some experiments will be carried out on the students themselves.

BIO 049A, B, C, D BIOLOGICAL TECHNIQUES
1 unit each
A - Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
B - Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
C - Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
D - Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: Completion of a college biology science course; BIO 049A is prerequisite to 049B, BIO 049B is prereq. to 049C, 049C is prereq. to 049D
Recommended preparation: MATH 902
Acceptable for credit: California State University
Designed for, but not restricted to, pre-teaching biology majors. The student works with individual instructors and the laboratory technician in the preparation of demonstration materials and laboratory setups. Provides practical experience in the use and care of laboratory apparatus.

BIO 050 HUMAN CADAVER DISSECTION
1 unit (Summer only)
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: BIO 047
Acceptable for credit: California State University
This course is a whole dissection of a human cadaver. The course is designed for nursing, medical, physical therapy, physician assistant, chiropractic and other health related majors. The course will use a regional approach to cadaver dissection. Working in small groups, students will dissect cadavers while the instructor provides the necessary information for the dissection. (Summer Only) Pass/No Pass Option

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

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

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

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

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

BIO 100 SPECIAL TOPICS
5-3 units
Recommended preparation: MATH 902
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

Botany
Principles of Botany (See Biology)

Cell Biology
(See Biology)
Business Administration and Real Estate

THE FACULTY
Heidi Diamond
Jim Henderson
Lance Shoemaker

DIVISION Business
DIVISION CHAIR Jim Henderson
DEPARTMENT CHAIR Heidi Diamond
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COUNSELING 408-741-2009

Learning Outcomes
Business Administration A.A. Degree
After completing an Associate of Arts Business Administration degree, a student will be eligible to:
• Complete a four-year institution
• Apply business theories and practices to research and critically analyzing contemporary business issues;
• Develop and prepare professional team based projects and business presentations.

See assist.org and/or consult with a counselor.

BUSINESS: Transfer (A.A. Degree)
Major Requirements
Course Required Courses:

ACCTG 010 Financial Accounting 5
ACCTG 011 Managerial Accounting 5
BUS 028 Business Law 3
BUS 051 Introduction to Business 3
CIS 002 Introduction to Computing 4
ECON 001A Macroeconomics 3
ECON 001B Microeconomics 3
ECON 002A Principles of Macroeconomics Lab 1
ECON 002B Principles of Microeconomics Lab 1
MATH 010 Elementary Statistics 3
MATH 012 Applied Calculus 4
ENGL 001A English Composition 3
ENGL 001B* English Composition 3
ENGL 001C Clear Thinking in Writing 3
ENGL 001CH Clear Thinking in Writing Honors 3
PHIL 002 Introduction to Logic 3
PHIL 003 Logic and Critical Reasoning 3
MATH 008 Finite Mathematics 3

*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.

Learning Outcomes
Business Administration A.S.

- Further professional career goals in specific business disciplines;
- Apply business theories and practices to researching and critically analyzing contemporary business issues;
- Develop and prepare professional team based projects and business presentations.

BUSINESS ADMINISTRATION (A.S. Degree)
Major Requirements
Course Units
ACCTG 050 Accounting for Small Business 1
FD 027 Professional Image 3
BUS 028 Business Law 3
BUS 061 Business & Society 3
BUS 062 Business Mathematics 3
BUS 078 Business Communication 3
CIS 002 Introduction to Computing 4

To be awarded an A.S. Degree, a student must complete
1. All the major requirements plus the requirements for one of four Certificate programs listed below.
   - Administrative Management
   - Business Administration
   - Business Communication
   - Business Leadership Skills
   - Business Management
   - Human Relations in Business
   - Marketing and Advertising
   - Project Management
   - Professional Selling
   - Retail Management
   - Small Business Startup
2. Additional units to meet the college graduation requirements.

CERTIFICATES AWARDED UPON COMPLETION
(More than one may be completed.)

ADMINISTRATIVE MANAGEMENT (Certificate)
Learning Outcomes
After completing an Administrative Management Certificate, a student will be able to apply strategic decision making and organizational skills to the attainment of organizational goals and objectives.

Required Courses:
Course Units
BUS 034 Human Resource Management 3
BUS 036 Strategic Management 3
BUS 068 Organizational Behavior 3
BUS 078 Business Communication 3

BUSINESS ADMINISTRATION (Certificate)
Learning Outcomes
After completing a Business Administration Certificate, a student will be able to apply business theories and practices in business and workplace settings.

Required Courses:
Course Units
BUS 051 Introduction to Business 3
BUS 056 Marketing Principles 3
BUS 066 Human Relations in Business 3
BUS 078 Business Communication 3

BUSINESS LEADERSHIP SKILLS (Certificate)
Learning Outcomes
After completing a Business Leadership Skills Certificate, a student will be able to apply leadership approaches to a broad array of organizational and workplace situations.

Required Courses:
Course Units
BUS 032 Leadership 3
BUS 051 Introduction to Business 3
BUS 061 Business and Society 3
BUS 066 Human Relations in Business 3
BUS 078 Business Communication 3

BUSINESS MANAGEMENT (Certificate)
Learning Outcomes
After completing a Business Management Certificate, a student will be able to apply management approaches to the effective and efficient running of business enterprises.

Required Courses:
Course Units
BUS 033 Functions of Management 3
BUS 040 Sales Strategies 3
BUS 056 Marketing Principles 3
BUS 066 Human Relations in Business 3
BUS 078 Business Communication 3

HUMAN RELATIONS IN BUSINESS
(Certificate)
Learning Outcomes
After completing a Human Relations in Business Certificate, a student will be able to relate to others in more effective and productive ways in complex business environments.

Required Courses:
Course Units
BUS 061 Business and Society 3
BUS 066 Human Relations in Business 3
BUS 068 Organizational Behavior 3
BUS 078 Business Communication 3
COMM 012 Intercultural Communication 3

MARKETING and ADVERTISING (Certificate)
Learning Outcomes
After completing a Marketing and Advertising Certificate, a student will be able to apply marketing and advertising principles to the development of product and service launches in a variety of business contexts.

Required Courses:
Course Units
BUS 040 Sales Strategies 3
BUS 056 Marketing Principles 3
BUS 066 Human Relations in Business 3
BUS 078 Business Communication 3
BUS 081 Advertising Principles 3
DM/IS 025 Internet Marketing 3
BUSINESS PROGRAMS WITH INTERNATIONAL/FOREIGN LANGUAGE EMPHASIS

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

- Administrative Management
- Business Administration
- Business Communication
- Business Leadership Skills
- Business Management
- Human Relations in Business
- Marketing and Advertising
- Project Management
- Professional Selling

Small Business Startup

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

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

The certificate requires a minimum of 15 semester units in one language. Courses chosen depend on your language background and/or fluency when starting the program.

BUS 005 INTRODUCTION TO PROJECT MANAGEMENT

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

Recommended preparation: CA 010

Acceptable for credit: California State University

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

BUS 006 NEGOTIATION PRINCIPLES

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

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. Pass/No Pass Option

BUS 028 BUSINESS LAW

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

Acceptable for credit: University of California, California State University

(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. Pass/No Pass Option

BUS 030 INTRODUCTION TO QUALITY MANAGEMENT

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

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. Pass/No Pass Option

BUS 034 HUMAN RESOURCE MANAGEMENT

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

Acceptable for credit: California State University

This course is an in-depth study of human resources management in public and private organizations. Specific areas of human resource management to be studied are: the principles and methods involved in recruitment, selections and placement of employees; affirmative action programs, training and development; performance appraisals; compensation and benefits; legal aspects of human resources administration; and government regulations and statutes. Pass/No Pass Option
BUS 035 RETAIL MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Acceptable for credit: California State University
This course is an in-depth study of the various kinds of retail firms and the competitive environment in which they operate. Studies will cover consumer behavior, product analysis, location and store layout, personnel administration, sources and logistics of material movement, pricing and other merchandise mathematics, retail promotion, budgeting, and the evaluation of store operations. Pass/No Pass Option

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

BUS 040 SALES STRATEGIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course includes the nature and concept of sales principles and strategies; careers in selling 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. Pass/No Pass Option

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

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

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

BUS 061 BUSINESS & SOCIETY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This class offers students an opportunity to learn about the mutually interdependent nature of business, government, and society. The class focuses on how business affects society and vice-versa. Topics covered in this class include business ethics, government regulation, the global environment of business, and the societal challenges and benefits of business activity. Pass/No Pass Option

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

BUS 066 HUMAN RELATIONS IN BUSINESS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will provide comprehensive coverage and integration of business skills and issues, develop decision-making skills, and establish a foundation in business procedures. Study of the electronic office, technology and procedures, document creation and distribution, research and organization of business reports, travel and conference planning, financial and legal procedures, and employment and career advancement will be included. Pass/No Pass Option

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

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

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

BUS 076 BUSINESS COMMUNICATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This class is an introduction to the basic principles and techniques of communication ability in the business world. It covers oral communication, review of grammar and punctuation, and techniques of business-writing style with emphasis on composition of letters, memoranda, resumes, and reports. Pass/No Pass Option

BUS 087 BUSINESS COMMUNICATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores techniques used to improve communication ability in the business world. It covers oral communication, review of grammar and punctuation, and techniques of business-writing style with emphasis on composition of letters, memoranda, resumes, and reports. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
### Real Estate

#### Learning Outcomes
After completing courses or a certificate in Real Estate, a student will be able to:
- Identify and evaluate the legal issues affecting real estate practices;
- Analyze and solve real estate finance and economics problems;
- Apply real estate appraisal principles and procedures.

#### REAL ESTATE SALESPERSON EDUCATION (CERTIFICATE)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLEST 090</td>
<td>3</td>
</tr>
<tr>
<td>RLEST 091</td>
<td>3</td>
</tr>
</tbody>
</table>

And one of the following:
- BUS 028 Business Law 3
- RLEST 092 Real Estate Economics 3
- RLEST 093A Legal Aspects of Real Estate 3
- RLEST 094C Real Estate Appraisal Principles & Procedures 3
- RLEST 095A Real Estate Finance 3
- RLEST 096A Real Estate Investment I 3
- RLEST 099 Property Management 3

#### RLEST 090 PRINCIPLES OF REAL ESTATE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

**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 courses. This course is intended to acquaint the student who has little or no training or experience in real estate with the basic theory of real estate. Its purpose is to enable students to identify, interpret, and solve fundamental problems inherent in the transaction of real property. This course will summarize information required for the State of California real estate license examinations. However, some outside study is advised. This course also applies toward the educational requirements of the California Real Estate Broker’s license examination as an elective. Pass/No Pass Option

#### RLEST 091 REAL ESTATE PRACTICE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

**Recommended preparation: RLEST 090, MATH 103/103R**

**Acceptable for credit: California State University**
Real Estate Practice is an overview of the operational methods of a real estate business and the procedures used in a typical real estate transaction. The course requires students to evaluate the day-to-day operations of a real estate office, with an emphasis on topics such as listings, purchase 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 also applies toward the educational requirements for the California Real Estate Broker’s license and for a Real Estate Broker’s license. Pass/No Pass Option

#### RLEST 092 REAL ESTATE ECONOMICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

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

#### RLEST 093A LEGAL ASPECTS OF REAL ESTATE I
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

**Recommended preparation: RLEST 090, MATH 103/103R**

**Acceptable for credit: California State University**
This is a fundamental real estate law course covering the basic understanding, background, and terminology necessary for advanced study in specialized real estate courses. This course is designed for students with little or no training or experience in real estate law. The purpose of the course is to introduce students to legal issues that arise in real estate and to enable students to identify, interpret, and solve fundamental legal problems inherent in real estate transactions and in the real estate profession. This course summarizes information required for the State of California real estate license examinations. This course also applies towards the educational requirements for a California Real Estate Broker’s license, and can also be applied as an elective for the Real Estate Salesperson’s license requirements. Pass/No Pass Option

#### RLEST 094C REAL ESTATE APPRAISAL PRINCIPLES & PROCEDURES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

**Recommended preparation: RLEST 090, MATH 103/103R**

**Acceptable for credit: California State University**
This 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 by using real estate appraisal valuation. Students also have an opportunity to learn the skills for gathering information to form an opinion based on reasoned judgment of the value of real estate. Pass/No Pass Option

#### RLEST 094D REAL ESTATE APPRAISAL PROCEDURES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement

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

#### RLEST 095A REAL ESTATE FINANCE I
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

**Acceptable for credit: California State University**
This course analyzes real estate financing, including financing for residential and commercial properties, and development opportunities. Other topics include secured transactions, investment vehicles, government financing options, interest rates, taxation considerations, and evaluation of loan applicants. This course covers content required for the State of California real estate license examinations. It applies toward the educational requirements for a California Real Estate Broker’s license and as an elective for the Real Estate Salesperson’s license requirements. Pass/No Pass Option

#### RLEST 096A REAL ESTATE INVESTMENT I
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

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

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

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
RLEST 099 PROPERTY MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: RLEST 090
Acceptable for credit: California State University
Students in this class study successful techniques and practices in the management of income property including acquisition, analysis, legal considerations, marketing techniques, maintenance, records and insurance. This course summarizes information required for the State of California real estate license examination; 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 California Real Estate Broker’s license exam. This course also applies towards the educational requirements of the State of California real estate license examination.

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
After completing an Associate of Science degree in Chemistry, a student will be able to:
- Explain and apply chemical concepts;
- Perform calculations;
- Demonstrate various laboratory techniques.

Career Options:
- Allied Health Sciences
- Biology/Biochemistry
- Chemistry
- Dentistry
- Engineering
- 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.

CHEMISTRY: Transfer:
See assist.org and/or consult with a counselor.

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>5-5</td>
</tr>
<tr>
<td>PHYS 002A,B</td>
<td>5-5</td>
</tr>
</tbody>
</table>

Recommended preparation: RLEST 090
Acceptable for credit: California State University

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

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

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

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

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

CHEM 001A GENERAL CHEMISTRY
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 or 106R or qualifying score on math placement test with proof of Algebra II, and CHEM 002 or 1 year of high school chemistry with a grade of B or better
Acceptable for credit: University of California, California State University

This course covers the nature of matter and the changes it undergoes. Concepts covered include dimensional analysis, the structure of atoms, chemical equations, and stoichiometric calculations, properties of solutions, gas laws, calorimetry, Lewis structures, molecular geometry, oxidation-reduction, equilibrium, electron configurations and intermolecular forces.

CHEM 001B GENERAL CHEMISTRY
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: CHEM 001A
Acceptable for credit: University of California, California State University

A continuation of CHEM 01A. The units of study will include solution equilibria, electrochemistry, thermodynamics, coordination compounds, and kinetics. The laboratory will consist of qualitative analysis of cations and anions and the synthesis of some specific compounds.
CHEM 002 INTRODUCTORY CHEMISTRY
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 or 106R or qualifying score on math placement test and proof of Algebra II
Acceptable for credit: University of California, California State University
This course is an introduction to fundamental principles of chemistry and includes atomic theory, chemical bonding, molecular structure, chemical reactions, stoichiometry, gas laws, liquids and solids, acids and bases, equilibrium, and solution chemistry. The course stresses problem solving and is designed specifically to prepare the student for Chemistry 001A.

CHEM 012A ORGANIC CHEMISTRY
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisite: CHEM 001B
Acceptable for credit: University of California, California State University
A study of the fundamentals of organic chemistry with emphasis on underlying concepts. Modern laboratory techniques, including instrumental methods of structure determination. Recommended for chemistry majors, chemical engineering majors, most biology majors, and for pharmacy, pre-medical and pre-dental students.

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

CHEM 030A FUNDAMENTALS OF CHEMISTRY
3 units
Lecture 2 hours; lab 3 hour, lab 0 hours by arrangement
Prerequisite: MATH 103 or 103R or qualifying score on math placement test and proof of Algebra II
Acceptable for credit: University of California, California State University
This is an elementary course for non-science majors covering the basic principles of inorganic chemistry. It is especially designed for majors in the following four-year programs: Nursing, Physical Education, Administration of Justice, Psychology, Sociology, and Dental Hygiene. Not recommended for science majors.

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

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

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

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

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

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**Child Studies**

**THE FACULTY**
Leslie Hotta
Terry Shue
Katherine Moore Wines

**DIVISION**
Applied Arts and Sciences

**DIVISION CHAIR**
Diane Hurd

**DEPARTMENT CHAIR**
Leslie Hotta

**PHONE**
408-741-4603

**EMAIL**
leslie.hotta@wvm.edu

**COUNSELING**
408-741-2009

**Learning Outcomes**
After completing a certificate or A.S. degree in Child Studies, a student will be able to:
- Design developmentally appropriate curriculum and environments using child development theory, observations of children, and health and safety standards.
- Establish and maintain collaborative partnerships with children, families, colleagues, and the community.

**Early Childhood Certificate (18 units)**
After completing the above certificate, a student will be able to:
- Design developmentally appropriate curriculum and environments using child development theory, observations of children, and health and safety standards.

**Early Childhood Certificate of Achievement (48 units) or A.S. Early Childhood Education**
In addition to the above learning outcomes, a student will be able to:
- Apply ethical guidelines and advocacy skills to maintain standards of high quality care and education for young children.

**Early Intervention Certificate**
In addition to the above learning outcomes, a student will be able to:
- Adapt the curriculum and environment to meet the developmental needs of children at high risk and/or with disabilities.

**Primary Education Certificate**
In addition to the above learning outcomes, a student will be able to:
- Adapt the curriculum and environment to meet the specific needs of school-age children

**Communication & the Arts**
After completing this certificate a student will be able to:
- Design curriculum related to visual, written, and oral communication.

**Program Director**
After completing this certificate a student will be able to:
- Administer a program according to current Title 22 regulations.

**CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION: Transfer:**
See assist.org and/or consult with a counselor.
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 48 to 51 units in Child Studies coursework including completion of one Certificate of Achievement Program and one of the Specializations listed below, plus the general education units required for college graduation.

CERTIFICATE PROGRAMS:

EARLY CHILDHOOD EDUCATION CERTIFICATE OF ACHIEVEMENT 48 units

EARLY CHILDHOOD CERTIFICATE OF MERIT 18 units

PRIMARY EDUCATION CERTIFICATE 45 units

EARLY INTERVENTION CERTIFICATE OF ACHIEVEMENT 51 units

SPECIALIZATIONS: (cannot double count courses taken to complete a certificate program)

PROGRAM DIRECTOR 12 units

CHS 064, CHS 065, CHS 085, CHS 086 COMMUNICATION AND THE ARTS 12 units

CHS 058, CHS 059, CHS 067, CHS 086

EARLY CHILDHOOD EDUCATION CERTIFICATE OF ACHIEVEMENT 48 units

成功的完成30个学分单元在 coursework listed below plus 18 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 paraprofessional in early intervention programs, early childhood special education and child development programs serving infants, toddlers, and young children with special needs and their families.

Course Units

CHS 007 Language and Literacy and the Developing Child 3

CHS 058 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 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 086 Technology For Teachers and Administrators 3

CHS 088 Early Childhood Environments 3

CHS 088A The Outdoor Environment 1

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

Total Units 51

PRIMARY EDUCATION Certificate

Successful completion of 30 semester units in coursework listed below plus 18 units in general education**. This satisfies State Department of Education Title 5 coursework requirements for the Child Development Teacher and Master Teacher Permit and Department of Social Services Title 22 Community Care Licensing requirements for qualified 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 035 Supervised Field Experience in an Early Education Setting 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 and Literacy and the Developing Child 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 070 Infant Toddler Development and Care 3

CHS 083 Documentation of Children’s Learning 2

CHS 084 Advocacy for Children 1

CHS 086 Technology For Teachers and Administrators 3

CHS 088 Early Childhood Environments 3

CHS 088A The Outdoor Environment 1

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

Total Units 48

EARLY CHILDHOOD CERTIFICATE OF MERIT

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

Course Units

CHS 001 Introduction to ECE 3

CHS 002 Child Growth and Development 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 087 Methods of Observation in Early Childhood Settings 3

Total Units 18
COURSE SUBSTITUTION AND WAIVERS
Course substitution and waivers are approved by the department upon review of transcripts, course description, and evidence of proficiency in the subject matter.

CHS 001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This foundation course explores the field of early childhood education from multicultural, socio-economic, and professional perspectives. Students explore how the many roles of the teacher and environment impact the growth and development of the child within an emergent play-based curriculum model. Pass/No Pass Option

CHS 002 CHILD GROWTH & DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides an introduction to human growth and development from conception through adolescence including physical growth, language, social-emotional and cognitive development of the child. Topics discussed include theories of development, developmental and cultural contexts; heredity; societal influences and interaction with the environment. Observation of children is required. Pass/No Pass Option

CHS 005 CHILDHOOD & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course examines the influence of culture on the child’s physical, cognitive, and social-emotional development and behavior. Race, socioeconomic class, ethnicity and gender are explored. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

CHS 006 CAREERS IN EDUCATION
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This short course is an orientation to careers in early childhood education, elementary school and high school teaching, parent education, and various jobs which involve work with children and families. Through discussion and information about licensing requirements, child development permits, teaching credentials, certificate programs and professional preparation for parent education are included. Students engage in a self assessment, discuss the trends regarding various jobs, and look at salary and training requirements for different professional roles. Pass/No Pass Option

CHS 031 STUDENT TEACHING PRACTICUM
3 units
Lecture 1 hour; lab 6 hours, lab 0 hours by arrangement
Recommended preparation: 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 have completed the majority of the coursework required for an Early Childhood certificate. It focuses on integrating and applying knowledge and understanding of the processes of child growth and development to group settings with young children. Students are required to participate as lab students in the Child Development Centers at West Valley College which supports a play based emergent curriculum. Pass/No Pass Option

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

CHS 033B FAMILY DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisites: CHS 033A
Acceptable for credit: California State University
This course builds upon the skills learned in the Family Development CHS 33A course. This course provides advanced skills to students interested in working in Social Services, Health Services and Education settings that require skills in family assessment, intervention and referral. The course teaches a strength-based approach to interviewing families, assessing and building family communication skills, assessing and connecting families with community resources within a framework of cultural competency. This course prepares students to work with children and families in a variety of settings such as community based organizations and larger social service or educational agencies. Pass/No Pass Option

CHS 034A INTRODUCTION TO THE CHILD WITH SPECIAL NEEDS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed for students who are considering a career in special education or desire to work with children and families with special needs. 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. Pass/No Pass Option

CHS 034B INCLUSION OF THE CHILD WITH SPECIAL NEEDS IN EDUCATIONAL SETTINGS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: 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. This course is designed for students who have experience working with or prior knowledge of children with special needs. Topics 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. Pass/No Pass Option

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

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
CHS 051 EARLY FIELD EXPERIENCE IN THE ELEMENTARY CLASSROOM
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is an introduction to life in the elementary school. It is designed to provide students, through observation and participation in an elementary school classroom, with the early knowledge and skills necessary to further pursue a career as elementary school teachers.

CHS 052 PRINCIPLES AND PRACTICES FOR SCHOOL-AGE PROGRAMS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course focuses on program development and curriculum planning for the school-age child. Topics include developmentally appropriate practice, technology, field trips, parent involvement, and professional staff development. 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. Pass/No Pass Option

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

CHS 056 SCHOOL-AGE CHILD: BEHAVIOR & DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
An introduction to human growth and development from ages five through twelve, covering physical, language, social, emotional, and moral development of the child. Discussions will cover current issues related to the school age child such as school readiness, kindergarten policies and practices, elementary school experiences, and the influence of society. After-school care, developmentally appropriate practices, activities, and licensing are also covered. The course is designed for those who are or desire to be employed as instructional aides in child-care facilities, preschool or elementary school districts, or for parents of children ages 5 through 12. Pass/No Pass Option

CHS 058 LANGUAGE, LITERACY & THE DEVELOPING CHILD
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores the development of language and speech, language acquisition theories, emergent literacy and the development of experiences and activities for young children that promote oral and written language abilities. Lecture and class discussions will focus on the developmental stages of receptive and expressive language, conversations (listening, taking, 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 arts materials, designing print rich environments, and planning language experiences for young children. Observations of children, language sampling, and group activities are included. Pass/No Pass Option

CHS 059 MUSIC & MOVEMENT FOR YOUNG CHILDREN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course presents an overview of developmentally appropriate music and movement experiences for young children from birth through age 8. Topics include music in the classroom, singing and the human voice, children’s exploration of musical instruments, 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. Pass/No Pass Option

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

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

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

CHS 066 CHILD SAFETY, HEALTH & NUTRITION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Option

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- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 6 for specific information.
- **RECOMMENDED** preparation are ADVISORY
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
CHS 067 CREATIVE ART EXPERIENCES & DEVELOPMENT  
3 units  
Lecture 3 hours; lab 0 hours; lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course explores factors that affect the development of creative art expression and aesthetics in children. The developmental aspects of art expression, the role of the environment, materials, and adult-child interaction in fostering and nurturing creative art expression are emphasized.  
Pass/No Pass Option

CHS 070 INFANT/TODDLER DEVELOPMENT & CARE  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course covers infant/toddler development to age three, with an emphasis on physical, emotional, social, and cognitive development. Other topics include program planning based on the understanding of development needs and observation of individual infants and the application of theories to practical implementation. This course fulfills state requirements for infant/toddler care.  
Pass/No Pass Option

CHS 075 MENTORING & PROFESSIONAL DEVELOPMENT OF EARLY CHILDHOOD PROFESSIONALS  
2 units  
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This class is designed to prepare teachers for the role of 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. It includes discussions on the development of the professional self, compiling a portfolio, and documentation of the teacher’s work with children.  
Pass/No Pass Option

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

CHS 077B SOCIAL DEVELOPMENT IN INFANT/TODDLER PROGRAMS  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
This course focuses on the socialization, guidance, and program policies that best support the healthy social emotional development of infants/toddlers in group care. Topics include the development of self-esteem, stages of emotional development, development relationships, early intervention strategies, and using care giving routines as curriculum. This course is based upon the Program for Infant/Toddler Care’s (PITC) philosophy and essential policies.  
Pass/No Pass Option

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

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

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

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

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

CHS 085 ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAMS: PROGRAM & PROFESSIONAL ASSESSMENT  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course is a study of methods and principles of program and professional assessment, evaluation, and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments including NAEYC and NAFCC Accreditation self-study materials designed for use in assessing staff performance and program quality will be thoroughly discussed in an in-depth analysis of on-going assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles and career development will be examined.  
Pass/No Pass Option

CHS 086 TECHNOLOGY FOR TEACHERS & ADMINISTRATORS IN EARLY CHILDHOOD PROGRAMS  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
This course offers a comprehensive survey of the ways technology can facilitate the operational functions of administrators and teachers in an early childhood program. Collecting and storing information, communication technologies such as EMAIL, voice mail, web site home page, and Internet options as well as video and photo documentation are examined. Innovative uses of technology and the role of documentation and visual presentation in the planning and evaluating of early childhood programs are explored. This course may be repeated twice.  
Pass/No Pass Option
CHS 087 METHODS OF OBSERVATION IN EARLY CHILDHOOD SETTINGS
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Recommended preparation: CHS 002
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. Pass/No Pass Option

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

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

CHS 089A ECE DIRECTOR’S COLLABORATIVE
1 unit
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
This course provides on-going professional support, information, and resources for students who are currently administering early childhood programs. Other topics include current information on research, trends, and issues in the field to contribute to the student’s competence, performance, and effectiveness in supervisory roles. This course is designed for program directors, district managers, site supervisors, assistant directors, and others who have a supervisory role in an early childhood program. Pass/No Pass Options

CHS 091, 092, 093 DIRECTED STUDIES
1, 2 or 3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Acceptable for credit: California State University
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Pass/No Pass Option

Chinese

CHIN 001A BEGINNING CHINESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite CHIN 011A
Acceptable for credit: University of California, California State University
This is an introductory course of the basic oral and written structures of the Mandarin Chinese language. Emphasis is placed on communication and relevancy. Reading and writing is introduced and practiced. Aspects of the Chinese culture in China and Chinese-speaking countries are presented and discussed. Pass/No Pass Option

CHIN 011A CHINESE LABORATORY
.5 units
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Co requisite CHIN 001A
Acceptable for credit: California State University
This is an introductory course of the basic oral and written structures of the Mandarin Chinese language. Emphasis is placed on communication and relevancy. Reading and writing is introduced and practiced. Aspects of the Chinese culture in China and Chinese-speaking countries are presented and discussed. Pass/No Pass Option

CHIN 050A BASIC CONVERSATIONAL MANDARIN CHINESE & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Conversational Mandarin Chinese and Culture is designed for students desiring a basic, practical conversational approach to learning a language. This course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities and visual aids will be used in presenting the language. Cultural topics will center on everyday life activities in Chinese speaking countries such as food customs, traditions, and family. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/.

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CHIN 050B BASIC CONVERSATIONAL MANDARIN CHINESE & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CHIN 050A
Acceptable for credit: California State University
This course is the continuation of CHIN 050A. Students will increase their vocabulary and knowledge of basic grammar structures while emphasizing conversation and recognition of Chinese characters. Cultural topics will continue to center on everyday life activities. These will be presented through a variety of audiovisual aids and readings. Pass/No Pass Option

CHIN 091, 092, & 093 CHINESE DIRECTED STUDIES
1, 2 or 3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University, *University of California
* UC transfer credit for directed studies is granted after a review of the course outline and examples of students work (assignment, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
Students are given individual work of special interest in Chinese, reading, writing, lab work, research, etc. Related to the regular Chinese courses offered but not included in them. Pass/No Pass Option

Communication Studies

THE FACULTY
Randy Fujishin
John Hannigan
Meg Farrell
Paul Sanders
DIVISION Language Arts
DIVISION CHAIR Randy Fujishin
DEPARTMENT CHAIR John Hannigan
PHONE 408-741-2629
EMAIL john.hannigan@wvm.edu
COUNSELING 408-741-2009

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

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

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

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

Degree
A.A., Communication Studies

COMMUNICATION STUDIES: Transfer:
See assist.org and/or consult with a counselor.
For information on Associate in Arts for Transfer or Associate in Science for Transfer degrees, please go to westvalley.edu/catalog/

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

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

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

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

4. Select 6 units from the following courses:
   Any communication course(s) listed above if not being used to satisfy Categories 1-4 (3 or 6 units)
   ANTHR 003 Introduction to Cultural Anthropology
   ANTHR 004 Introduction to Linguistic Anthropology
   BUS 040 Sales Strategies
   CHS 005 Childhood and Culture
   Computer Applications courses (3 units)
   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 030A 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.

COMM 001 PUBLIC SPEAKING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 905
Recommended preparation: ESL 065 LS strongly recommended for ESL students
Acceptable for credit: University of California, California State University
A basic course in communication studies which emphasizes the fundamentals of extemporaneous speaking. Includes involvement in interpersonal transactions, study of the role of the listener in oral communication, understanding audience-speaker relationship, research, organization, reasoning, and style.

COMM 004 SMALL-GROUP DISCUSSION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 905
Acceptable for credit: University of California, California State University
An introductory course designed to provide students with theoretical and practical insights and experiences into the interaction, information-sharing, and decision-making processes of small groups. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and click under MyWebServices.
**COMM 008 INTERPERSONAL COMMUNICATION**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course involves practical skills of interpersonal communication used in a variety of face-to-face settings, both personal and business, with emphasis upon personal effectiveness and empowerment. Pass/No Pass Option

**COMM 010 PERSUASIVE SPEAKING**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: ENGL 905  
Recommended preparation: ESL 065LS strongly recommended for ESL students  
Acceptable for credit: University of California, California State University  
Persuasive Speaking is a basic course in communication studies with an emphasis on persuasion. Attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages.

**COMM 012 INTERCULTURAL COMMUNICATION**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: ENGL 905  
Recommended preparation: Eligibility for READ 053  
Acceptable for credit: University of California, California State University  
This course is designed to help students improve their intercultural communication skills in various communication contexts. The course assists students in understanding and evaluating barriers to effective intercultural communication. It also provides a conceptual and practical definition of what a culture is, and an understanding of the basic concepts, skills, principles, and theories of intercultural communication. This course satisfies the 3 unit Cultural Diversity requirement for the AA degree. Pass/No Pass Option

**COMM 020 ARGUMENTATION & DEBATE**  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Prerequisite: ENGL 905  
Recommended preparation: ESL 065LS for ESL students  
Acceptable for credit: University of California, California State University  
A basic course in argumentation and debate in which the student will learn the means of discovering and supporting intelligent decisions and effectively presenting them in oral and written modes. Attention will be given to distinguishing fact from inference; presenting, analyzing, and refuting propositions of fact, value, and policy; differentiating between inductive and deductive reasoning; analyzing reasoning from sign, cause, analogy, and example; correct use and analysis of evidence; and the identification and analysis of material and psychological fallacies. Pass/No Pass Option

**Speech Development**  
(See Disability and Educational Support Program)

---

**Computer Aided Drafting and Design**

**THE FACULTY**  
Cigdem Bulut  
Diane Hurd  
Jane Lily  
Christopher Wright

**DIVISION**  
Applied Arts and Sciences

**DIVISION CHAIR**  
Diane Hurd

**DEPARTMENT CHAIR**  
Jane Lily

**PHONE**  
408-741-2081

**EMAIL**  
diane.hurd@wvm.edu

**COUNSELING**  
408-741-2009

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

**COMPUTER AIDED DRAFTING AND DESIGN (Certificate)**

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 015</td>
<td>3</td>
</tr>
<tr>
<td>ID 055</td>
<td>3</td>
</tr>
<tr>
<td>ID 066</td>
<td>3</td>
</tr>
<tr>
<td>3 units of recommended electives: Choosing among the following:</td>
<td></td>
</tr>
<tr>
<td>DMIS 086 Portfolio Planning &amp; Review</td>
<td>3</td>
</tr>
<tr>
<td>PKMG 016A Introduction to Geographic Information and Global Positioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>DMIS 010C Digital Image Photoshop</td>
<td>3</td>
</tr>
</tbody>
</table>

Or other department approved 3 unit elective

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**Computer Applications**

**THE FACULTY**  
Karina Dundurs

**DIVISION**  
Business

**DIVISION CHAIR**  
Jim Henderson

**DEPARTMENT CHAIR**  
Karina Dundurs

**PHONE**  
408-741-2414

**EMAIL**  
karina.dundurs@wvm.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**  
After completing certificates in computer applications students 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**  
Computer Applications  
Office Technologies - Level 1  
Office Technologies - Level 2  
Publishing with Microsoft Office

**See also DIGITAL MEDIA/INTERNET SERVICES**

**COMPUTER APPLICATIONS (A.S. Degree and Certificate)**

**Learning Outcomes**  
After completion of an Associate of Science degree in Computer Applications, a student will be able to:  
- Further professional career goals in specific business disciplines;  
- Apply computer skills and practices to develop documents, projects, presentations and web design.
• Implement tasks appropriate for a variety of informal and formal work environments.

Required Courses (13 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 017</td>
<td>Tech. Competency 3</td>
</tr>
<tr>
<td>CA 020 Intro</td>
<td>Macintosh OR</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows 1</td>
</tr>
<tr>
<td>CA 031B Beg.</td>
<td>Word Proc. Word 1</td>
</tr>
<tr>
<td>CA 032B Int.</td>
<td>Word Proc. Word 2</td>
</tr>
<tr>
<td>CA 046B Ppt.</td>
<td>Presentation PowerPoint 1</td>
</tr>
<tr>
<td>CA 046D Int.</td>
<td>MS PowerPoint 1</td>
</tr>
<tr>
<td>CA 062B Beg.</td>
<td>Spreadsheets, Excel 1</td>
</tr>
<tr>
<td>CA 063B Int.</td>
<td>Spreadsheets, Excel 2</td>
</tr>
<tr>
<td>CA 030 MS O.</td>
<td>What Your Need to 3</td>
</tr>
<tr>
<td>CA 033</td>
<td>Beginning Office Computing 3</td>
</tr>
<tr>
<td>CA 062G Excel</td>
<td>with Excel 2</td>
</tr>
<tr>
<td>CA 073 Int.</td>
<td>Internet: Hands-On OR</td>
</tr>
<tr>
<td>CA 074 Stop</td>
<td>Surfing-Start Researching 1</td>
</tr>
</tbody>
</table>

Required Courses from Business (6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 033 Funcs</td>
<td>of Mgmt OR</td>
</tr>
<tr>
<td>BUS 070 Effic</td>
<td>Office Skills OR</td>
</tr>
<tr>
<td>BUS 078 Bus Co</td>
<td>munication 3</td>
</tr>
<tr>
<td>BUS 066 Huma</td>
<td>Relations in Business 3</td>
</tr>
</tbody>
</table>

Additional units from the following: (6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 041</td>
<td>Desktop Publishing- Adobe In Design 3</td>
</tr>
<tr>
<td>CA 051</td>
<td>Personal Hardware/Software 1</td>
</tr>
<tr>
<td>CA 064</td>
<td>Acrobat and PDF 1</td>
</tr>
<tr>
<td>CA 056</td>
<td>Beginning Photoshop Elements 1</td>
</tr>
<tr>
<td>CA 066A</td>
<td>Photoshop Elements 2 1</td>
</tr>
<tr>
<td>CA 079</td>
<td>Installing and Configuring Windows 1</td>
</tr>
<tr>
<td>CA 081</td>
<td>Accessing with Access 3</td>
</tr>
<tr>
<td>CA 096</td>
<td>Web Pages with HTML 1</td>
</tr>
<tr>
<td>CA 096I</td>
<td>Creating Web Pages with Dreamweaver 1</td>
</tr>
<tr>
<td>CA 091, 092,</td>
<td>093 Directed Studies 1-3</td>
</tr>
<tr>
<td>CA 031B Beg.</td>
<td>Word Proc. Word 1</td>
</tr>
<tr>
<td>CA 046B Ppt.</td>
<td>Presentation PowerPoint 1</td>
</tr>
<tr>
<td>CA 062B Beg.</td>
<td>Spreadsheets, Excel 1</td>
</tr>
<tr>
<td>CA 073</td>
<td>Internet: Hands-On OR 1</td>
</tr>
<tr>
<td>CA 074</td>
<td>Stop Surfing – Start Researching 1</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Beginning Database, Microsoft Access 1</td>
</tr>
<tr>
<td>CA 094A, B, C</td>
<td>Computer Skills Development 1-3</td>
</tr>
<tr>
<td>CA 010D</td>
<td>Computer Keyboarding 3</td>
</tr>
<tr>
<td>CA 030 MS O.</td>
<td>What Your Need to Know 3</td>
</tr>
<tr>
<td>CA 033</td>
<td>Beginning Office Computing 3</td>
</tr>
<tr>
<td>CA 062G Excel</td>
<td>with Excel 3</td>
</tr>
<tr>
<td>CA 081I</td>
<td>Accessing with Access 3</td>
</tr>
<tr>
<td>BUS 070</td>
<td>Effective Office Skills 3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
</tr>
</tbody>
</table>

OFFICE TECHNOLOGIES-LEVEL 1 (Certificate) Minimum 12 units.

Learning Outcomes
After completion of a Computer Technologies Level 1 Certificate, a student will be able to apply computer skills and practices to develop documents, projects, presentations and web design.

Choose from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 020 Intro</td>
<td>Macintosh OR</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using MS Windows 1</td>
</tr>
<tr>
<td>CA 031B Beg.</td>
<td>Word Proc. Word 1</td>
</tr>
<tr>
<td>CA 046B Ppt.</td>
<td>Presentation PowerPoint 1</td>
</tr>
<tr>
<td>CA 062B Beg.</td>
<td>Spreadsheets, Excel 1</td>
</tr>
<tr>
<td>CA 073</td>
<td>Internet: Hands-On OR 1</td>
</tr>
<tr>
<td>CA 074</td>
<td>Stop Surfing – Start Researching 1</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Beginning Database, Microsoft Access 1</td>
</tr>
<tr>
<td>CA 094A, B, C</td>
<td>Computer Skills Development 1-3</td>
</tr>
<tr>
<td>CA 010D</td>
<td>Computer Keyboarding 3</td>
</tr>
<tr>
<td>CA 030 MS O.</td>
<td>What Your Need to Know 3</td>
</tr>
<tr>
<td>CA 033</td>
<td>Beginning Office Computing 3</td>
</tr>
<tr>
<td>CA 062G Excel</td>
<td>with Excel 3</td>
</tr>
<tr>
<td>CA 081I</td>
<td>Accessing with Access 3</td>
</tr>
<tr>
<td>BUS 070</td>
<td>Effective Office Skills 3</td>
</tr>
<tr>
<td>Total Units</td>
<td>12</td>
</tr>
</tbody>
</table>

OFFICE TECHNOLOGIES-LEVEL 2 (Certificate) Minimum 13 units.

Learning Outcomes
After completion of a Computer Technologies Level 2 Certificate, a student will be able to apply computer skills and practices to develop documents, projects, presentations and web design.

Course       | Units |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 005 Intro</td>
<td>Project Management 3</td>
</tr>
<tr>
<td>CA 032B</td>
<td>Intermed. Word Proc. Word 2</td>
</tr>
<tr>
<td>CA 043B</td>
<td>Mastering Illustrator 1</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Intermed. MS PowerPoint 1</td>
</tr>
<tr>
<td>CA 063B</td>
<td>Intermed. Spreadsheets, Excel 2</td>
</tr>
<tr>
<td>CA 064</td>
<td>Adobe Acrobat and PDF 1</td>
</tr>
<tr>
<td>CA 079</td>
<td>Installing &amp; Configuring Windows 1</td>
</tr>
<tr>
<td>CA 082B</td>
<td>Intermed. Database, Microsoft Access 2</td>
</tr>
<tr>
<td>CA 083</td>
<td>Microsoft Project 1</td>
</tr>
<tr>
<td>CA 062G Excel</td>
<td>with Excel 3</td>
</tr>
<tr>
<td>CA 081</td>
<td>Accessing with Access 3</td>
</tr>
<tr>
<td>Total Units</td>
<td>13</td>
</tr>
</tbody>
</table>

PUBLISHING WITH MICROSOFT OFFICE (Certificate) Minimum 13 units

Learning Outcomes
After completion of a Publishing with Microsoft Office Certificate, a student will be able to create and design basic publications, illustrations, and digital imagery.

Course       | Units |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 005 Intro</td>
<td>Project Management 3</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beginning Word Processing: Microsoft Word 1</td>
</tr>
<tr>
<td>CA 033*</td>
<td>Office Computing, 3</td>
</tr>
<tr>
<td>CA 043B</td>
<td>Mastering Illustrator 1</td>
</tr>
<tr>
<td>CA 046B</td>
<td>Presentation, PowerPoint 1</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Intermediate PowerPoint 1</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beginning Spreadsheets: Microsoft Excel 1</td>
</tr>
<tr>
<td>CA 064</td>
<td>Adobe Acrobat and PDF 1</td>
</tr>
<tr>
<td>CA 066</td>
<td>Photoshop Elements 1</td>
</tr>
<tr>
<td>CA 066A</td>
<td>Photoshop Elements 2 1</td>
</tr>
<tr>
<td>CA 067A</td>
<td>Publishing Tips and Tricks with MS Office 3</td>
</tr>
<tr>
<td>CA 041A</td>
<td>Desktop Publishing 1: Adobe InDesign 1</td>
</tr>
<tr>
<td>CA 042A</td>
<td>Desktop Publishing 2: Adobe InDesign 1</td>
</tr>
<tr>
<td>CA 096</td>
<td>Web Pages with HTML 1</td>
</tr>
<tr>
<td>CA 096I I</td>
<td>Creating Web Pages with Dreamweaver 1</td>
</tr>
</tbody>
</table>

CA 005 INTRODUCTION TO PROJECT MANAGEMENT

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

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

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
CA 010D COMPUTER KEYBOARDING  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Students have the opportunity to learn the touch system of Keyboarding, and improve their basic keyboarding techniques to develop speed and accuracy. Techniques of document preparation including formatting for business letters, memo- randa, statistical table, and reports are covered. Pass/No Pass Option

CA 017 USING COMPUTER SKILLS IN THE WORKPLACE  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 010, CA 020 and/ or CA 070  
Acceptable for credit: California State University  
This course is designed for students pursuing technology competency. Students receive instruction in working with the Internet and its resources to produce documents, reports, and other written/presentation materials to support requirements in academic studies and the business workplace. Topics include: technology use issues, Internet basics, web searching, citing and copyright, assessing validity of sources, and preparation of a report and presentation. This course has been approved as an infused course in the Information Competency category as designed by the Information Competency Task Force and approved form. Pass/No Pass Option

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

CA 031B BEGINNING WORD PROCESSING, MICROSOFT WORD  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 010D  
Acceptable for credit: California State University  
The software program MS Word is taught in this course. Students have the opportunity to learn the syntax and structure of the software and basic operating procedures. Specific topics to be included are: an overview of function key commands, cursor movement, basic input and editing procedures file handling, line and page format features, basic file management, and simple document formatting. Pass/No Pass Only.

CA 032B INTERMEDIATE WORD PROCESSING: MICROSOFT WORD  
2 units  
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 031B  
Acceptable for credit: California State University  
In this course students have the opportunity learn advanced word processing procedures using MS Word. Topics include: editing features and menu commands to produce letters, statistical tables, and reports. Advanced commands are used in creating glossary entries for outlining, indexing, and table of contents, using calculation, style sheets, merging, sorting capabilities and importing features. Pass/No Pass Option

CA 032C GOING TO THE NEXT LEVEL: INTERMEDIATE WORD & MORE ONLINE  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
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 memorandum, letters, statistical tables, forms, and long reports. Some commands utilized include table of contents, indexes, footnotes/ endnotes, cross-reference, merging, columns, styles and templates, tables, charts, macros, and drawing tools to produce desktop publishing copy. Pass/No Pass Option

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

CA 041 DESKTOP PUBLISHING - ADOBE INDESIGN  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 010D  
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. Pass/No Pass Option

CA 043B MASTERING ILLUSTRATOR I  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 010D  
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 is not equivalent to DMIS 014C, Digital Illustration 1: Illustrator. Pass/No Pass Only

CA 046B PRESENTATION, POWERPOINT  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
Students in this course are 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 are studied. Pass/No Pass Only

CA 046D INTERMEDIATE MICROSOFT POWERPOINT  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 010D and CA 020 or CA 070  
This is an intermediate Microsoft PowerPoint course for integrating multimedia into presentations. Students develop presentations incorporating multimedia technology, drawings, clip art, audio, video and animation. Students customize PowerPoint windows and settings. Pass/No Pass Only

CA 051 PERSONAL COMPUTER HARDWARE & SOFTWARE  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 010D and CA 020 or CA 070  
This course examines personal computing hardware, operating systems, and software applications from a technical side to enable students to select, install, and configure their personal computing system. Students will be taught to identify and set up hardware components, including processors, memory, bus architecture’s, accessories and expansion options; operating systems, including DOS configuration options; and personal productivity software, such as word processing, spreadsheets, database, graphics, multimedia. Pass/No Pass Only.
CA 062B BEGINNING SPREADSHEETS: MICROSOFT EXCEL
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010D
Acceptable for credit: California State University
This course provides the students with the opportunity to learn the capabilities of a spreadsheet program. Students create spreadsheet formats, enter text data and formula expressions; store, retrieve, copy and print spreadsheets. Creating graphic representations of data and an introduction to macro capabilities are covered.
Pass/No Pass Only

CA 062G EXCELLING WITH EXCEL
3 units
Lecture 3 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010 or CA 070 and MATH 092
This online course uses the software program Microsoft Excel. Students receive instruction in beginning and intermediate spreadsheet procedures for practical application in personal and professional use. Some specific topics include: modifying and improving a worksheet, entering formulas in well-designed worksheets, working with functions, sorting and filtering lists, and working with charts. In addition, through extensive problem solving, students also receive instruction in advanced data functions, extended skills in charting, interactive analysis of data with pivot tables, financial modeling and goal seeking, and linking/embedding objects. Pass/No Pass Option

CA 063B INTERMEDIATE SPREADSHEETS - EXCEL
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CA 062B
Acceptable for credit: California State University
This course provides students with the opportunity to learn the use of a spreadsheet program to solve practical business problems. Students use advanced graphical features of the program along with complex arithmetical functions, data analysis techniques, database commands, pivot tables and macros. Pass/No Pass Option

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

CA 064 ADOBE ACROBAT & PDF
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010D
Acceptable for credit: California State University
This course focuses on using Adobe Acrobat to convert Microsoft documents to the PDF format. PDF files are enhanced with bookmarks, thumbnails, and links. Digital forms and web documents are converted to PDF format. Pass/No Pass Only

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

CA 066A PHOTOSHOP ELEMENTS 2
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 010D, CA 066
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. Pass/No Pass Option

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

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

CA 073 INTERNET HANDS-ON:-)
1 unit
Lecture 3 hour; lab 0 hours, lab 2 hours by arrangement
Acceptable for credit: California State University
This course provides both demonstration and extensive hands-on internet activities that introduce students to the Internet. Students will experience access using TCP/IP, Telnet, FTP, etc. and connect to other sites. Topics include Archie, Veronica, Gopher, World Wide Web (WWW), wide area information services (WAIS), Email, and similar popular access methods. Pass/No Pass Only.

CA 074 STOP SURFING – START RESEARCHING
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 070
Acceptable for credit: California State University
This course is geared for the more technically inclined student who wishes to learn more about MS Windows operations from the systems perspective. It gives students the opportunity to learn Windows setup and custom installation options; the purposes for each of the subsystems within Windows; how .INI files are used to control Windows startup; Windows services, such as fonts, drivers, Windows and non-Windows programs; and troubleshooting. Pass/No Pass Only

CA 079 INSTALLING & CONFIGURING WINDOWS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 070
Acceptable for credit: California State University
This course introduces students to Microsoft Access, a database program, database concepts, terminology and applications. Students have the opportunity to learn how to define and construct basic forms and reports. Students also have the opportunity to use the Base file management program and receive instruction on how to create and manage database files. Emphasis is on techniques that promote operational efficiency, effective design and proper management of database files. Advanced features of the program are emphasized. Pass/No Pass Option

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

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
CA 081B BEGINNING DATABASE, MS OFFICE ACCESS
1 unit
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement (over 6 weeks)
Recommended preparation: CA 010 or CA 020 or CA 070
Acceptable for credit: California State University
In this introduction to Filemaker Pro course, 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 and update database, sort and categorize data, perform basic queries.

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

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

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

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

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

CA 096I creating web pages with DREAMWEAVER
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA010D
Using Dreamweaver, students create dynamic web pages using Dreamweaver software and/or sites that offer web design services. This class focuses on the home computer user. Pass/No Pass Only

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

Computer Information Systems

THE FACULTY
J. Patrick Fenton
Fred George

DIVISION
Business

DIVISION CHAIR
Jim Henderson

DEPARTMENT CHAIR
Patrick Fenton

PHONE
408-741-2433

EMAIL
pat.fenton@wvm.edu

COUNSELING
408-741-2009

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

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

Learning Outcomes
After completing a certificate or Associate of Science degree in Computer Information Systems, a student will be able to:

• Apply essential foundations in mathematics, reading and writing technical materials, and related general education topics;

• Demonstrate appropriate range of experiences and studies that connect theory and academic skills to real-world occurrences;

• Identify and acquire skill sets beyond technical skills, such as interpersonal communication skills, team skills, and management skills appropriate to the discipline;

• Distinguish the possibilities and limitations of computing technology can, and cannot do;

• Identify the foundations of the concepts and skills of computer programming;

• Demonstrate the essential concept of process;

• Describe the concept of a lifecycle, including the significance of its phases; the implications for the development of all aspects of computer-related systems, including software, hardware, and the human-computer interface; and the relationship between system quality and life-cycle management;

• Examine professional, legal, and ethical issues in order to acquire, develop, and demonstrate attitudes and priorities that honor, protect, and enhance the student’s own and their chosen profession’s ethical stature and standing.

COMPUTER AND INFORMATION SYSTEMS:
Transfer:
See assist.org and/or consult with a counselor.
**BUSINESS APPLICATIONS OPTION**  
(A.S. Degree)  

**Learning Outcomes**  
After completing an Associate of Science Business Applications Option degree, a student will be able to:  
- Transfer to a four-year institution  
- Demonstrate appropriate range of experiences and studies that connect theory and academic skills to real world occurrences within an enterprise  
- Identify the foundations of the concepts and skills of computer programming  

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

**Required Courses:**  
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 002</td>
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<tr>
<td>CIS 001</td>
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<td>CIS 012</td>
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<td>CIS 014</td>
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</tr>
<tr>
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<td>3</td>
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<tr>
<td>CIS 97.1.1</td>
<td>3</td>
</tr>
</tbody>
</table>

**At least four of the following:**  
- CIS 031A  
- CIS 038A  
- CIS 039A  
- CIS 040A  
- CIS 041A  
- CIS 042A  
- CIS 043A  
- CIS 045A  
- CIS 048A  
- CIS 049A  

**At least three of the following:**  
- CIS 031A  
- CIS 040A  
- BUS 002  
- BUS 012  
- CIS 012  
- CIS 014  
- CIS 016  
- ECON 001  
- ECON 002  
- MATH 006  
- CIS 301  
- CIS 97.1.1  

**Minimum number of units to complete:**  
- 60 units  

**Major Requirements:**  
- A “C” average must be maintained in all CIS course work

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**BUSINESS APPLICATIONS OPTION**  
(Certificate)  

After completing a CIS Business Applications Option Certificate, a student will be able to apply basic business programming skills for the development of enterprise-oriented computing applications addressing the needs of the organization. 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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<td>3</td>
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<td>CIS 039</td>
<td>3</td>
</tr>
<tr>
<td>CIS 97.1</td>
<td>3</td>
</tr>
</tbody>
</table>

**At least four of the following:**  
- CIS 040A  
- CIS 041A  
- CIS 042A  
- CIS 043A  
- CIS 045A  
- CIS 048A  
- CIS 049A  

**At least three of the following:**  
- CIS 031A  
- CIS 040A  
- BUS 002  
- BUS 012  
- CIS 012  
- CIS 014  
- CIS 016  
- ECON 001  
- ECON 002  
- MATH 006  
- CIS 301  
- CIS 97.1.1  

**Minimum number of units to complete:**  
- 36 units  

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**COMPUTER SCIENCE OPTION**  
(A.S. Degree)  

**Learning Outcomes**  
After completing an Associate of Science Computer Science Option degree, a student will be able to:  
- Transfer to a four-year institution  
- Demonstrate appropriate range of experiences and studies that connect theory and academic skills to computing systems applications and operations as employed by the Information Technology industry  
- Identify the foundations of the concepts and skills of computer programming  

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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<tr>
<td>CIS 004A</td>
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<td>CIS 04A1</td>
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<tr>
<td>CIS 04B</td>
<td>4</td>
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<tr>
<td>CIS 04B1</td>
<td>4</td>
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<tr>
<td>CIS 039</td>
<td>3</td>
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<tr>
<td>CIS 045A</td>
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<tr>
<td>MATH 003A</td>
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<tr>
<td>MATH 003B</td>
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<td>MATH 019</td>
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<td>PHYS 004A</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>5</td>
</tr>
</tbody>
</table>

**At least three of the following:**  
- CIS 031 | 3 |
- CIS 045B | 3 |
- CIS 039 | 3 |

**Minimum number of units to complete:**  
- 60 units  

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**COMPUTER SCIENCE OPTION**  
(Certificate)  

After completing a CIS Computer Science Option Certificate, a student will be able to apply basic programming skills in the development of computing applications and operations within the general field of Information Technology. The Certificate in Computer Information Systems, Computer Science Option, signifies that a student has completed a set of fundamental computer programming skills related to an eventual four-year degree program in Computer Science.

**Required Courses:**  
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<td>CIS 045A</td>
<td>3</td>
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<tr>
<td>MATH 010</td>
<td>3</td>
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<td>MATH 019</td>
<td>4</td>
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<tr>
<td>CIS 97.1A</td>
<td>3</td>
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</tbody>
</table>

**Minimum number of units to complete:**  
- 32 units  

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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 90S AND reading competency by completing Reading 970, or Reading 05S. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
To be awarded an A.S. Degree, a student must complete the following requirements:

**Major Requirements:**

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<td>CIS 04B1</td>
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<tr>
<td>MATH 019</td>
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<tr>
<td>MATH 010</td>
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</tbody>
</table>

**C/C++ Emphasis**

- CIS 004A: Computer Programming I (C++ Language)
- CIS 04A1: COMPUTER PROGRAMMING I (Java)
- CIS 04A5: Unix Operating System
- CIS 04B1: Computer Programming II (C++ Language)
- MATH 019: Discrete Mathematics

**Java Emphasis**

- CIS 045A: Unix Operating System
- CIS 04B1: Computer Programming II (Java)

**UNIX Emphasis**

- CIS 045A: Unix Operating System
- CIS 301: Advanced Unix: Utilities & Shell

**Visual Basic Emphasis**

- CIS 031: Visual Programming
- CIS 31.2: Applications Programming Using Visual Basic

**Traditional Programming Emphasis**

- CIS 039: Microcomputer Assembler Programming
- CIS 031: Visual Basic Programming
- CIS 308: C++ Programming (except if CIS 004A or CIS 004B is completed)

**Other**

- CIS 04A: INTRODUCTION TO COMPUTING
- CIS 04B1: Computer Programming II (Java)

**Program Requirements**

- 42 units
- 18 units in Computer Information Systems
- 12 units in a single emphasis category
- 10 units in categories: C/C++ Emphasis, Java Emphasis, UNIX Emphasis, or Visual Basic Emphasis

**Core Requirements**

- 12 units
- 6 units in computer programming
- 6 units in a second area

**General Education Requirements**

- 2-3 units
- 3 units
- 3 units
- 3 units
- 3 units
- 3 units
- 3 units
- 3 units

**Additional Requirements**

- 6 units
- 6 units
- 6 units
- 9 units
- 12 units
- 15 units

**Elective Courses**

- 4 units
- 4 units
- 4 units
- 4 units
- 4 units
- 4 units
- 4 units

**Recommendations**

- Students are recommended to take courses in the following order:
  - CIS 004A
  - CIS 04A1
  - CIS 04A5
  - CIS 04B1
  - CIS 031
  - CIS 31.2
  - CIS 039

**Prerequisites and Corequisites**

- MATH 010 is recommended for CIS 004A
- MATH 019 is recommended for CIS 04A1
- MATH 019 is recommended for CIS 04B1

**Course Descriptions**

- CIS 004A INTRODUCTION TO COMPUTING
- CIS 04A1 COMPUTER PROGRAMMING I (Java)
- CIS 04A5 Unix Operating System
- CIS 04B1 Computer Programming II (Java)

**Additional Information**

- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
CIS 0481 COMPUTER INFORMATION SYSTEMS
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R
Acceptable for credit: California State University
This course is a continuation of CIS 044.1 (Computer Programming I) and is designed for students majoring in CIS-Computer Science Option and/or planning to transfer to a four-year college or university computer science program. CIS 048.1 introduces concepts of abstract data types, Java classes, separate compilation, and information hiding. Topics in data structures (dynamic allocation, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. This course is intended for students who will design, code, and execute programs. This course will serve as an introduction to concepts of local area networking and the networking communication environment. It introduces terms, concepts, and technologies of computer networking. It also defines contemporary network services, transmission media, and protocols, inter-networking, and emerging technologies. This course serves as an introduction to concepts of local area networking applied computer communications. It introduces terms, concepts, and technologies of computer networking. Pass/No Pass Option

CIS 031 VISUAL BASIC PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to introduce students to programming using the Visual Basic programming language and to develop programming skills. Visual Basic is an event-driven, Windows-based application programming language. Topics include the use of objects, such as Forms, Controls, Properties, and events. Traditional structured programming practices are implemented using Visual Basic. Programming techniques and methodology are emphasized. Pass/No Pass Option

CIS 032.2 APPLICATIONS PROGRAMMING USING VISUAL BASIC
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CIS 31.1
Recommended preparation: MATH 106/106R
Acceptable for credit: California State University
This course is added to CIS as one of the support courses within a Microsoft Certification program. This is a second course in Visual Basic programming, intended to provide more advanced skills in using the Visual Basic programming system. Programming in Visual Basic is an increasingly demanded technical skill for applications developed for the Windows environment. Pass/No Pass Option

CIS 037 C PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Prerequisite: MATH 106/106R
Recommended preparation: MATH 106/106R
Recommended preparation: MATH 106/106R
Recommended preparation: MATH 106/106R
Acceptable for credit: California State University
This introductory course explores the UNIX operating system. The operating system, the user interface, files and directories, user. Topics presented during the course include the history and evolution of the UNIX operating system, the user interface, files and directories, and Unix shell. Programming assignments will be given in the shell scripting language, as well as in the Perl and C programming languages.

CIS 038 C++ PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Prerequisite: CIS 31.1
Recommended preparation: MATH 106/106R
Acceptable for credit: California State University
This introductory course explores the UNIX operating system. The operating system, the user interface, files and directories, user. Topics presented during the course include the history and evolution of the UNIX operating system, the user interface, files and directories, and Unix shell. Programming assignments will be given in the shell scripting language, as well as in the Perl and C programming languages.

CIS 039 MICROCOMPUTER ASSEMBLER PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R
Acceptable for credit: University of California, California State University
Designed to teach students how to write assem-

CIS 42.3 PERL PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: California State University
PERL is a web-application builder’s tool for creating pages, forms, and interfaces. Pass/No Pass Option

CIS 045A THE UNIX OPERATING SYSTEM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 106/106R
Acceptable for credit: California State University
This introductory course explores the UNIX operating system as it relates to the system user. Topics presented during the course include the history and evolution of the UNIX operating system, the user interface, files and directories, screen editing using vi, controlling the user’s environment, simple shell scripts, and other essential features of UNIX. Both AT&T and BSD variants of UNIX are discussed as are features of alternative Bourne- and C-Shell environments.

CIS 045B ADVANCED UNIX: UTILITIES & SHELL PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CIS 045A
Recommended preparation: MATH 106/106R
Acceptable for credit: California State University
This course is designed for students who have some introductory-level proficiency with the Unix operating system and who want to increase their abilities to use Unix utilities and shells. The subject matter includes the use of awk, grep, sed, and other functions. Text formatting is explored with nroff and vi. Shell script programming, begun in CIS 045A, is expanded to include the shell process, programming constructs, style, debugging and portability. The course includes aspects of both AT&T and BSD variants of Unix and features of both Bourne- and C-Shell environments. Assignments involving the use of Unix will be completed in the computer lab. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
CIS 82.5 MAC OS SYSTEM SUPPORT ESSENTIALS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
The course prepares help desk, technical support, system administrators, and software developers to knowledgeably address Macintosh computer operations. The course includes coverage of normal operations, proper use of utilities, system resources, and troubleshooting. Pass/No Pass Option

CIS 82.7 MAC OS SERVER SUPPORT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Mac OS X Server Support is a course designed to give technical coordinators and entry-level system administrators the skills, tools, and knowledge to implement and maintain a Mac OS X Server-based system. Students learn to install and configure Mac OS X Server to provide network-based services, such as file sharing, authentication, and printing. Tools for efficiently managing and deploying Mac OS are also covered. The course is a combination of lectures and hands-on case study exercises that provide practical real-world experience. Pass/No Pass Option

CIS 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: “University of California, California State University, UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC Campus. Please see a counselor for more information.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college.

CIS 97.1A COMPUTING STUDIES PRACTICUM
0.5 – 3 units
Lecture 0 hours; lab 1.5-9 hours, lab 0 hours by arrangement
Co requisite: All CIS programming languages and similar courses.
This course provides a problem-solving practicum related to the theory introduced in the respective programming language courses. Computer Studies Practicum compliments CIS lecture courses by providing an environment in which students are encouraged to explore in-depth various computing application development tools, skills, and work methods through the production of a larger-scale project than is typically assigned as homework in a lecture course. Students select their preferred and alternate projects, are assigned to a project advisor and to a development group of peers. During the semester, students develop the project from concept, through design, development, testing, and implementation. At the end of the semester, students present the results of their project through demonstration, accompanied by a written project documentation notebook. Students may take up to 3 units per semester. Credit earned in this course does not apply to an associate degree. Pass/No Pass Only

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

Counseling

THE FACULTY
Angelicia Bangile
Michael Byers
Alicia Cardenas
Pauline Clark
Michael Cubie
Jean Finch
Maria Garcia Scheper
Tom Golbetz
Elise Johnson
Marta Mora-Evans
Carolyn Nash
Sara Patterson
Carol Pavan
Melissa Salcido
Leticia Sanchez-Mendoza Hernandez
Ross Smith
Wanda Wong
Patricia A. Yukawa

DIVISION
Student Services

DIVISION CHAIR
Carol Pavan

DEPARTMENT CHAIR
Patti Yukawa

PHONE
408-741-2401

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patti.yukawa@westvalley.edu

COUNSELING
408-741-2009

Most of the courses are CSU transferable, some meet CSU GE requirements, and all are WVC degree applicable.

Learning Outcomes Courses
After completing courses in Counseling, a student will be able to:

• Identify and apply personal values and career preferences related to making effective career and major choices.

• Identify strategies for making wise choices, goal setting, taking responsibility, and thinking critically about life choices.

Learning Outcomes Services
After utilizing Counseling programs and services, a student will be able to:

• Select appropriate college courses, programs and services to meet individual needs and to support academic goals and success.

COUNS 000A ORIENTATION
.5 unit
Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement
Recommended preparation: Standard R&W
A course designed to equip students with basic survival tools for college. The course includes an orientation to WVC programs and services, rules and regulations; basic skills assessment; an overview of general education requirements for transfer and graduation; an introduction to the registration process educational planning. Pass/No Pass Only.
COUNS 002 ACADEMIC & PERSONAL PLANNING
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Increases self-knowledge and understanding by facilitating academic and personal decision-making. Includes assessment in reading, English, math and occupational interests. Aids in setting life and career goals, determining educational objectives, and developing appropriate short- and long-range plans. Pass/No Pass Only.

COUNS 005 COLLEGE SUCCESS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: Engl 905
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. Pass/No Pass Option.

COUNS 012 CAREERS & LIFESTYLES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is for those who desire more in-depth career direction. Through the use of a variety of occupational exploration techniques, participants will identify values, interests, abilities, skills, and career alternatives. The major objective is to assist students in preparing for careers and lifestyles in an ever-changing world through the development and use of decision making, goal-setting, and life-planning tools and skills. Pass/No Pass Option.

COUNS 012C CAREERS & LIFESTYLES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
COUNS 012C is the special-topic module. Modules taught will focus on specialized concerns relating to job search and the world of work, such as “Careers of the Future,” “Retirement,” “New Job Styles,” “Divorce and the Job Market,” “Career Transition,” “Career Decision Making.” Pass/No Pass Option.

COUNS 018 JOB SEARCH METHODS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides practical step-by-step instructions, techniques, and strategies for planning and organizing an effective job search. Emphasis will be placed upon developing strategies to deal with Job Market Issues, Job Market Research, Employer Contact, Resumes and Applications, Job Interviews, and the World of Work. Pass/No Pass Option.

COUNS 023A, B, C PERSONAL GROWTH
1 unit each
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
These multi-purpose, flexible courses will assist students in (1) increasing their awareness of themselves and others, (2) identifying their actual strengths and weaknesses and potential for personal growth, (3) enhancing their self-esteem. They are designed to promote students’ growth in a variety of ways and to help students better deal with problems and decisions. Specific topics will include: building self-esteem, effective communication, time management, stress management, inter-group and cross cultural relations, and conflict resolution. Pass/No Pass Option.

COUNS 024 PERSONAL GROWTH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Personal growth is designed to assist students in increasing their awareness of themselves and others and identifying their personal strengths and weaknesses and potential for personal growth. By enhancing their self esteem, students will function more effectively and fully in dealing with conflicts and life changing events. This course will promote growth by helping students to develop decision, making strategies, conflict resolution skills, assertive training techniques and stress management. Students will learn effective communication skills, so they can express thoughts and feelings and improve and enrich their relationships with others. This course is West Valley College AA/AS Degree applicable under Area E General Education and the CSU G.E. Pattern. Pass/No Pass Option.

COUNS 045 SUCCESSFUL STUDY STRATEGIES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed to teach students to improve their study skills and become more aware of their potential for success. Opportunity is provided for implementing new approaches to time management, note taking, test preparation, and other study techniques. Pass/No Pass Option.

COUNS 050 CROSS-CULTURAL PERSPECTIVES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will explore cross-cultural theories and research relative to personal and cultural identity, communication styles, value orientation, leadership styles, social justice, cultural assimilation, the family, health care, education, the world of work, media in the United States, ethnocentrism and racism. The goals will be to enhance understanding, insights, and respect for diverse cultural groups. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies Cultural Diversity requirement for an Associate degree. Pass/No Pass Option.

COUNS 090 TRANSFER WITH SUCCESS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Transfer with Success is an introduction to the transfer process. It is designed to give students the opportunity to actively participate in planning their educational and career goals by providing them with information about the process and requirements for transferring from community college to a university. The course consists of lecture, guest speakers, and student assignments. Pass/No Pass Option.

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

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

### THE FACULTY

**Linda Lawson**

### DIVISION BUSINESS

**DIVISION CHAIR**  
Jim Henderson

**DEPARTMENT CHAIR**  
Linda Lawson

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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

After completing a certificate or Associate of Science degree in Court Reporting and Related Technologies, a student will be able to

- Write stenographically at the appropriate speed for careers in court reporting and related fields;
- Use standard English punctuation and grammar, medical and legal terminology, and technology as required for specific career certificate programs.

### Court Reporting Learning Outcomes

After completing a certificate or Associate of Science degree in Court Reporting, a student will be able to

- Write stenographically at the appropriate speed for careers in court reporting and related fields;
- Use standard English punctuation and grammar, medical and legal terminology, and technology as required for specific career certificate programs.

### Legal Secretarial Studies Learning Outcomes

After completing a certificate or Associate of Science degree in Legal Secretarial Studies, a student will be able to

- Demonstrate duties of a legal secretary related to law office procedures, English communication, and technology use.

### Career Options

- **Official Court Reporter**
- **Deposition Reporter**
- **Broadcast Captioner**
- **CART Provider**
- **Legal and Medical Transcriptionist**
- **Legal Secretary**
- **Scopist assisting court reporters**

### Degrees

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

### Certificates

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

*IN ORDER FOR A PERSON TO QUALIFY FROM A SCHOOL TO TAKE THE STATE LICENSED 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) 563-3684. Recommended preparation: for all courses; MATH 902 All courses except the following are Pass/No Pass Option: CTR 024A, 024B, 026, 028A, 034A, 036A, 036B, 038.*

### COURTS REPORTING MAJOR REQUIREMENTS

#### 2007/2008 Academic Year

**A.S. Degree and Certificate of Achievement**

**Required Courses** (Minimum of 83 units)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>CTR 007A</td>
<td>Court Reporting Theory I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENGL 903</td>
<td>Basic Grammar and Sentence Structure</td>
<td>3</td>
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<tr>
<td></td>
<td>(not applicable for Associate degree) OR ENGL 905</td>
<td>English Fundamentals</td>
<td>3</td>
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<tr>
<td></td>
<td>CTR 24A&amp;B</td>
<td>English and Editing for Transcription</td>
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<td></td>
<td>(CTR 24A &amp; B are 9 wks ea @ 1.5 units ea)</td>
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<tr>
<td>Second Semester</td>
<td>CTR 007B</td>
<td>Court Reporting Theory II</td>
<td>4</td>
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<tr>
<td></td>
<td>ENGL 1A</td>
<td>English Composition</td>
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<td></td>
<td>OR READ 63</td>
<td>Vocabulary Development</td>
<td>3</td>
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<td></td>
<td>OR READ 53</td>
<td>Speed and Critical Reading</td>
<td>3</td>
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<td></td>
<td>OR HTECH 5</td>
<td>Basic Medical Terminology</td>
<td>3</td>
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<tr>
<td>Summer Session</td>
<td>CTR 008A</td>
<td>80 wpm Speed Goal, any one of CTR 008A-D with grade of C or better</td>
<td>6.5</td>
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<tr>
<td></td>
<td>CTR 28A</td>
<td>Basic Computer-Aided Transcription for Court Reporting</td>
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<td>Fourth Semester</td>
<td>Appropriate Speedbuilding class</td>
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<td>6.5</td>
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<td>PARA 21</td>
<td>Introduction to American Law</td>
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<td></td>
<td>CTR 26</td>
<td>English Review and Office Practices for the Court Reporter</td>
<td>3</td>
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<tr>
<td>Summer Session</td>
<td>Appropriate Speedbuilding class</td>
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<tr>
<td>Fifth Semester</td>
<td>Appropriate Speedbuilding class</td>
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<td>6.5</td>
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<tr>
<td></td>
<td>CTR 34A1</td>
<td>Medical Dictation for the Court Reporter</td>
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<tr>
<td>Sixth Semester</td>
<td>Appropriate Speedbuilding class</td>
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<td>CTR 38</td>
<td>Court and Deposition Procedures for the Court Reporter</td>
<td>3</td>
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<tr>
<td>Summer Session</td>
<td>Appropriate Speedbuilding class</td>
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<tr>
<td>Seventh Semester</td>
<td>Appropriate Speedbuilding class</td>
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<td></td>
<td>CTR 42A</td>
<td>Certified Shorthand Reporters Examination Review</td>
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<tr>
<td></td>
<td>CTR 44</td>
<td>Court Reporting Apprenticeship</td>
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<tr>
<td>Eighth Semester</td>
<td>Appropriate Speedbuilding class</td>
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<td>6.5</td>
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<tr>
<td></td>
<td>CTR 42B</td>
<td>Certified Shorthand Reporters Examination Review</td>
<td>2</td>
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</table>
LEGAL SECRETARIAL STUDIES
(Certificate) (Minimum 17.5 units)
You may continue your studies in this field by pursing 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, 2
Microsoft Word
CTR 024A & OR
CTR 024B English & Editing for Transcription 3
ENG 905 English Fundamentals - A Preparatory Course for English 001A 3
PARA 065B Word Processing for the Law Office, Microsoft Word 3
PARA 021 Introduction to American Law 3
PARA 022 Civil Litigation 3
PARA 025 Legal Ethics 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 “Pass” in the major requirements listed above.

LEGAL TRANSCRIPTION TECHNOLOGIST
(A.S. Degree and Certificate)
Course Units
CTR 007A Court Reporting Theory I 3
CTR 007B Court Reporting Theory II 4
CTR 024A English and Editing for Transcription 1.5
CTR 024B English and Editing for Transcription 1.5
(CTR 024A & 024B are 9 weeks each)
ENG 905 Can be alternate for CTR 024A,B 3
CTR 026 Basic Computer-Aided Transcription 2
CTR 026B Realtime and Computer-Aided 1
Basic Dictionary Building
CTR 030A Realtime and Computer-Aided 2
Basic Dictionary Building
CTR 030B Legal Dictionary Building 2
CA 031B Beg. Word Processing, Microsoft Word 2
CA 032B Interm. Word Processing, Microsoft Word 2

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

Any one of these 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 “Pass”.

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: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
CTR 008A 80 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 008B
Acceptable for credit: California State University
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 008B 80 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 008A
Acceptable for credit: California State University
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 008C 80 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 008A or 008B
Acceptable for credit: California State University
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 008D 80 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 008A, or 008B, or 008C
Acceptable for credit: California State University
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course is designed to access the student’s progress in the 80-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs.

CTR 008S 80 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 35 to 100 words per minute. Materials include literary, jury charge, business letters, and twovoice. This course is also offered in Distance Learning Format on videotape.

CTR 010A 100 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 008A-D or 008S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 010B 100 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 010A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 010C 100 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 010A or 010B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 010D 100 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 010A or 010B or 010C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course is designed to access the student’s progress in the 100-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs.

CTR 010S 100 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary, jury charge, business letters, and two-voice. This course is also offered in Distance Learning Format on videotape.

CTR 012A 120 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 010A-D or 010S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 012B 120 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 012A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, technical current events, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 012C 120 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 012A or 012B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 012D 120 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 012A or 012B or 012C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
CTR 012S 120 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100 to 140 words per minute. Materials will include literary, jury charge, and multiple-voice. This course is also offered in Distance Learning Format on videotape.

CTR 014A 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 012A-D or 012S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 014B 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 014A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-180 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 014C 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 014A or 014B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 014D 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 014A, or 014B, or 014C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120 to 160 words per minute. Materials will 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.

CTR 014S 140 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120 to 160 words per minute. Materials will include literary, jury charge, and multiple-voice. This course is also offered in Distance Learning Format on videotape.

CTR 016A 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 014A-D or 014S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, current events, also provides methods of expanding English vocabulary through oral and written instruction.

CTR 016B 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 016A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 016C 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 016A or 016B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 016D 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 016A or 016B or 016C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140 to 180 words per minute. Materials will 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.

CTR 016S 160 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140 to 180 words per minute. Materials will include literary, jury charge, and multiple-voice. This course is also offered in Distance Learning Format on videotape.

CTR 018A 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 016A-D or 016S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 018B 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 018A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

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

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
CTR 018C 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 018A or 018B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 018D 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 018A or 018B or 018C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple voice. This course is designed to access the student’s progress in the 180-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs.

CTR 018S 180 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160 to 200 words per minute. Materials will include literary, jury charge, and multiple voice. This course is also offered in Distance Learning Format on videotape.

CTR 020A 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 018A-D or 018S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, and/or legal opinion, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction. Student shall pass two 5-minute 200 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020B 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 020A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020C 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 018A-D or CTR 018S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180 to 220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020D 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 020A or 020B or 020C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180 to 220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student’s progress in the 200-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020S 200 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180 to 220 words per minute.

CTR 020X CTR 200 WPM LAB
0.5 unit
Lecture 0 hours; lab 1.5 hours, lab .5 hours by arrangement
This short term summer course is designed for students who wish to gain the speed and accuracy required to pass state and national licensing examinations in court reporting and real time captioning.

C TR 022 CTR LAB
2.5 units
Lecture 0 hours; lab 7.5 hours, lab 0 hours by arrangement
Prerequisite: Any one of CTR 020A-D or CTR 020S
This course provides additional high-speed, live dictation to students who have completed the goal speeds of 160-180 words per minute and who are preparing to pass qualifying examinations for state or national court reporting certification or who plan to go into any area of employment utilizing real time stenotype output, such as captioning for television or for hearing-impaired students. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including multi-voice courtroom testimony, congressional record, and material from medical and literary sources. All students participate in read back from this dictation.

**PREREQUISITES AND COREQUISITES are MANDATORY.** See page 6 for specific information.

**RECOMMENDED preparations are ADVISORY.**

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**Recommended Preparations in Basic Skills:**

- **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 a with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.

**CTR 022B 220 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab 5 hours by arrangement

**Prerequisite:** CTR 022A

**ACCEPTABLE FOR CREDIT:** California State University

This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.

**CTR 022C 220 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab 5 hours by arrangement

**Prerequisite:** CTR 022A or 022B

**ACCEPTABLE FOR CREDIT:** California State University

This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.

**CTR 022D 220 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab 5 hours by arrangement

**Prerequisite:** 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, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student’s progress in the 220-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.

**CTR 022S 220 WPM SPEED GOAL**

2 units

Lecture 1.5 hours; lab 1.5 hours, lab 1 hour by arrangement

**ACCEPTABLE FOR CREDIT:** California State University

This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200 to 240 words per minute.

**CTR 022X CTR 220 WPM LAB**

.5 unit

Lecture 0 hours; lab 1.5 hours, lab .5 hour by arrangement

**Prerequisite:** Any one of CTR 020A-D or 020S

Students receive instruction in legal terminology text entry and legal dictionary building on an electronic stenotype machine. Using specialized computer software, students create legal dictionaries of several hundred entries. Pass/No Pass Only

**CTR 026 ENGLISH REVIEW & OFFICE PRACTICES FOR THE COURT REPORTER**

3 units

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

**Prerequisite:** CTR 024A and 024B

**ACCEPTABLE FOR CREDIT:** California State University

This course will cover advanced grammar, punctuation, syntax, and word usage; communication skills; proofreading; filing procedures; dictation/ transcription procedures; and court reporting office methods and forms.

**CTR 028A BASIC COMPUTER-AIDED TRANSCRIPTION FOR COURT REPORTING**

2.5 units

Lecture 2 hours; lab 1.5 hours, lab 2 hours by arrangement

**Prerequisites:** CTR 068B1

**RECOMMENDED PREPARATION:** Type 45 wpm

**ACCEPTABLE FOR CREDIT:** California State University

This class will instruct the student in the theory and practice of Computer-Aided Transcription (CAT). It includes computer terminology, proficiency in use of CAT software, hardware and realtime stenographic writing.
CTR 038 COURT & DEPOSITION PROCEEDINGS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides training in the procedures and professional practices in the federal and California court structures as these practices apply to the court reporter. The student will become acquainted with the California laws governing the profession of shorthand reporting. The material covered includes all of the statutes and rules of court that the Certified Shorthand Reporter’s Board requires an applicant to know when preparing for the California State licensing examination. Procedures and ethical conduct in the deposition chamber are emphasized as well as the proper 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
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
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 California codes, rules of court, and medical terminology. Tests will be administered each week.

CTR 042B CERTIFIED SHORTHAND REPORTER’S REVIEW II
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
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
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
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.

CTR 50X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 80)
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: CTR 06B1, CTR 050S or 008A,B,C, or D
Acceptable for credit: California State University
Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 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.

CTR 050S COURT REPORTING WORKSHOP-NIGHT (GOAL 80)
1.5 units
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy.

CTR 051S COURT REPORTING WORKSHOP-NIGHT (GOAL 100)
1.5 units
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 35-120 words per minute.

CTR 51X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 100)
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: CTR 051S or 050S or 008A, 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 take dictation of new material for five minutes at the competency goal speeds and transcribe notes with at least 97.5 percent accuracy.

CTR 053S COURT REPORTING WORKSHOP-NIGHT (GOAL 140)
1.5 units
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at the competency goal speeds and transcribe notes with at least 97.5 percent accuracy.

CTR 52X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 140)
1.5 units
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Students will review theory and operation of the Stenotype machine. They will develop sufficient skill to take dictation of new material for five minutes at the competency goal speeds and transcribe notes with at least 97.5 percent accuracy.

CTR 052S COURT REPORTING WORKSHOP-NIGHT (GOAL 120)
1.5 units
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 120 words per minute.

CTR 52X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 120)
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: CTR 052S or 051X or 051S or 010A,B,C, or D
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.

CTR 053S COURT REPORTING WORKSHOP-NIGHT (GOAL 140)
1.5 units
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 140 words per minute.

CTR 53X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 140)
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: CTR 052X or 052S or 053S 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 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 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. Pass/No Pass Option

**CTR 55S COURT REPORTING WORKSHOP-NIGHT (GOAL 180)**
1.5 units
Lecture 3 hours; lab 7.5 hours, lab 3 hours by arrangement
Prerequisites: CTR 054X or 054S or 055X or CTR 016A, B, C, or D or 018A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple-voice dictation and drills. Speed will vary between 160 and 200 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. Pass/No Pass Option

**CTR 56X1 COURT REPORTING WORKSHOP (GOAL 200)-NIGHT**
1.5 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisites: CTR 054X or 054S or 055X or CTR 016A, B, C, or D or 018A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple-voice dictation and drills. Speed will vary between 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. Pass/No Pass Option

**CTR 057S COURT REPORTING WORKSHOP-NIGHT (GOAL 220)**
1.5 units
Lecture 3 hours; lab 7.5 hours, lab 3 hours by arrangement
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 200-240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. Pass/No Pass Option

**CTR 57X1 COURT REPORTING WORKSHOP (GOAL 220)-NIGHT**
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
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. Pass/No Pass Option

**CTR 063 LAW OFFICE PRACTICUM**
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Option
CTR X91A ADVANCED COURT REPORTING

- .5 unit
- Lecture 0 hours; lab 1 hours, lab 1 hour by arrangement
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Legal terminology is emphasized. The speed of dictation for this class will be announced in the schedule. Pass/No Pass Only.

CTR X91B ADVANCED COURT REPORTING

- .5 unit
- Lecture 0 hours; lab 1 hours, lab 2 hours by arrangement
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Legal terminology is emphasized. The speed of dictation for this class will be announced in the schedule of classes. Pass/No Pass Only.

CTR X91C ADVANCED COURT REPORTING

- .5 unit
- Lecture 0 hours; lab 1 hours, lab 2 hours by arrangement
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Legal terminology is emphasized. The speed of dictation will be announced in the schedule of classes. Pass/No Pass Only.

CTR X91D ADVANCED COURT REPORTING

- 0.5 unit
- Lecture 0 hours; lab 1 hours, lab 2 hours by arrangement
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. The speed of the dictation will be announced in the schedule of classes. Pass/No Pass Only

CTR 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.

CTR 120 COURT REPORTING 20-HOUR DICTATION

- .5 unit
- Lecture 0 hours; lab 1.5 hours, lab 1 hour by arrangement
This shortened dictation course allows students to continue preparation for the competency goals. This course is particularly designed for students and working reporters who are preparing to take national and state licensing examinations and also for those who wish to increase and maintain their speed writing and transcription skills. Pass/No Pass Option

Digital Media/Internet Services

THE FACULTY
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DEPARTMENT CHAIR Jim Henderson
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The Digital Media/Internet Services department is a Career Program aligned with the goals of the State Chancellor’s Office Economic Development/Workforce Education and Career Technical Education programs. Students may intend to work in Digital Media Design or Development fields, or they may work in a variety of professions where web and media play a marketing, support, or communication role. The department also supports lifelong learning, and as such, students interested in learning about digital media outside of employment are welcome. Courses are offered in person and online, due to the nature of their topics, and students are encouraged to work on projects and products that will be launched and marketed for their coursework and beyond enrollment. Digital Media/Internet Services students come to class with many different levels of experience, formal education, and country of origin. Emphasis is on a balance of the creative, production, development, and market aspects of Digital Media and Internet Services.

Digital Media Design and Production: Learning Outcomes
After completing a certificate or degree in Digital Media Design and Production, a student will be able to:
- Plan, create, shoot, edit, and produce digital video/audio products for the web and CD/DVD output.
- Produce, market, and distribute commercial-quality products for business and industry clients.

Digital Publishing Learning Outcomes
After completing a certificate or degree in Digital Publishing, a student will be able to:
- Plan, design, create layouts, and prepare files for commercial offset printing.
- Design identities and assets, create complementary websites, and produce a variety of printable documents in various formats and styles.

Web Design and Production: Design Emphasis Learning Outcomes
After completing a certificate or degree in Web Design and Production: Design Emphasis, a student will be able to

- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 6 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- **RECOMMENDED** preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
• Plan and create client-focused websites that weave traditional design concepts, innovative interface ideas, and current technologies together in order to deliver and market quality web solutions.
• Create and present a digital and print portfolio, complete with identity and commercial-level websites.

Web Design and Production: Production Emphasis Learning Outcomes
After completing a certificate or degree in Web Design and Production: Production Emphasis, a student will be able to
• Plan, organize, implement, and manage websites.
• Creating and market sites based on user needs, client purpose, and target audience to maximize site usability, functionality, scalability, and marketability.

Web Development

Learning Outcomes
After completing a certificate or degree in Web Development, a student will be able to
• Plan, develop, test, and market websites with an emphasis on functionality, usability, applications and code, and represent efficient sites (web and mobile) that run well and optimize current search engine, standards, and scalability approaches and techniques.

DIGITAL MEDIA DESIGN AND PRODUCTION (A.A. Degree)
The focus of the Digital Media Design and Production A.A. degree is planning, creating, shooting, editing, and producing digital video/audio projects for the web and CD/DVD output. Additional emphasis includes producing, marketing, and distributing commercial quality products for business and industry clients.

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001 Digital Media 1</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 004 Digital Layout, Color, and Typography</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 007 Digital Media Production Process</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 013 Apple Life</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 025 Digital Marketing</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 057A Digital Video Editing: Premiere Pro</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 062A Flash: Creating Interactive Web Pages</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 062B Flash 2: Action script Animation</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 066 Digital Video in HD</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 067 Digital Media Intern Experience</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>37</td>
</tr>
</tbody>
</table>

DIGITAL MEDIA DESIGN AND PRODUCTION: LEVEL 1 (Certificate)
The focus of the Digital Media Design and Production Certificate (Level 1) is planning, creating, shooting, editing, and producing digital video/audio projects for web and CD/DVD output.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001 Digital Media 1</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 003 Digital Visual Design</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 004 Digital Layout, Color, and Typography</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 013 Apple Life</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 025 Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 021A Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023 Web Design: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 024 Info and Content Design for the World Wide Web</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 025 Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 080 Commercial Web Site Project</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 086 Portfolio Planning/Review</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 087 Digital Media Intern Experience</td>
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</tr>
<tr>
<td>Total Units</td>
<td>36</td>
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</tbody>
</table>

DIGITAL PUBLISHING LEVEL 1 (Certificate)
The focus of the Digital Publishing Certificate (Level 1) is digital design, user analysis, and working with code and applications to create innovative, client-based websites.

Certificate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001 Digital Media 1</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 003 Digital Visual Design</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 004 Digital Layout, Color, and Typography</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023 Web Design: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 024 Info and Content Design for the World Wide Web</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>17</td>
</tr>
</tbody>
</table>

WEB DESIGN CERTIFICATE: LEVEL 2
The focus of the Web Design Certificate (Level 2) is digital design, user analysis, and working with code and applications to create innovative, client-based websites.

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001 Digital Media 1</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 003 Digital Visual Design</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 004 Digital Layout, Color, and Typography</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023 Web Design: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 024 Info and Content Design for the World Wide Web</td>
<td>1</td>
</tr>
<tr>
<td>Total Units</td>
<td>17</td>
</tr>
</tbody>
</table>
WEB DESIGN AND PRODUCTION: PRODUCTION EMPHASIS (A.S. Degree)
The focus of the Web Design and Production (Production Emphasis) A.S. Degree is planning, organizing, implementing, and managing client-based websites. Students learn to create and produce commercial web sites based on user needs, client’s purpose, and the targeted market to maximize site usability and functionality.

Major Requirements include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001 Digital Media 1</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 003 Digital Visual Design</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 009 Typography: Quick Start</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 012 Online Entrepreneur</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 018 Freelance and Startup for the Web</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 021A Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023 Web Design: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023B Web Development: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 024 Information and Content Design for the World Wide Web</td>
<td>1</td>
</tr>
</tbody>
</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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001 Digital Media 1</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 003 Digital Visual Design</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 007 Digital Media Production Process 1</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 009 Typography: Quick Start</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 013 Apple Life</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 014C Digital Illustration: Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023 Web Design: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 024 Information and Content Design for the World Wide Web</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units: 17

WEB PRODUCTION CERTIFICATE: LEVEL 2
The focus of the Web Production Certificate (Level 2) is producing client-based, commercial websites. Emphasis is on business development, project management, web solutions and client web presence.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 012 Online Entrepreneur</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 018 Freelance and Startup for the Web</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 021A Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 025 Internet Marketing 1</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 023B Web Development: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 066 Digital Audio and Video</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 080 Commercial Web Site Project</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 086 Portfolio Planning and Review</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 17

WEB DEVELOPMENT (Certificate)
The focus of the Web Development Certificate is client and server side code for website development. Students learn HTML, CSS, scripting languages such as JavaScript and PHP/MySQL, and work with servers to develop commercial websites.

Certificate Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 021A Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 021B Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 021C Web Development</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 075A Internet Services</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 023B Web Development: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 025 Internet Marketing 1</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 024 Information and Content Design for the World Wide Web</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Units: 17

DM/IS 001 DIGITAL MEDIA 1
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Students will explore the world of digital media including digital media technology, skills, and creative processes. Examples of programs that have been created and are on the market, along with experimental applications and ideas for digital media programs, are included. Students will understand how digital media fits into the business structure and how digital media tools can benefit operations. Digital media communications in education, art, publishing, television and theater will be discussed. Pass/No Pass Only

DM/IS 003 DIGITAL VISUAL DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course focuses on the planning and use of digital type for commercial website design. Acceptable for credit: California State University

DM/IS 004 DIGITAL LAYOUT, COLOR & TYPOGRAPHY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or 070

DM/IS 009 TYPOGRAPHY: QUICK START
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course is an introduction to Photoshop, providing a general overview of the application features and interface. The focus of this course is on acquainting the student with the capabilities and features of the application. This course provides hands-on experience in the manipulation, purchase, and management of photographic images using Photoshop. Pass/No Pass Only

DM/IS 010A PHOTOSHOP: QUICK START
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course is an introduction to Photoshop, providing a general overview of the application features and interface. The focus of this course is on acquainting the student with the capabilities and features of the application. This course provides hands-on experience in the manipulation, purchase, and management of photographic images using Photoshop. Pass/No Pass Only
DM/IS 010C DIGITAL IMAGES: PHOTOSHOP
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on professional techniques for digital image manipulation including creating digital artwork, enhancing images, and preparing digital images for color printing. Pass/No Pass Option

DM/IS 010D DIGITAL IMAGES: ADVANCED PHOTOSHOP
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: DM/IS 010C
Acceptable for credit: California State University
This is an advanced course in digital image manipulation. This course focuses on creating original imagery and effective solutions to projects. Additional topics include workflow, methodologies, and techniques needed to resolve industry level design issues, and production requirements. Pass/No Pass Option

DM/IS 010X PHOTOSHOP: NEW VERSION FEATURES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on new and improved tools and features included in the latest version of Photoshop. It is intended for students with a working knowledge and understanding of previous versions of Photoshop tools and functions. Pass/No Pass Only

DM/IS 011 BLOGS: FUN & BUSINESS
1 unit
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course focuses on blog products, techniques, marketing and revenue generation. Students create, write, syndicate, market, and promote personal or business blogs. Emphasis is on leveraging content, building tribe, and generating revenue. Pass/No Pass Only

DM/IS 012 ONLINE ENTREPRENEUR
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Only

DM/IS 013 APPLE iLIFE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course uses the Apple iLife application suite to edit and create digital media products. The course reviews the Apple iLife suite: iPhoto to organize and print digital photographs, Movie to capture and edit digital videos, iDVD to organize and burn DVDs, GarageBand to capture and edit digital audio, and iTunes to purchase and download music online. Pass/No Pass Only

DM/IS 014C DIGITAL ILLUSTRATION: ILLUSTRATOR
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on using Illustrator to create artwork, to design icons, to communicate visually with graphics, and to work with file formats. Emphasis is on the use of Illustrator for publishing, integrating with other applications, and designing web graphics. Pass/No Pass Option

DM/IS 014D ADVANCED ILLUSTRATOR
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020, CA 070 or equivalent
Acceptable for credit: California State University
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. Pass/No Pass Option

DM/IS 014X ILLUSTRATOR: NEW VERSION FEATURES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on new and improved tools and features included in the latest version of Adobe Illustrator. It is intended for students with a working knowledge and understanding of previous versions of Illustrator tools and functions. Pass/No Pass Only

DM/IS 018 FREELANCE & STARTUP FOR THE WEB & DIGITAL MEDIA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course explores planning, creating, marketing and growing a freelance or startup Web Digital Media business. Pass/No Pass Option

DM/IS 019 UPDATING WEBSITES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
Existing websites often need an updated design, code and/or interface. This course focuses on designing, creating and coding for the purpose of transitioning existing sites to current tools and technologies.

DM/IS 020 WEB/INTERNET PROJECT MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course teaches Web/Internet project management for collaborative commercial site development. Pass/No Pass Option

DM/IS 021A WEB DEVELOPMENT 1
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on website production and development using XHTML, HTML, and CSS. Basic scripting code is introduced. Pass/No Pass Option

DM/IS 021B WEB DEVELOPMENT 2
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: DM/IS 021A
Acceptable for credit: California State University
This course extends the DM/IS 021A course. It focuses on web site production and development using XHTML, CSS, and WordPress by adding more complex web application requirements.

DM/IS 021C WEB DEVELOPMENT 3
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: DM/IS 021B
Acceptable for credit: California State University
This course focuses on commercial web design, production, and development using XHTML, CSS, and current tools and scripting technologies. Students work on a production team to create complex web-based applications.

DM/IS 021D WEB DEVELOPMENT: QUICK START
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on the basics of website development and design using XHTML, CSS (Cascading Style Sheets), and accessibility guidelines. Students create and upload basic websites. Pass/No Pass Only

DM/IS 021E E-COMMERCE OPTIONS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on E-Commerce options ranging from consumer products offered by PayPal, Google, Yahoo, and other proprietary websites/shopping carts, and e-stores, to more sophisticated approaches used for larger-scale applications and mobile devices. Emphasis is on analyzing, selecting, developing, implementing, and planning for future growth. Pass/No Pass Option
DM/IS 023 WEB DESIGN: DREAMWEAVER  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
Acceptable for credit: California State University  
This course focuses on the design and layout of websites using Dreamweaver. XHTML and CSS code, web design, FTP, and other web topics are explored and applied. Pass/No Pass Option.

DM/IS 023A DREAMWEAVER: QUICK START  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
This course focuses on website layout and design using Dreamweaver. Emphasis is on implementing navigation, CSS (Cascading Style Sheets) layouts, testing, and debugging. Pass/No Pass Only.

DM/IS 023B WEB DEVELOPMENT: DREAMWEAVER  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
Acceptable for credit: California State University  
This course introduces conceptual and practical understanding of copyright and trademark, privacy, copying, posting pictures, videos, and music, “junk dog” statements, domain name disputes, presentations, and other legal issues. The course defines concepts, offers resources, and introduces options; it does not offer legal advice. Pass/No Pass Only.

DM/IS 024 INFORMATION & CONTENT DESIGN FOR THE WORLD WIDE WEB  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course focuses on creating and leveraging information and content, building target audience commitment, and generating revenue. Planning navigation, writing/copyediting content, and marketing sites/products blend to offer interesting and effective websites and other web-based platforms. Pass/No Pass Option.

DM/IS 024A INTERFACE DESIGN  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course focuses on creating interface design that serves the purpose of a product, intent of the client, and needs of the target audience. Students analyze design and plan and create prototypes for web and mobile devices. Pass/No Pass Option.

DM/IS 024B INTERNET LEGAL ISSUES  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course introduces conceptual and practical understanding of copyright and trademark, privacy, copying, posting pictures, videos, and music, “junk dog” statements, domain name disputes, disclaimers, and other legal issues. The course defines concepts, offers resources, and introduces options; it does not offer legal advice. Pass/No Pass Only.

DM/IS 025 INTERNET MARKETING 1  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
Acceptable for credit: California State University  
This course introduces the marketing of websites on the Internet. Students learn to prepare web sites for submission to search engines and other web directories. Additionally, marketing plans, marketing budgets, and advertising options are explored. Pass/No Pass Only.

DM/IS 025B NEW MEDIA MARKETING  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course focuses on marketing businesses, products/projects, and ideas through new media channels. Pass/No Pass Option.

DM/IS 025C WEB SEO (SEARCH ENGINE OPTIMIZATION)  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
This course focuses on current trends and techniques in search engine optimization to make websites findable and rank higher in multiple search engines. Pass/No Pass Only.

DM/IS 025D WEB ANALYTICS  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
This course focuses on Web Analytics, the objective tracking, collection, measurement, reporting, and analysis of quantitative internet data to optimize websites and web marketing initiatives. Pass/No Pass Only.

DM/IS 025E MOBILE ADVERTISING  
1 unit  
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement  
A practical guide to the emerging mobile advertising market, this course serves as an introduction and how-to guide for understanding, planning, designing, developing, and marketing mobile advertising. Pass/No Pass Option.

DM/IS 029 PUBLICATION DESIGN & PRINTING  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
Acceptable for credit: California State University  
This advanced course focuses on design, production and publication techniques for creating business communications. Emphasis is on the creation of multi-page projects from concept to print. Adobe Illustrator and Photoshop images are used within Adobe InDesign to create multi-page layouts. Printing methodology is also emphasized. Pass/No Pass Option.

DM/IS 057A DIGITAL VIDEO EDITING: PREMIERE PRO  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
Digital video is a dynamic way of delivering content through video, CD-ROM, and websites. This class focuses on video editing using Adobe Premiere. Emphasis is on using Premiere tools to capture, edit, and compress digital video. Pass/No Pass Option.

DM/IS 062A FLASH: ANIMATION & INTERFACE DESIGN  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 or CA 070  
Acceptable for credit: California State University  
Students will use Flash CS4 Flash to create interactive Web pages incorporating graphics, animation, sound, and programming. Pass/No Pass Option.

DM/IS 062B FLASH 2: ACTIONSCRIPT ANIMATION & INTERACTIVITY  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: DM/IS 062A  
Acceptable for credit: California State University  
This advanced course focuses on programming Flash websites. Students learn action-scripting, forms, and interactive techniques using Flash programming. Pass/No Pass Option.

DM/IS 063 DIGITAL VIDEO IN HD  
3 Units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Recommended preparation: CA 020 and CA 070  
Acceptable for credit: California State University  
This course focuses on digital video editing using High Definition equipment. This course emphasizes the integration of HD in the Digital Media industry. In addition, students have the opportunity to learn HD video shooting and editing. Pass/No Pass Option.

**Notes:**
- PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
DM/IS 064 WEB MOTION GRAPHICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course focuses on the techniques and methodologies used to create and publish motion graphics to web sites, CD-ROM and DVDs. Basic animation theory is incorporated in the development of animated GIFs, navigation sets, Flash sequences, and image animation. Pass/No Pass Option

DM/IS 066 DIGITAL AUDIO & VIDEO
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on the creation and compression of video and audio files for broadcast, CD-ROM, and the Internet. Emphasis is on shooting video, importing audio and video, developing Quicktime VR, and creating and mixing audio files. Pass/No Pass Option

DM/IS 068A DIGITAL AUDIO: QUICK START
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Only

DM/IS 069 DVD AUTHORING
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course focuses on design and development of commercial DVD’s. Topics include video editing, video compression, menu design, and DVD burning. Additional emphasis includes the development and design of DVD packaging and distribution. Pass/No Pass Option

DM/IS 072 MOBILE SITES / APPS DESIGN & DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course focuses on creating wireless websites for proprietary (iPhone, Blackberry, etc.) technologies and W3C recommendations (XHTML Basic, WAP). Additional, current and emerging technologies are explored. Pass/No Pass Option

DM/IS 075A INTERNET SERVICES 1
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
This course combines a presentation of technical information with hands-on work to introduce web producers and developers, entrepreneurs, and company supervisors and managers to the technical aspects of the wide array of Internet services available to individuals and organizations. Examples of topics covered are current web technologies, application service providers, and emerging internet technologies. This course is WVC degree and certificate applicable.

DM/IS 080 COMMERCIAL WEB SITE PROJECT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Students will plan, design, develop, and test commercial websites. Pass/No Pass Option

DM/IS 085 DIGITAL PRINTING
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: CA 020 or CA 070
This course reviews the digital printing process including the preparation and printing of documents. This course also covers color management techniques, monitor calibration and profiling, printer calibration and profiling, and provides hands on experience producing digital prints. Pass/No Pass Option

DM/IS 086 PORTFOLIO PLANNING & REVIEW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: DM/IS 080
This course is for Desktop Publishing and Digital Media students committed to developing a professional quality hard copy and digital portfolio. Pass/No Pass Option

DM/IS 087 DIGITAL MEDIA INTERN EXPERIENCE
3 units
Lecture 1 hour; lab 0 hours, lab 10 hours by arrangement
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. Pass/No Pass Option
Disability and Educational Support Program

THE FACULTY
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Joan Worley

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The Disability & Educational Support Program assists students with disabilities to achieve their educational goals. DESP offers classes, primarily at the basic skills level, to prepare students for more advanced college level courses. Adapted physical education courses are listed in this catalog under Physical Education. In addition to classes, the program provides services that include but are not limited to counseling, registration assistance, test accommodations, note takers, tram service, and class materials in alternate format. DESP is located in the Learning Services building.

Learning Outcomes
After completing one or more appropriate DESP courses, a student will
• Demonstrate measurable progress in one or more of the areas listed:
  - Physical Fitness
  - Arithmetic and Pre-algebra
  - Computer Use
  - Learning strategies
  - Reading
  - Writing

After completing one or more DESP program activities or services a student will be able to
• Specify, evaluate the benefits of, and access the program services and accommodations that relate to his or her disability.

Adapted Physical Education
(See Physical Education)

Disability and Educational Support Program — Adapted Computer Courses

LS 901A ADAPTED COMPUTER-ASSISTED INSTRUCTION
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
The course is designed to improve basic academic skills and/or cognitive processes of disabled students through the use of appropriate software and computer technologies. Units earned in this course do not count toward the Associate Degree. Pass/No Pass Only

LS 908A COMPUTER BASICS
2 units
Lecture 2 hours; lab 1 hour, lab 0 hours by arrangement
This course introduces students to computers and how they are used at home, at school, and in the workplace. The course explores types of computer hardware and software. Basic mouse and keyboard skills are introduced. Students have the opportunity to learn essential computer terminology and what computers can do. This course includes a brief overview of the Windows operating system, creating and saving text files, EMAIL, attachments, and use of the Internet. In addition to lectures and demonstrations, students have the opportunity to become comfortable with computers and certain selected software through hands-on operation in a lab setting. This course meets the educational needs of students with disabilities. Instructional materials and methods are modified as appropriate. Pass/No Pass Only

Disability and Educational Support Program — Learning Skills Courses

LS 001 LEARNING STRATEGIES FOR COLLEGE LIFE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
In this course, students learn and apply learning strategies in order to increase their effectiveness within the classroom and in day-to-day life activities. Major subjects include: goal setting, time management, listening and note taking skills, memory techniques, reading improvement, test taking improvement concentration, learning styles and stress management. This course may be taught in distance-learning format. Pass/No Pass Option

LS 931B EFFECTIVE LEARNING: MATH LAB
0.5 unit
Lecture 0 hours; lab 1.5 hour, lab 0 hours by arrangement
This course focuses on the specific application of learning strategies for math coursework. Pass/No Pass Only

LS 932 EFFECTIVE READING STRATEGIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course is designed to teach basic reading skills to students with disabilities. Specific instruction in vocabulary development and reading comprehension is included. This course is equivalent to Reading 960. Pass/No Pass Only

LS 941B EFFECTIVE SENTENCE & PARAGRAPH WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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. Credits earned in this course do not count toward the Associate Degree. Pass/No Pass Only

LS 941C EFFECTIVE ESSAY WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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. Credits earned in this course do not count toward the Associate Degree. Pass/No Pass Option

LS 942 DEVELOPMENT OF EFFECTIVE READING SKILLS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: LS 932 or READ 960
This course is designed to prepare students who have reading difficulties for college level reading. It stresses the practical application of reading strategies to improve vocabulary and reading comprehension. This course is equivalent to Reading 961. Pass/No Pass Option

LS 943A WRITING SUPPORT LAB A
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
This is a lab course to support students enrolled in English 001A. Designed to meet the educational needs of students with disabilities, it stresses the practical application of strategies to compensate for the disability and its effect on reading and writing. Topics covered include: learning strategies such as time management and test taking, reading comprehension strategies; evaluating assigned essays for unity, support, coherence and sentence skills; and researching and writing research papers. It is non West Valley College A.A./A.S. degree and certificate applicable – basic skills. Pass/No Pass Only
Economics

THE FACULTY
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Economics is the study of how individuals and firms make choices in the allocation of scarce resources. The field of economics explores the factors affecting these choices and the consequences of those choices on society. Economics provides a foundation for understanding economic thinking and the policies that affect our daily lives.

Learning Outcomes
After completing Economics courses, students will be able to:
- Analyze economic models as they apply to real-world situations.
- Describe the major players and institutions that influence economic decisions.
- Explain how individuals and firms make choices under scarcity.
- Facilitate the market economy.

Economics courses are college level transfer courses.

ECON 001A PRINCIPLES OF MACROECONOMICS
3 units
Lecture 3 hours; lab 0 hours; lab 0 hours by arrangement
Co-requisite: ECON 002B
Acceptable for credit: California State University, University of California
An introduction to macroeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system. Economic theory related to demand, production, competitive and non-competitive product markets; the role of public policy. This course may also be taken on Internet. Pass/No Pass Option

ECON 001B PRINCIPLES OF MICROECONOMICS
3 units
Lecture 3 hours; lab 0 hours; lab 0 hours by arrangement
Co-requisite: ECON 002B
Acceptable for credit: California State University, University of California
An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets; the role of public policy. This course may also be taken on Internet. Pass/No Pass Option

Latest Update: 9/16/2010

ECONOMIC STATISTICS
5 units
Lecture 3 hours; lab 0 hours; lab 0 hours by arrangement
Prerequisite: ECON 001A and ECON 001B and MATH 008
Co-requisite: ECON 010A
Acceptable for credit: California State University, University of California
This introductory course presents statistical concepts and methods used extensively in economics. Students study descriptive and inferential statistics using economic examples. Emphasis is on problem solving and interpretation of results that underlie decision making within economic markets and institutions. The course provides a foundation to prepare economics majors for required upper division courses in quantitative methods and econometrics. This course must be taken with the online laboratory ECON 010A, regardless if 010A is taken lecture-based or online. Pass/No Pass Option

ECON 002A PRINCIPLES OF MACROECONOMICS LAB
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Co-requisite: ECON 001A
Acceptable for credit: California State University, University of California
This online laboratory introduces macroeconomic analysis and principles. The lab must be taken concurrently with ECON 001A, regardless if 001A is taken lecture-based or online. Pass/No Pass Option

ECON 002B PRINCIPLES OF MICROECONOMICS LAB
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University, University of California
This online laboratory introduces microeconomic analysis and principles. The lab must be taken concurrently with ECON 001B, regardless if 001B is taken lecture-based or online. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 005 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
ECON 010A ECONOMIC STATISTICS LAB
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Co-requisite: ECON 010
Acceptable for credit: California State University, University of California
This online laboratory introduces statistical concepts and methods used extensively in economics. Students study descriptive and inferential statistics using economic examples in the lab. Emphasis is placed on problem solving and interpretation of results that underlie decision making within economic markets and institutions. This laboratory must be taken concurrently with ECON 010, regardless if ECON 010 is taken lecture-based or online. Pass/No Pass Option

ECON 041 ECONOMICS OF SPORTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ECON 001B
Acceptable for credit: California State University
This course provides an introduction to the economics of sports. The course analyzes the costs and benefits of having a sports franchise and stadium in a city. The course analyzes professional sports teams as profit-maximizing businesses, monopolies, and cartels. The course analyzes the labor market for professional and college athletes. Pass/No Pass Option

ECON 045 ECONOMICS OF FINANCIAL MARKETS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
The course provides an introduction to the finance of firms and the financial markets. Course reviews and analyzes bond and stock valuation, portfolio allocation, the relationship between risk and return, the efficient market hypothesis, options markets, and behavioral finance. Pass/No Pass Option

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

Electronic Imaging
(See Photography)

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 CHEM 001A is required for the A.S. degree. Transfer students may need to take additional chemistry courses to complete the requirements for a B.S. degree. Please consult with a counselor to determine campus-specific requirements.

Additional math may be required.
Those students majoring in civil engineering should enroll in ENGR 01A, Plane Surveying.

ENGINEERING TECHNOLOGY: Transfer:
See Transfer Planning Guide available at the Counseling Center

ENGR 003A BASIC TECHNICAL DRAFTING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a study of basic technical drafting methods applied to the engineering field. This course covers drafting tools and materials, fundamentals of freehand sketching, pictorial drawing, orthographic projection, auxiliaries, sections, and dimensioning. Students have opportunities to develop working drawing techniques and methods of graphical communication. Pass/No Pass Option

ENGR 003B INTERMEDIATE TECHNICAL DRAFTING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
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 003C ADVANCED TECHNICAL DRAFTING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Recommended preparation: ENGR 003B, MATH 106, 106R
Acceptable for credit: California State University
This course is a study of advanced technical drafting methods applied to the engineering field. This course covers drafting practices in multi-view orthographic projections, sections, primary auxiliaries, dimensioning, freehand sketching, and lettering. Pass/No Pass Option

Please consult with a counselor to determine college graduation requirements.

NOTE: Only CHEM 001A is required for the A.S. degree. Transfer students may need to take additional chemistry courses to complete the requirements for a B.S. degree. Please consult with a counselor to determine campus-specific requirements.

Additional math may be required.
Those students majoring in civil engineering should enroll in ENGR 01A, Plane Surveying.

ENGINEERING TECHNOLOGY: Transfer:
See Transfer Planning Guide available at the Counseling Center

ENGR 003A BASIC TECHNICAL DRAFTING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a study of basic technical drafting methods applied to the engineering field. This course covers drafting tools and materials, fundamentals of freehand sketching, pictorial drawing, orthographic projection, auxiliaries, sections, and dimensioning. Students have opportunities to develop working drawing techniques and methods of graphical communication. Pass/No Pass Option

ENGR 003B INTERMEDIATE TECHNICAL DRAFTING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
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 003C ADVANCED TECHNICAL DRAFTING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Recommended preparation: ENGR 003B, MATH 106, 106R
Acceptable for credit: California State University
This course is a study of advanced technical drafting methods applied to the engineering field. This course covers drafting practices in multi-view orthographic projections, sections, primary auxiliaries, dimensioning, freehand sketching, and lettering. Pass/No Pass Option

Please consult with a counselor to determine college graduation requirements.
ENGR 004 INTRODUCTION TO COMPUTER-AIDED DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Recommended preparation: MATH 902 or 903P
Acceptable for credit: California State University
This course is an introduction to 2 dimensional and isometric computer-aided drafting using AutoCAD on the PC. It is designed for students with no computer experience and dual listed with ID 65. Pass/No Pass Option

ENGR 005 ADVANCED COMPUTER-AIDED DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: DRAFT 073, ENGR 004, ID 065
Recommended preparation: MATH 902 or 903P
Acceptable for credit: California State University
This course provides an opportunity for students to use concepts acquired in ID 65 or ENGR 004 in a more complex way. Advanced topics in the construction of two and three dimensional drawing and solid modeling are addressed. This course is cross listed with ID 66. Pass/No Pass Option

ENGR 06A MATLAB
.5 units
Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106, 106R
Acceptable for credit: California State University
This course is an introduction to solving mathematical equations and expressions using MatLab. The course includes relational/logical operators, scripting and file management for implementing solutions. Pass/No Pass Option

ENGR 008 PLANE SURVEYING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisite: MATH 103, 103R
Acceptable for credit: California State University
This course covers the theory and practice of engineering measurements as applied to surveying work. Other topics include the instruments and techniques used in making horizontal, vertical, and angular measurements, and the application to practical field and mapping problems.

ENGR 009 INTRO TO 3D DRAWING WITH PRO-E
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course focuses on 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.

ENGR 010 INTRODUCTION TO ENGINEERING
4 units
Lecture 4 hours; lab 1 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This course explores the different engineering disciplines to assist students in a choice of major, and introduces first-year engineering students to experimentation, data analysis, basic computer skills, and engineering design. Pass/No Pass Only

ENGR 020 ENGINEERING GRAPHICS
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A study of orthographic projection, sections, auxiliary (single and double) dimensioning, tolerancing, subassemblies, threads and fasteners and weldments. Some work to be done in freehand sketching. Primarily for engineering transfer students. Detail and assembly drawings. Engineering design projects. Both drafting board and CAD techniques will be utilized.

ENGR 021 INTRO COMPUTING FOR SCIENTISTS AND ENGINEERS
3 units
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement
Acceptable for credit: University of California, California State University
This course emphasizes the use of the computer as a tool using the C++ program language to solve scientific and engineering problems. Topics include program design, algorithms, development, documentation and elementary data structures.

ENGR 022 INTRODUCTION TO CIRCUIT ANALYSIS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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 and transient sinusoidal circuits analysis from the network differential equations.

ENGR 025 INTRODUCTION TO MATERIALS
3 units
Lecture 3 hours; lab 2 hours, lab 0 hours by arrangement
Prerequisites: MATH 003A, PHYS 004A, CHEM 001A
Acceptable for credit: University of California, California State University
This course is an introduction to engineering materials, including pure metals, binary alloys, steels, semiconductors, plastics and polymers, with an introduction into mechanics of materials including basic material failure mechanisms. Pass/No Pass Option

ENGR 030 INTRO COMPUTING FOR SCIENTISTS AND ENGINEERS
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Recommended preparation: MATH 103
Acceptable for credit: California State University
This course explores the different engineering disciplines to assist students in a choice of major, and introduces first-year engineering students to experimentation, data analysis, basic computer skills, and engineering design. Pass/No Pass Only

ENGR 060 INTRODUCTION TO MATH CAD
.5 unit
Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement
Introduction to solving mathematical equations and expressions using MathCAD. Lectures, examples and hands-on practice from several engineering fields will be given. This course may be repeated once. Pass/No Pass Option

ENGR 091 DIRECTED STUDIES
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
Students must contact instructor prior to registering for any Directed Studies class. This course covers advanced work in the field of Engineering Technology of special interest to the student related to but not included in regular Engineering courses offered by the college. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
ENGR 092 DIRECTED STUDIES
2 unit
Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
Acceptable for credit: California State University
Students must contact instructor prior to registering for any Directed Studies class. This course covers advanced work in the field of Engineering Technology of special interest to the student related to but not included in regular Engineering courses offered by the college. Pass/No Pass Option

ENGR 093 DIRECTED STUDIES
3 units
Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Acceptable for credit: California State University
Students must contact instructor prior to registering for any Directed Studies class. This course covers advanced work in the field of Engineering Technology of special interest to the student related to but not included in regular Engineering courses offered by the college. Pass/No Pass Option

ENGR 098 INTRODUCTION TO CIRCUIT ANALYSIS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite:MATH 003B, PHYS 004B
Acceptable for credit: California State University
This is an introductory course in the analysis of DC and AC electric circuits using Kirchoff's laws, Ohm's law, and Thévenin's theorem. Pass/No Pass Option

ENGR 099 STATICS/VECTOR MECHANICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite:MATH 003A, PHYS 004A
Acceptable for credit: California State University
This course covers the application of statics principles for solution of problems with particles, trusses, frames, cables, and other structural components under concentrated distributed force systems.

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. Pass/No Pass Option

English

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Clementina Golaw
Dulce Gray
Lenore Harris
Vicky Kalivitis
Jess Lehman
Julie Maia
Eric Pape
Leslie Saito-Liu
Susan Schulter
Douglas Temkin
Jennifer Wagner

DIVISION
Language Arts

DIVISION CHAIR
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The English Department teaches skills that are universal to every other discipline. Taking courses in English increases a student’s chances of success in every other area. The ability to read effectively and to write expressively will prove invaluable for any student.

Learning Outcomes
After completing an Associate of Arts degree in English, a student will be able to:
• Write focused, organized, well-developed essays that support clear thesis statements and demonstrate competence in standard English grammar and usage;
• Analyze and evaluate academic essays and literature;
• Formulate and communicate in writing positions on diverse issues;
• Write research papers that demonstrate the effective evaluation, integration, and MLA documentation of sources

Highlights
• Composition courses designed for all levels of ability
• Transfer level literature and creative writing courses that meet CSU & UC requirements
• Online courses in composition and creative writing
• Links with industry and regional Learning Communities
• Experienced, innovative faculty dedicated to student success

The West Valley College English Department offers composition and literature courses designed to provide students with the skills needed to be successful in both their academic and work lives. Through these courses, students develop reading, writing, and critical thinking skills needed to attain an AA/AS degree, transfer to a four-year college or university, or move directly into the workforce.

Career Options
• Advertising
• Business
• Civil Service
• Editing
• Information Systems
• Insurance
• Journalism
• Law
• Library Science
• Management
• Marketing Communications
• Politics
• Public Relations
• Publishing
• Research
• Teaching
• Technical Communications
• Writing

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

Degree
A.A., English

ENGLISH: Transfer:
See assist.org and/or consult with a counselor.

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</td>
</tr>
</tbody>
</table>

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

<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 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>
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<tr>
<td>ENGL 012 African American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 013 Latino/Chicano Literature</td>
<td>3</td>
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<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>
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<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.
ENGL 001A ENGLISH COMPOSITION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
This course introduces students to literary analysis with an emphasis on critical thinking, reading, and writing. Students analyze, discuss, and compose analytic essays about literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. This course covers formal and informal fallacies of language and thought, and the principles of inductive and deductive reasoning. Students conduct research, study literary criticism, and write research essays that synthesize multiple sources. This course fulfills the critical thinking requirement for CSU transfer and is offered in an online format.

ENGL 001B ENGLISH COMPOSITION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
This course introduces students to literary analysis with an emphasis on critical thinking, reading, and writing. Students analyze, discuss, and compose analytic essays about literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. This course covers formal and informal fallacies of language and thought, and the principles of inductive and deductive reasoning. Students conduct research, study literary criticism, and write research essays that synthesize multiple sources. This course fulfills the critical thinking requirement for CSU transfer and is offered in an online format.

ENGL 001C CLEAR THINKING IN WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
This writing course focuses on techniques and principles of writing effective arguments. The course examines word choice, inference, evidence, reasoning, and strategies in arguments written by both professional and student writers. Students will spend 2 hours per week by arrangement working on writing and thinking skills to enhance performance in the course. Fulfills the English requirement for the Associate degree; a baccalaureate course.

ENGL 005A SURVEY OF ENGLISH LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys British literature from the Old English/Anglo-Saxon period through the 18th century. Pass/No Pass Option

ENGL 005B SURVEY OF ENGLISH LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys British literature from the Old English/Anglo-Saxon period through the 18th century. Pass/No Pass Option

ENGL 006A WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys literature from around the world produced from the beginnings of oral history up to the year 1650. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues—such as global migrations, international power dynamics, and transnational patterns of inequality—in a world context. Pass/No Pass Option

ENGL 006B WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys literature from around the world produced between 1650 and the present. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, Australia, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues—such as global migrations, international power dynamics, and transnational patterns of inequality—in a world context. Pass/No Pass Option

ENGL 007A AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys major American literary traditions from the colonial period to the Civil War. Pass/No Pass Option

ENGL 007B AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A, 007A is not a prerequisite for 007B
Acceptable for credit: University of California, California State University
This course surveys major American literary traditions from the Civil War to the present. Pass/No Pass Option

ENGL 010 CHILDREN’S LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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 examine both the history of this literature and the trends in style, purpose, and subject matter. Folk tales, mythology, fantasy, modern fiction, poetry, biography, and autobiography form the basic categories of study. Pass/No Pass Option

ENGL 012 AFRICAN-AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course examines African American Literature from the 1700s to the present. Particular emphasis will be given to the development of a body of literature that attests to the mastery and enhancement by Black writers of the prevailing literary forms in each era in America’s cultural, social, and political history. Students will examine how literature reflects the experiences of Africans adapting to life in new world America and carving out a new identity complete with the development of new literary styles and conventions. The literature will be examined through lenses of conventional critical theory and elements of literature. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Pass/No Pass Option
ENGL 013 LATINO/CHICANO LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course examines Latino/Chicano literature in the United States and focuses on literary styles and prevalent themes such as class, race, gender and sexualities. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree. Pass/No Pass Option

ENGL 018 ASIAN AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides a cross-cultural comparative study of the literary works of several Asian American authors. Through their works, students have the opportunity to learn and inhabit 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. Pass/No Pass Option

ENGL 041 LITERATURE & FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course introduces students to the cultural, aesthetic, and historical analysis of literature and film, as well as to critical theories and approaches (such as Reader Response and Reception Theory), and their application to the analysis of literature and film. Students examine the narrative techniques used by writers and filmmakers in selection works from both media. They also examine how writers and filmmakers use formal elements (such as point of view in various literary genres and camera work in film) to create aesthetic statements. Pass/No Pass Option

ENGL 043 CLASSICAL MYTHOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
An examination of the major myths of our western heritage, and consideration of the subsequent treatment through the centuries of these myths in various literary genres. Pass/No Pass Option

ENGL 044 THE BIBLE AS LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course focuses on literary analysis of the Old and New Testaments with consideration of their influence upon language and literature.

ENGL 046 CONTEMPORARY AMERICAN MULTICULTURAL LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course examines contemporary American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/ Latino, European American, and Middle Eastern-American. Students examine issues such as race, class, gender, and sexualities as explored in the literary works. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree. Pass/No Pass Option

ENGL 047 INTRODUCTION TO POETRY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
An analysis and discussion of a selection of the author's major plays and poems, with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to gain insight into human variety, understanding, and worth as illuminated through an appreciation of Shakespeare's works. This course does not satisfy the Shakespeare requirement at San Jose State University, but does fulfill general education requirements at West Valley College for the Associate degree. Pass/No Pass Option

ENGL 048 INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course introduces students to the cultural, aesthetic, and historical analysis of Shakespearean literature. It also examines the major plays and poems of the author and his contemporaries. This course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level course. Pass/No Pass Option

ENGL 049 MODERN FICTION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course focuses on reading and analyzing fiction from the Modern Period (1895-1945). It also covers Pre-modern literary movements and Postmodern texts. It fulfills general education requirement for literature.

ENGL 070 CREATIVE WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: California State University
This course provides an introduction to the practice and study of the craft involved in writing fiction and poetry. The course also includes the analysis and critical examination of the works of various professional writers and student writers during class workshops. Pass/No Pass Option

ENGL 071 INTERMEDIATE FICTION WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 070
Acceptable for credit: California State University
This course provides instruction in writing fiction at the intermediate level. Students write short stories or several chapters of a novel at a more sophisticated level by more fully developing the elements of fiction in their writing. Students in this course also analyze and critique each other’s work in the workshop format. This course may be of interest to students with the goal of further improving creative writing skills, or creating a portfolio prior to transferring to a 4-year program in creative writing.

ENGL 072 INTERMEDIATE POETRY WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 070
Acceptable for credit: California State University
This course provides instruction in writing poetry at the intermediate level. Students write poems at a more sophisticated level by more fully developing the elements of poetry in their writing. Students in this course also analyze and critique each other’s work in the workshop format. This course may be of interest to students with the goal of further improving their creative writing skills, or creating a portfolio prior to transferring to a 4-year program in creative writing.

ENGL 073 BEGINNING FRENCH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: California State University
This course provides an introduction to the French language and culture. It also covers basic grammar and vocabulary, as well as conversations on daily life and culture. Pass/No Pass Option

ENGL 074 INTERMEDIATE FRENCH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: California State University
This course provides instruction in writing poetry at the intermediate level. Students write poems at a more sophisticated level by more fully developing the elements of poetry in their writing. Students in this course also analyze and critique each other’s work in the workshop format. This course may be of interest to students with the goal of further improving their creative writing skills, or creating a portfolio prior to transferring to a 4-year program in creative writing.
ENGL 905 ENGLISH FUNDAMENTALS-A
PREPARATORY COURSE FOR ENGL 001A
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 903 or ESL 65GW or qualifying assessment scores
Co-requisite: ENGL 990
This course prepares students for college-level writing and English 001A. It provides the foundation needed for beginning college writing. Students in this course have the opportunity to learn and practice the writing process, focusing on greater proficiency in writing multi-paragraph essays. The course covers the main elements of sound essays including thesis statements, supporting details and evidence, organization, and coherence. Students have the opportunity to develop various writing strategies using classroom computers in the Comma Assisted Writing Lab where one class meeting per week is held. Pass/No Pass Option.

ENGL 975A, B, C, D WRITING SKILLS LAB
0.5 units each
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
These courses offer individualized programs for the native speaker of English and non-native speakers who have completed ESL 065GW. Students work in all levels of writing competency, from learning the parts of speech to mastering punctuation, from improving paragraph structure to writing thesis statements. Students who are enrolled concurrently in English composition classes and the Writing Lab may be assigned to specially designed core programs appropriate to their class level and their individual needs. Instructors and instructional aides work closely with all students to monitor their lab-generated papers and ensure their improvement. Credit earned in this course does not apply to an Associate degree. Pass/No Pass Only

ENGL 990 WRITING SKILLS LAB
0.5 units
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
This course provides skill-building activities that support the work in English Fundamentals 905 of writing essays containing clear thesis statements and unified, coherent, adequately developed paragraphs. Skills exercises focus on the steps of the writing process: prewriting, drafting, revising, editing, and proofreading. Students complete individually designed assignments appropriate for their skill level and needs. Pass/No Pass Option

ENGL 991 WRITING SKILLS LAB
0.5 units
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
English 991 is a co-requisite lab for English 905: English Fundamentals. This lab course provides skill-building activities that support the work in English Fundamentals 905 of writing essays containing clear thesis statements and unified, coherent, adequately developed paragraphs. Skills exercises focus on developing strategies for writing clearly, reading analytically, and conducting research effectively. Students complete individually designed assignments appropriate for their skill level and needs. Pass/No Pass Option

ESL 960 FOUNDATIONS IN ESL
6 units
Lecture 6 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: Qualifying score on the ESL placement test
This course provides basic functional practice in reading, writing, listening, speaking, and grammar for low-beginning level ESL students. It also provides preparation for placement into ESL 961 classes. Oral communication tasks involve the comprehension and production of basic verbal instructions and requests, communication strategies, pronunciation, and vocabulary usage. Written communication tasks include completion of grammar exercises and short written assignments. Students are given the opportunity to develop basic study skills such as time management, and to complete simple tasks involving the library, dictionary, and computer. Pass/No Pass Option.

ESL 961GW BASIC GRAMMAR & WRITING
3.5 units
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 961LS and ESL 961RV.
This course is designed to improve the basic writing and grammar skills of beginning-level ESL students. The focus is on understanding and using basic grammatical forms and writing simple sentences using correct word forms, word order, function words, spelling, and punctuation. Pass/No Pass Option

ESL 962GW BASIC GRAMMAR & WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ESL 61GW or ESL 961GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 962LS and ESL 962RV.
This course is designed to improve the basic grammar and writing skills of ESL students. The focus is on the study and practice of simple and compound sentences, using compound tenses and correct word forms, word order, spelling, and punctuation. Pass/No Pass Option

ESL 963GW SENTENCE DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ESL 62GW or ESL 962GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963LS and ESL 963RV.
This course develops writing fluency at the sentence and paragraph level through study and practice of compound and complex sentence patterns and organizational patterns used in standard written English. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
ESL 964GW PARAGRAPH DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ESL 63GW or ESL 963GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 964LS and ESL 964RV
This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The course focuses on study and practice of complex sentence structures, pre-writing techniques including outlining, and basic rhetorical patterns. Pass/No Pass Option

ESL 962LS BASIC LISTENING & SPEAKING
3.5 units
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: ESL 61LS or ESL 961LS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 962RV and ESL 962GW
This course continues the development of basic listening comprehension and speaking skills. Listening focuses on the comprehension of verbal instructions and questions in a series, vocabulary in context, and main ideas and details in sentences, monologues, dialogues, and short paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and continues the development of basic English pronunciation patterns of stress and intonation. Pass/No Pass Option

ESL 965L5 ACAD LISTENING & SPEAKING
3.5 units
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: ESL 64LS or ESL 964LS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 965RV and ESL 965GW
Acceptable for credit: California State University
This course develops fluency in writing expository paragraphs in standard written English and introduces essay structure. The focus is on the study and practice of topic sentences and thesis statements, rhetorical patterns, organization of the paragraph and short essay, coherence, and writing techniques. A grade of C or better qualifies a student for English 905. Pass/No Pass Option

ESL 961LS BASIC LISTENING & SPEAKING
3.5 units
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 961RV and ESL 961GW
In this introductory course, students receive guidance and extensive practice in listening at the word, phrase, and sentence level. Listening focuses on comprehension of 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. Pass/No Pass Option

ESL 963LS ORAL COMMUNICATION 1
3.5 units
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: ESL 62LS or ESL 962LS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963RV and ESL 963GW
In this course intermediate-level ESL students receive guidance and extensive practice in effective oral communication in a variety of social and/or vocational situations. Students use current vocabulary resources, syntactic knowledge, and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication. Pass/No Pass Option

ESL 964LS ORAL COMMUNICATION 2
3.5 units
Lecture 3 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: ESL 63LS or ESL 963LS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 964RV and ESL 964GW
This advanced 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 on conversational strategies and conversation management techniques. Pass/No Pass Option

ESL 966RV BASIC READING & VOCABULARY
3 units
Lecture 2 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 966LS and ESL 966GW
This course continues the development of basic vocabulary 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. Pass/No Pass Option

ESL 962RV BASIC READING & VOCABULARY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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

**ESL 963RV INTERMEDIATE READING & VOCABULARY 1**

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Option

**ESL 964RV INTERMEDIATE READING & VOCABULARY 2**

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ESL 63RV or ESL 963RV or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 964LS and ESL 964GW
This is a reading and vocabulary development course for ESL students which continues the development of skills from ESL 963RV. Emphasis is on paraphrasing, summarizing, and the simple analysis of texts to identify main ideas and distinguish fact from opinion. Pass/No Pass Option

**ESL 65RV ACADEMIC READING & VOCABULARY**

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ESL 64RV or ESL 964RV or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 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. Pass/No Pass Option

**ESL 068 PRONUNCIATION SKILLS**

3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ESL 63LS or ESL 963LS or completion of ESL assessment
This course is intended for advanced ESL students who want to improve their pronunciation skills and fluency in English. The course offers individual speech assessment and intensive practice in American English speech sounds, stress, rhythm, and intonation. Students will carry out class assignments for skill application and will learn how to monitor their speech in social and professional speaking situations. Pass/No Pass Only.

**ESL 975A, B, C, D ENGLISH AS A SECOND LANGUAGE SKILLS LAB**

.5 units
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Prerequisite: Completion of ESL assessment
The ESL Skills Lab is available to all ESL students. This program provides assistance to students who need help in grammar, vocabulary, listening comprehension, reading, writing and spelling in English as a second language. Self-paced, auto-instructional materials, available in the ESL Skills Lab in the Library, allow students to progress at their own pace. ESL instructors and aides will be available to help ensure students' success. Students may take up to 1 unit per semester. Credit earned in this course does not apply to an associate degree. Pass/No Pass Only.

**Farsi**

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<td>DIVISION CHAIR</td>
<td>Randy Fujishin</td>
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<tr>
<td>DEPARTMENT CHAIR</td>
<td>Marc Accornero</td>
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<tr>
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**Learning Outcomes**
See World Languages

**FARS 050A BEGINNING Farsi CONVERSATION/CULTURE**

5 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed for students with little or no experience in the Persian (Farsi) language. It focuses on communicative skills of listening, speaking and comprehension, and in developing mastery of the basic reading and writing skills. Pass/No Pass Option
The West Valley College Fashion Design and Apparel Technology department offers an A.S. degree and certificate options in Apparel Design and Apparel Production. The program's strength is in a comprehensive curriculum of design and production courses based on industry standard methods. These courses are designed to meet the different experience levels of students from beginner to advanced, as well as assist industry professionals seeking to upgrade their skills. To ensure industry experience, students are required to complete an internship in the apparel or a related industry.

This degree is offered to students who are interested in learning more than the basic knowledge offered in the associate certificate level. Associate degree in Apparel Design will enable our students to stay competitive in the job market that has become more focused on higher education.

Graduates from the program will also be able to apply for upper division programs and transfer to state universities for further education.

Career Options
- CAD Grader/Marker Maker
- CAD Pattern maker
- Designer
- Fabric/Trim Buyer
- First Pattern Maker
- Illustrator
- Merchandiser
- Production Coordinator
- Production Manager
- Production Pattern Maker
- Quality Controller
- Sample Maker
- Stylist
- Technical Designer

Degree
A.S.: Apparel Design
A.S.: Apparel Production

Certificates
Apparel Design (Level I and Level 2)
Apparel Production (Level I and Level 2)

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

FASHION DESIGN: Transfer:
See assist.org and/or consult with a counselor.

APPAREL DESIGN-Level 1 (Certificate)
Learning Outcomes
- Create a production package, patterns and sample garment for mass production.
- Use industry standard manufacturing equipment.
- Use computer aided design and manufacturing equipment and software for design development and production.
- Utilize available technology for research.
- Demonstrate ability to function in a professional apparel industry environment.
- Allocate time and materials to meet project deadlines.
- Evaluate, organize, maintain, interpret and communicate information.

Course
Unit
FD 030 Intro. to Fashion Design 3
FD 030A Success Strategies 3
FD 044 Fashion Drawing 3
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking 1 3
FD 070 Elem. and Princ. of Design 3
FD 078 Creative Apparel Design 3
FD 082 Technical Design 3
FD 084 Fashion Design Internship 3
FD 087 CAD: Tech. Drawing & Specs 2-3

Plus 3 units Fashion Electives from below:
- FD 017 Product Data Management 1
- FD 020 Couture Embellishment 3
- FD 027 Professional Image (cannot be used twice) 3
- FD 042 Fashion Illustration II 3
- FD 050 Basic Apparel Construction 3
- FD 063 Fitting & Pattern Adjustment 2
- FD 064 Professional Draping 3
- FD 065 Patternmaking III 3
- FD 083 Fashion Field Studies 1

Plus 3 units from Career Enhancement Courses below:
- FD 027 Professional Image 3
- COMM 012 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 DESIGN-Level 2
(A.S. Degree Option or Certificate)
Learning Outcomes
- Produce and present designs from concept to finished product.
- Create a production package, patterns and sample garment for mass production.
- Use industry standard manufacturing equipment.
- Use computer aided design and manufacturing equipment and software for design development and production.
- Utilize available technology for research.
- Demonstrate ability to function in a professional apparel industry environment.
- Allocate time and materials to meet project deadlines.
- Evaluate, organize, maintain, interpret and communicate information.
- Demonstrate creative problem solving skills.
- Participate as a team member in a diverse work environment.

Course
Unit
FD 018B Electronic Patternmaking 3
FD 030 Intro. to Fashion Design 3
FD 030A Success Strategies 3
FD 032 History of Fashion 3
FD 044 Fashion Drawing 3
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking 1 3
FD 066 Technical Design 3
FD 083 Fashion Field Studies 1
FD 084 Internship 3

APPAREL PRODUCTION-Level 1 (Certificate)
Learning Outcomes
- Use industry standard manufacturing equipment.
- Use computer aided design and manufacturing equipment and software for design development and production.
- Utilize available technology for research.
- Demonstrate ability to function in a professional apparel industry environment.
- Allocate time and materials to meet project deadlines.
- Evaluate, organize, maintain, interpret and communicate information.

Course
Unit
FD 030 Intro. to Fashion Design 3
FD 030A Success Strategies 3
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking 1 3
FD 066 Technical Design 3
FD 083 Fashion Field Studies 1
FD 084 Internship 3

*PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
*Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
*RECOMMENDED preparations are ADVISORY.
*This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
APPAREL PRODUCTION-LEVEL 2
(A.S. Degree Option or Certificate)

Learning Outcomes

- Use industry standard manufacturing equipment.
- Use computer aided design and manufacturing equipment and software for design development and production.
- Utilize available technology for research.
- Demonstrate ability to function in a professional apparel industry environment.
- Allocate time and materials to meet project deadlines.
- Evaluate, organize, maintain, interpret, and communicate information.
- Demonstrate creative problem solving skills.
- Participate as a team member in a diverse work environment.

Course | Units
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FD 018B Elective Patternmaking | 3
FD 030 Intro. to Fashion Design | 3
FD 030A Success Strategies | 3
FD 032 History of Fashion | 3
FD 044 Fashion Drawing | 3
FD 052A Fabric Analysis 1 | 3
FD 052B Fabric Analysis 2 | 3
FD 054 Apparel Manufacturing | 3
FD 060Professional Patternmaking 1 | 3
FD 062 Professional Patternmaking 2 | 3
FD 066 Technical Design | 2
FD 070 Elem. and Princ. of Design | 3
FD 076 Creative Apparel Design | 3
FD 078 Creating & Mitig. a Line | 4
FD 082 Fashion Portfolio Development | 1
FD 084 Fashion Design Internship | 3
FD 087 CAD: Text. Drawing & Spec's | 3

Plus 3 units Fashion Electives from below:

FD 020 Fashion Embellishment | 3
FD 027 Professional Image (cannot be used twice) | 3
FD 042 Fashion Illustration II | 3
FD 050 Basic Apparel Construction | 3
FD 063 Fitting & Pattern Adjustment | 2
FD 064 Professional Dressing | 3
FD 065 Patternmaking III | 3
FD 083 Fashion Field Studies | 1

Plus 3 units from Career Enhancement Courses below:

FD 027 Professional Image (cannot be used twice) | 3
COMM 012 Intericl. Communication | 3
COMM 018 Career Communication | 3
BUS 030 Total Quality Management | 3
BUS 054 Small Bus. Start-Up & Mgmt. | 3
BUS 062 Business Math | 3
BUS 078 Business Communications | 3

COUNS 018 Job Search Methods | 1
COUNS 050 Cross Cultural Perspectives | 3

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

FD 018A PATTERN GRADING & MARKER MAKING
3 units
Lecture 3 hours; lab 0 hours, lab 2.5 hours by arrangement
This course concentrates on computer techniques for digitizing (pattern input), grading (creating patterns in a full range of sizes), and creating markers (pattern cutting layouts) using the Gerber Technology (GT) AccuMark computer system. Students have the opportunity to learn Pattern Design and Marker Making software. Basics of manual pattern grading are also covered. Pass/No Pass Option

FD 018B ELECTRONIC PATTERNMAKING
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
This course concentrates on computer techniques for patternmaking using the Gerber Technology (GT) AccuMark computer system. Students have the opportunity to learn the Pattern Design System (PDS) software and the Silhouette worktable. Pass/No Pass Option

FD 020 COUTURE EMBELLISHMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores the techniques used in the couture fashion design industry for the embellishment of garments. Students will analyze the use of these techniques for the enhancement of contemporary designs. Those who desire to advance their embellishment skills through practice with more advanced projects may repeat this course once for credit. Pass/No Pass Option

FD 027 PROFESSIONAL IMAGE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Theories of color harmony, individual coloring, proportion, line and design for individual figures and faces will be presented in this course. This course is particularly applicable for those in all professional careers. It is transferable to California State University. The course fulfills the West Valley General Education Pattern under Area E. Lifelong Understanding and Development. Requirement for an A.S. Degree. Pass/No Pass Option

FD 030 INTRODUCTION TO FASHION DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
A course designed to present in-depth information about all aspects of the Fashion Design industry and the process of design development and apparel production. The factors affecting fashion will be explored and fashion cycles identified. The goal of the course is to acquaint students with the career opportunities and requirements for employment within the Fashion Design industry. Pass/No Pass Option

FD 030A SUCCESS STRATEGIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed to help students succeed both academically and in the workplace. Students' interests, skills and abilities will be discussed in relation to industry and workplace expectations in their specific career program area. A variety of exercises involving communication, teamwork, and problem solving skills will be incorporated in order to prepare students for the requirements of the modern workplace. This course will be dual listed with CHS 030A. Pass/ No Pass Only

FD 032 HISTORY OF FASHION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This class covers the historical development of Western fashions/costumes with emphasis on the period from 1660 to the present. The 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. Pass/No Pass Option

FD 044 FASHION DRAWING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the techniques for drawing apparel. These techniques include principles of fashion figure proportion, garment styling, and fabric rendering. Basic fashion figures called "croquis" forms are used to draw apparel in the flat and the three dimensional form. This course is essential for anyone entering any apparel design career and is helpful to those entering an apparel manufacturing or patternmaking career. Pass/No Pass Option
FD 050 BASIC APPAREL CONSTRUCTION
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
This course provides students with the opportunity to learn basic apparel construction techniques using industry standard methods for mass production of apparel. Students have the opportunity to learn constructing techniques as well as how to determine appropriate sewing sequence. Working in a mock-factory setting, students have the opportunity to learn to operate and maintain industrial production equipments. Pass/No Pass Option

FD 052A FABRIC ANALYSIS I
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Fabric information specific to Apparel Design is presented in depth. Students will conduct 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. Pass/No Pass Option

FD 052B FABRIC ANALYSIS II
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FD 052A
Acceptable for credit: California State University
This course is a continuation of FD 052A. Emphasis is placed on understanding fabric behavior, durability, performance, and the criteria for selecting appropriate fabrics for apparel. Students will learn the role of the designer in selecting fabrics, working with the textile industry and creating original fabric designs. Techniques for fabricating a line of apparel are presented, including the selection of interior construction, trims and findings. Fabric resources are introduced. Pass/No Pass Option

FD 054 APPAREL MANUFACTURING
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Acceptable for credit: California State University
This course introduces the industrial process of apparel manufacturing, including garment construction and assembly techniques, factory methods of mass production, operation of industrial power equipment, and the processes of workflow and production management. Pass/No Pass Option

FD 060 PROFESSIONAL PATTERNMAKING I
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
This course covers the three-dimensional method of creating workroom sample patterns using fashion industry professional draping techniques. Designs are draped using basic pattern blocks. First patterns are developed and sample garments are constructed. Pass/No Pass Option

FD 060 PROFESSIONAL PATTERNMAKING II
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Prerequisites: FD 060
Acceptable for credit: California State University
This course is a continuation of Professional Patternmaking I. Advanced flat patternmaking techniques are emphasized for both woven and knit fabrics. Students draft style variations for sportswear, active wear and outerwear designs using basic pattern blocks. First patterns are developed and sample garments are constructed and tested for fit on industry dress forms. Pass/No Pass Option

FD 062 PROFESSIONAL DRAPING
3 units
Lecture 3 hours; lab 0 hours, lab 6 hours by arrangement
Acceptable for credit: California State University
This course covers the three-dimensional method of creating workroom samples patterns using fashion industry professional draping techniques. Designs are draped in muslin and fashion fabric on standard industry dress forms then transferred into first patterns for apparel production. Sample garments are constructed. Pass/No Pass Option

FD 065 PATTERNMAKING III
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FD 062
Acceptable for credit: California State University
The students have the opportunity to learn the methods of transferring a first sample pattern into a production pattern. Students are also given the opportunity to learn to draft patterns for men, women, and children while concentrating on garment fit for a variety of body types and size ranges. Cost effective designs are stressed. Pass/No Pass Option

FD 066 TECHNICAL DESIGN
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: FD 087
Acceptable for credit: California State University
This course covers computer techniques for creating apparel specification packages for apparel manufacturing. Students have the opportunity to learn to import images of technical drawings into spread sheets and add accurate measurements to create professional spec packages. Pass/No Pass Option

FD 070 ELEMENTS & PRINCIPLES OF DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisites: FD 044, FD 052B, FD 054, FD 062, FD 076
Acceptable for credit: California State University
This course covers color, structure, and print fabrics and experiment with various finishes as a way of reinforcing the basic information and expanding their working knowledge of fabrics. Pass/No Pass Option

FD 076 CREATIVE APPAREL DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisites: FD 040A, 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. Pass/No Pass Option

FD 080 LINE DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Prerequisites: FD 044, FD 052B, FD 054, FD 062, FD 076
Acceptable for credit: California State University
This course focuses on the process of developing a line of apparel and techniques for presenting it using a professional portfolio. Emphasis is on the process of organizing original design concepts into a complete apparel mini-collection including the designing, construction, and costing of pre-production samples. Students create their own line of apparel in the chosen area of interest. Pass/No Pass Option

FD 083 FASHION FIELD STUDY
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This 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. Pass/No Pass Option

FD 084 FASHION DESIGN INTERNSHIP
3 units
Lecture 1 hour; lab 0 hours, lab 6 hours by arrangement
The student applies knowledge/skills learned in the Fashion Design Program through an internship in an apparel firm or design department under the supervision of a fashion professional. The course provides direct industry experience as well as a forum to discuss various aspects of employment in the apparel industry. Each Internship must focus on a different company or department to provide a unique learning opportunity. Pass/No Pass Option

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• RECOMMENDED preparations are ADVISORY. This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
FD 087 CAD: TECHNICAL DRAWINGS AND SPECIFICATIONS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course covers the methods of creating flat sketches, technical drawings for apparel and basic textile designs using common computer aided design programs. Techniques for creating specification sheets, layouts, and presentations are also covered. This course is appropriate for students who want to create flat drawings, technical drawings, and background images in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, multimedia. Pass/No Pass Option

FD 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract. Acceptable for credit: California State University Independent work of special interest to the students related to but not included in regular Fashion Design program.

FD 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. Pass/No Pass Option

Foreign Languages
(See World Languages)

French

DIVISION Language Arts
DIVISION CHAIR Randy Fujishin
DEPARTMENT CHAIR Marc Accornero
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Learning Outcomes
See World Languages

FOREIGN LANGUAGE FRENCH (A.A. Degree)
Major Requirements:
20 units from the following:
FRNCH 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

FRNCH 001A BEGINNING FRENCH
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: 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. Pass/No Pass Option

FRNCH 001B BEGINNING FRENCH
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: FRNCH 011B
Prerequisite: FRNCH 001A or its equivalent (two years of high school French) Acceptable for credit: University of California, California State University
In this course, the student will continue his/her development of speaking, reading and writing skills, and increase his/her vocabulary and knowledge of basic French grammar. More emphasis will be placed on self-expression and readings from topics of general interest. Cultural topics will include further exploration of the geography of France. Pass/No Pass Option

FRNCH 002A INTERMEDIATE FRENCH
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 001B or 3 years of HS French
Acceptable for credit: University of California, California State University
Students will review basic grammar and learn new structures and vocabulary while furthering their knowledge of the customs and cultures of France and other French-speaking countries. Conversation and oral and written drills will be emphasized, as well as practice in written composition. Examples of different styles of literature will be introduced to enhance reading skills. Pass/No Pass Option

FRNCH 002B INTERMEDIATE FRENCH
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 002A or four years of HS French
Acceptable for credit: University of California, California State University
French 002B is a continuation of French 002A. Students will continue to review grammar and idiomatic construction. Emphasis will be placed on oral and written composition. Readings will center on the contemporary customs, history, and arts of France. Pass/No Pass Option

FRNCH 003A ADVANCED FRENCH ORAL & WRITTEN COMPOSITION
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 002B
Acceptable for credit: University of California, California State University
This course centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Comprehension will be enhanced by use of video cassettes and native guest speakers. Pass/No Pass Option

FRNCH 003B ADVANCED FRENCH ORAL & WRITTEN COMPOSITION
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 003A
Acceptable for credit: University of California, California State University
This course is a continuation of French 003A. It centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Listening comprehension will be enhanced through videos and native guest speakers. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
FRNCH 011A FRENCH LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: FRNCH 001A
Recommended preparation: FRNCH 001A 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 the use of the latest language learning technology. It is a required co-requisite to French 001B. Pass/No Pass Option

FRNCH 011B FRENCH LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: FRNCH 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 the use of the latest language learning technology. It is a required co-requisite to French 001B. Pass/No Pass Option

FRNCH 030A BASIC FRENCH PRONUNCIATION
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought-provoking short-reading selections and short dialogues are used for practice drills. Pass/No Pass Option

FRNCH 030B BASIC FRENCH PRONUNCIATION
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought-provoking short-reading selections and short dialogues are used for practice drills.

FRNCH 040A WOMEN OF FRANCE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course will focus on the lives of ten important French women who lived up to the early 20th century, and will explore their contributions in history, music, art and literature to the culture of France. This course is West Valley College degree applicable. Pass/No Pass Option

FRNCH 040B WOMEN OF FRANCE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course will focus on the lives of ten important French women of the 20th century, and will explore their contributions in history, music, art and literature to the culture of France. Pass/No Pass Option

FRNCH 050A BASIC FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in France today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. This course may also appeal to the growing number of people conducting business with foreign countries. Pass/No Pass Option

FRNCH 050B BASIC FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 050A
Acceptable for credit: California State University

This course is a continuation of French 050A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of France will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Pass/No Pass Option

FRNCH 051A INTERMEDIATE FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 050B.
Acceptable for credit: California State University

Students will enhance their ability to express themselves orally in French. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their French while furthering their knowledge of the customs and culture of France and other French-speaking countries. Pass/No Pass Option

FRNCH 051B INTERMEDIATE FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FRNCH 051A
Acceptable for credit: California State University

This course is a continuation of French 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option

FRNCH 057A FRENCH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

This course is suitable for students in the following areas: business majors planning to study international business or government, undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business, and majors in science and technology fields planning to enter the expanding international business world opening up to American-based firms. It is designed to give students a solid foundation in business vocabulary, basic business and cultural concepts, and situation practice necessary to be successful in today's French speaking business world. It may be repeated once. Pass/No Pass Option

**PREREQUISITES AND COREQUISITES are MANDATORY.** See page 6 for specific information.
**Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.**
**RECOMMENDED preparations are ADVISORY.**

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FRNCH 057B FRENCH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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 knowledge of the French language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter and to expand the international business world opening up to American-based firms. It may be repeated once. Pass/No Pass Option

FRNCH 056A IMMERSION FRENCH
3 units
Lecture 2 hours; lab 0 hours, lab 3 hours by arrangement
Prerequisite: FRNCH 001A. Students will participate in a total immersion French speaking environment for a minimum of three days at a higher level of competency that FRNCH 056A. This course may be repeated once. Pass/No Pass Option
Acceptable for credit: California State University
French 056A 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 assignment as part of the hours by arrangement. There will be a mandatory Saturday or evening meeting early in the semester. Pass/No Pass Option

FRNCH 058B IMMERSION FRENCH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
French 058B is designed to give students who have attended 056A an opportunity to continue their study of the French language in an off-campus environment for a prolonged period of time (Friday afternoon through Sunday afternoon) in a beautiful and appropriate language learning environment. Students pay West Valley College tuition and fees as well as an additional fee ($120-$180.00) to cover food, lodging and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of language knowledge prior to the Immersion Weekend and a post Immersion assignment as part of the hours by arrangement. There is a mandatory orientation meeting on a Saturday or evening early in the semester. Pass/No Pass Option

FRNCH 060A THE FRENCH MOVIE: COMPREHENSION/CULTURE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: FRNCH 050A
Acceptable for credit: University of California, California State University
This course consists of a lecture series designed to incorporate six 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. Pass/No Pass Option

FRNCH 060B THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: FRNCH 050A
Acceptable for credit: University of California, California State University
This is a course of six lectures in English designed to incorporate six subtitled French videos (different from 060A, 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. Pass/No Pass Option

FRNCH 060C THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is a course of 6 lectures in English 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. Pass/No Pass Option

FRNCH 062 AN INTRODUCTION TO THE CULTURE OF FRANCE
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This is a multi-disciplinary introduction to the culture of France. Topics include the regions of France, French food and wines, an introduction to the French language, Paris, French art, the French character, and business customs. This course will be of interest for those who travel, do business with French companies, work in the tourist industry, or for those wishing to expand their general knowledge of culture. Pass/No Pass Option

FRNCH 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract. One semester of French or equivalent. Acceptable for credit: *University of California, California State University. UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

Individual work in fundamentals of grammar and pronunciation and further as needed. Topics will include, but are not limited to: international and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. It may be repeated two times. Pass/No Pass Option

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

Gender Studies
(See Women’s Studies)
Geography

THE FACULTY
Joe Hasty

DIVISION Social Science
DIVISION CHAIR Stephen Juarez
DEPARTMENT CHAIR Joe Hasty
PHONE 408-741-2521
EMAIL joseph.hasty@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing an Associate of Arts degree in Social Sciences with an emphasis in Geography, a student will be able to:
• Analyze the controls, distribution, and classification of world climates;
• Compare and contrast different types of landforms;
• Analyze spatially related problems related to current/recent geo-political events.

GEOGRAPHY: Transfer:
See assist.org and/or consult with a counselor.

GEOGRAPHY: (A.A. degree)
see social science A.A. degree with option in geography.

GEOG 001 INTRODUCTION TO PHYSICAL GEOGRAPHY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is a survey course 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. Pass/No Pass Option

GEOG 002 INTRODUCTION TO CULTURAL GEOGRAPHY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Option

GEOG 006 WORLD REGIONAL GEOGRAPHY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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.

Geographic Info. Systems
(See Park Management)

Geology

THE FACULTY
Robert Lopez

DIVISION Science and Mathematics
DIVISION CHAIR Rebecca Wong
DEPARTMENT CHAIR Doug Epperson
PHONE 408-741-2009
EMAIL doug.epperson@wvm.edu
COUNSELING 408-741-2009

Geology is for explorers, for people interested in their surroundings and in the physical processes that shape the land. Explorers study mountains and valleys, oceans and atmospheres, earth and life through time, and the origins of the universe. Geology is a multidisciplinary science that applies the concepts of biology, chemistry, physics, mathematics, and engineering to the natural world. The multidisciplinary approach is what makes geology exciting and challenging for students with broad scientific interests and curiosity of how natural systems work through time and space. The blend of scientific reasoning and historical perspective gives geologists an important role in society where they can apply their skills to the complex interaction of humans and the natural systems (geologic hazards and natural resources). The exploration of geology is a hands-on discipline that is realized by working with hand specimens in the lab and seeing the earth system through field experience.

At West Valley College, students of geology can choose from a variety of courses offered through the Department of Geology and Department of Oceanography. Many of our courses fulfill the transfer requirements to four-year universities. Students should consult with the university they plan to attend to make sure that all lower division transfer requirements have been fulfilled.

Learning Outcomes
After completing an Associate of Science degree in Geology, a student will be able to:
• Use geological concepts to explain the physical planet, its change through time, and its influence on life through time;
• Apply observational skills and the scientific method to address problems in geology;
• Demonstrate oral and written communication skills.

Career Options
Fields of study include:
• engineering geology
• environmental geology
• geobiology
• geochemistry
• geophysics
• hydrogeology
• oceanography
• paleontology
• volcanology

Most job opportunities available to geology graduates are in the private industry of engineering geology (evaluating sites for homes, commercial buildings, highways, tunnels, and other construction), environmental geology (environmental impact studies, evaluation and remediation of contaminated sites), and hydrogeology (development and control of water resources). Geologists are also employed in the discovery and extraction of earth’s natural resources (oil, gas, coal, metallic and...
non-metallic ores). Government agencies (federal, state, county, and city) also employ geologists at all levels for planning and regulation (inspection and monitoring) activities. A degree in geology is an excellent background for teaching science at the secondary school level.

Highlights:
The Geology/Oceanography Department offers:
- Transferable courses (all courses fully transferable to CSU; all courses except GEOL 003, GEOL 005, and GEOL 020 fully transferable to UC).
- Half day and whole day field trips in the San Francisco and Monterey Bay regions.
- Overnight and week-long trips (GEOL 003) to western United States national parks.
- Course Web Pages and Online Study Guides.

GEOLOGY: Transfer:
See assist.org and/or consult with a counselor.

GEOLOGY (A.S. Degree)

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

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.

GEOLOGY 01A PHYSICAL GEOLOGY

Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
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. Geology 1A Honors uses the pedagogical methods common to all Honors courses: interdisciplinary, writing intensive, collaborative, and experiential instruction. Honors courses are taught as seminars with increased emphasis on critical thinking, writing, and student participation in the form of oral presentation, discussions, and field trips, whenever appropriate to the discipline. Pass/No Pass Option

GEOLOGY 01B HISTORICAL GEOLOGY

Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course provides an introduction to 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. Geology 1B Honors uses the pedagogical methods common to all Honors courses: interdisciplinary, writing intensive, collaborative, and experiential instruction. Honors courses are taught as seminars with increased emphasis on critical thinking, writing, and student participation in the form of oral presentation, discussions, and field trips, whenever appropriate to the discipline. Pass/No Pass Option

GEOLOGY 020 FIELD GEOLOGY

This is a weekend field lecture course, whose location may change from semester to semester, that allows students to study, through direct observation, the geologic history and processes that have formed and shaped the Earth. The course includes pre-trip lecture meetings that cover the fundamentals of geology and the geologic history of the specific location chosen for the trip. Hiking and overnight stay are required. The course is held in conjunction with ASTRO 030. Pass/No Pass Option
GEOL 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with a teacher or complete relevant course
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

Students may apply for Directed Studies in Geology, provided they have successfully completed sufficient course work to do advanced, independent work beyond the regular course curriculum. A project report is required.

GERM 001A BEGINNING GERMAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: GERM 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 everyday topics, and how to write and understand the course content. Emphasis will be placed on communication, and students will be exposed to various aspects of the customs and culture of Germany, Switzerland and Austria. Pass/No Pass Option

GERM 001B BEGINNING GERMAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: GERM 011A
Prerequisite: GERM 001A or its equivalent (2 years of high school German)
Acceptable for credit: University of California, California State University
The students will continue their development of speaking, reading and writing skills and increase their vocabulary knowledge of basic German. They are expected to converse on a limited scale about the topics covered in the text. The student will also be exposed to various aspects of the customs and culture of Germany, Switzerland and Austria. Readings from simple prose and poetry will be introduced. Pass/No Pass Option

GERM 002A INTERMEDIATE GERMAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: GERM 001B or three years of high school German
Acceptable for credit: University of California, California State University
Review of grammar, discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction. Composition and conversation and readings from prose and poetry. Pass/No Pass Option

GERM 002B INTERMEDIATE GERMAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: GERM 002A or four years of high school German
Acceptable for credit: University of California, California State University
Continuation of GERM 002A. Review of grammar. Discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction. Composition and conversation based on text material. Excerpts from prose and poetry. Pass/No Pass Option

GERM 011A GERMAN LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: GERM 001A
Acceptable for credit: California State University
This is a separate beginning laboratory course offered by arrangement at the student’s convenience, which aims to present the culture of the German-speaking world through a variety of media. The student will review the customs and culture of German speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing German language and pronunciation drill are also available. The course provides an excellent supplement to GERM 001A. Pass/No Pass Option

GERM 011B GERMAN LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: GERM 001B
The course provides an excellent supplement to German language classes and is usually taken in conjunction with GERM 001B. Pass/No Pass Option

GERM 050A, B BASIC GERMAN CONVERSATION & CULTURE
3 units each
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: GERM 050A is prerequisite for GERM 050B
Acceptable for credit: California State University
These courses are designed for those who wish to conduct basic conversational approach to learning the practical aspects of the language. They appeal to people conducting business with foreign countries. GERM 050B is a continuation of GERM 050A. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/.
Health Care Technologies

**GERM 051A, 051B INTERMEDIATE GERMAN CONVERSATION & CULTURE**

3 units each
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: GERM 050B; GERM 051A is prerequisite for 051B
Acceptable for credit: California State University
Advanced language abilities will be taught with an emphasis on vocabulary and skills designed
to assist people with the conduct of business in foreign countries. GERM 051B is a continuation
of GERM 051A. Pass/No Pass Option

**GERM 091, 092, 093 DIRECTED STUDIES**

1-3 units each
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and
elements of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see
a counselor for more information.

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

**Graphic Design:** Transfer:
See assist.org and/or consult with a counselor.

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**FACULTY**
Kris Gaiero
Faraneh Javan

**DIVISION**
Applied Arts & Sciences

**DIVISION CHAIR**
Diane Hurd

**DEPARTMENT CHAIR**
Kris Gaiero

**PHONE**
408-741-4019

**EMAIL**
kris.gaiero@wvm.edu

**COUNSELING**
408-741-2009

**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
- A 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

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

**CLINICAL ASSISTANT**
The eleven-month Clinical Assistant program has been designed for individuals who are interested in
working in the back office setting in a large clinic or outpatient facility. Clinical duties include obtaining
and recording patients’ height, weight, temperature and blood pressure, obtaining case histories,
performing basic laboratory tests, preparing patients for and assisting with examinations, as
well as office surgeries, taking EKGs, and sterilization of instruments and materials.

The program also includes instruction in the important areas of medical ethics and law, interpersonal
relationships and patient care, appointment scheduling, telephone technique, and records management.

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

**Program Option**
- Certificate of Achievement

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

**HTECH 054A**

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

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

A Statement of Eligibility for Internship, a health statement and physical examination, a current
CPR certificate, keyboarding proficiency, basic word processing skills, and completion of all
required courses with a grade of C or better are required prior to entry into internship (HTECH
054A).

**Program Option**
- Certificate of Achievement

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

**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

The following are required prior to entry into the internship:
- Statement of Eligibility for Internship
- Health statement and physical examination

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
ORTHEPATIC TECHNICIAN
West Valley College has worked in affiliation with Kaiser Hospital to develop this certificate program to promote career development and enhance job opportunities for Clinical Assistant or Medical Assistant students. Workplace settings can include hospitals, large medical clinics and orthopedic practices.

HEALTH CARE TECHNOLOGIES
There are seven programs in the department. *HTECH 054A and HTECH 054B are to be taken upon completion of all required courses with a grade of C or better. See Program Director.

INSURANCE BILLING SPECIALIST
(Certificate)

Learning Outcomes
- Use medical terminology, diagnostic and procedural coding to process medical claim forms.

Course
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<td>*HTECH 054A</td>
<td>3</td>
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</table>

Recommended Electives:
- COMM 012: Intercultural Communication

MEDICAL ADMINISTRATIVE ASSISTANT
(Certificate)

Learning Outcomes
- Manage medical front office task and responsibilities
- Access and input patient information using electronic medical records systems

Course
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<tr>
<th>Course</th>
<th>Units</th>
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<td>*HTECH 054A Intership</td>
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Recommended Electives:
- FD 027: Professional Image
- SPAN 052A: Basic Medical Spanish
- COMM 012: Intercultural Communication

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

Learning Outcomes
- Manage medical front office task and responsibilities
- Access and input patient information using electronic medical records systems
- Assist medical care providers in delivering patient care

Course
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<th>Course</th>
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Recommended Electives:
- COMM 012: Intercultural Communication

WEST VALLEY COLLEGE
2011 • 2012 CATALOG
99
MEDICAL OFFICE RECEPTION (Certificate)

Learning Outcomes
- Use communication skills to promote office / client relationships

Course
- HTECH 001 Introduction to Health Care 1
- HTECH 002 Medical Information Processing 2
- HTECH 005 Basic Medical Terminology 3
- HTECH 007 Medical Law & Ethics 2
- HTECH 008 Communication for Health Care Personnel 2
- HTECH 041 Basic Medical Office Business Procedures 3
- HTECH 054A Internship 2

Recommended Electives:
- COMM 012 Intercultural Communication 3
- FD 027 Professional Image 3
- HTECH 054A Medical Transcription 3
- HTECH 043 Basic Medical Accounting & Record Keeping 3
- SPAN 052A Basic Medical Spanish 3

MASSAGE THERAPY (Certificate)

Learning Outcomes
- Perform various modalities of massage therapy

Course
- HTECH 004 Structure and Function of the Human Body 3
- HTECH 005 Basic Medical Terminology 3
- HTECH 007 Medical Law & Ethics 2
- HTECH 008 Communication for Health Care Personnel 2
- HTECH 070 Introduction to Holistic Medicine 1
- HTECH 071A Basic Massage Therapy 2
- HTECH 071B Shiatsu and Chair Massage 2
- HTECH 054A Internship 2

Recommended Electives:
- COMM 012 Intercultural Communication 3

ORTHOPEDIC TECHNICIAN (Certificate)

Learning Outcomes
- Demonstrate skills in cast application and removal

Course
- HTECH 004 Structure and Function of the Human Body 3
- HTECH 006 Adv Medical Terminology 3
- HTECH 054A Internship 2
- HTECH 054B Internship 2
- HTECH 055 Vital Signs and Charting 2
- HTECH 057 Sterile Techniques 2.5
- HTECH 058 Laboratory Techniques 3
- HTECH 063 Medication Administration 1.5
- HTECH 064 Ecg and Ortho Tech 2.5

Recommended Electives:
- COMM 012 Intercultural Communication 3

MEDICAL ASSISTANT (Certificate)

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.

Recommended Electives:
- CHS002 Child Growth and Development 3
- FD027 Professional Image 3
- HTECH090 Medical Assisting Review 1

SPAN052A Basic Medical Spanish 3
COMM012 Intercultural Communication 3
Required Courses: Units
- H.E.D11.5 CPR/Basic Life Support 0.5
- HTECH001 Introduction to Health Care 1
- HTECH002 Medical Information Processing 2
- HTECH004 Structure and Function of the Human Body 3
- HTECH005 Basic Medical Terminology 3
- HTECH006 Advanced Medical Terminology; HTECH007 Medical Ethics & Law 3
- HTECH008 Communication for Health Care Personnel 2
- HTECH041 Medical Office Business Procedures 3
- HTECH042 Insurance Billing and Coding 2
- HTECH043 Basic Medical Accounting and Record Keeping 3
- HTECH044 Electronic Medical Records using ECW 2
- HTECH054A Internship 2
- HTECH054B Internship 2
- HTECH055 Vital Signs and Charting 2
- HTECH057 Sterile Techniques 2.5
- HTECH058 Laboratory Techniques 3
- HTECH063 Medication Administration 1.5
- HTECH064 Ecg and Ortho Tech 2.5

Total Units: 55

In addition to the Medical Assisting and Medical Transcription degrees and certificates, the following courses are required: 1. Insurance Billing Specialist, 2. Orthopedic Technician, 3. Medical Administrative Assistant, 4. Clinical Assistant, 5. Medical Office Reception, 6. Message Therapy, 7. Medical Assisting A.S. Degree and Certificate of Proficiency programs prepare the student to perform all the administrative and clinical duties required in medical offices and clinics, such as assisting with minor surgery, obtaining blood pressure and other vital signs, managing appointments, and transcribing medical reports.

The MEDICAL ASSISTING A.S. Degree and Certificate of Proficiency programs prepare the student for the administrative and clinical duties required in medical offices and clinics, such as assisting with minor surgery, obtaining blood pressure and other vital signs, managing appointments, and transcribing medical reports.

The MEDICAL ASSISTANT program prepares students to work in the front and back office of a physician’s office, clinic or other 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.

Continuation into the second semester courses is dependent upon completion of the first semester Medical Assisting classes with a grade of C or better and typing proficiency of 50 net wpm. A Request for Medical Assisting Internship or current CPR certificate, a Health Statement and a physical examination are required before entry into Internship (HTECH 054).

HTECH 001 INTRODUCTION TO HEALTH CARE 1 unit
- Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
- Survey of the structure and functions of the health care delivery system, the history of medicine, and the development of health care technologies. Instruction in the role of the various professionals and requirements and personal qualifications. This course is for West Valley College A.S. Degree and Certificate applicable.

HTECH 002 MEDICAL INFORMATION PROCESSING 2 units
- Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
- Prereq: Typing speed at 35 wpm
- The student will receive instruction in medical information processing. The areas covered are application and use of medical terminology, abbreviations, symbols, numbers and appropriate formats in medical communications such as medical chart notes, history and physicals, consultations and operative reports. Pass/No Pass Option

HTECH 004 STRUCTURE & FUNCTION OF THE HUMAN BODY 3 units
- Lecture 3 hours; lab 1 hour, lab 0 hours by arrangement
- Acceptable for credit: California State University
- This course is designed specifically for, but not limited to, students in the Health Care Technology programs.

HTECH 005 BASIC MEDICAL TERMINOLOGY 3 units
- Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
- Prerequisite: HTECH 005
- Acceptable for credit: California State University
- An introduction to basic medical terms that relate to medicine and the human body and physiological states. Pass/No Pass Option

HTECH 006 ADVANCED MEDICAL TERMINOLOGY 3 units
- Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
- Acceptable for credit: California State University
- A course that provides an introduction to the nature and terms of the clinical procedures, laboratory tests, and abbreviations connected with them. Students have the opportunity to explore the terminology related to anatomy and physiology of the body systems. Pass/No Pass Option

HTECH 007 MEDICAL ETHICS & LAW 2 units
- Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
- Acceptable for credit: California State University
- This course will provide an introduction in medical ethics and law. The areas covered will be behavioral ethics, medical practice acts, legal relationships and responsibilities, invasions of privacy, medical professional liability, the litigation process, avoiding unjustified malpractice/ negligence claims, and the exploration of relevant current issues. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
HTECH 008 COMMUNICATION FOR HEALTH CARE PERSONNEL
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
This course will provide instruction for the health care provider in the concept of team membership. Styles of communication, human needs, individual differences and cultural biases will be examined. The behavior, needs, and method of communication required by differing groups of patients (children, youths, elderly as well as those suffering from violence, homelessness, life altering illness or injury, chemical dependency, anger or depression, and those who are dying) will be represented. Pass/No Pass Option

HTECH 041 BASIC MEDICAL OFFICE BUSINESS PROCEDURES
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 005
Acceptable for credit: California State University
This course provides instruction and practical application of administrative procedures in a medical office. These procedures include management of appointment schedules, telephone communications, medical record management, credit and collections, accounts receivable, accounts payable, personnel selection, training and supervision, and payroll record keeping. Pass/No Pass Option

HTECH 042 INSURANCE BILLING & CODING
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 005 and MATH 103/103R
The students will receive instruction in the theory and practice of ICD-O (diagnostic) and CPT (procedural) coding as well as the billing of private and government health insurance programs for the medical office. Pass/No Pass Option

HTECH 043 BASIC MEDICAL ACCOUNTING & RECORD KEEPING
3 units
Lecture 3 hours; lab 1 hour, lab 0 hours by arrangement
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. Pass/No Pass Option

HTECH 044 ELECTRONIC MEDICAL RECORDS USING ECW
2 units
Lecture 1 hour; lab 4 hours, lab 0 hours by arrangement
Recommended preparation: CA 010D
Prerequisite: HTECH 005, HTECH 041, HTECH 55
Acceptable for credit: California State University
This course covers instruction on eClinicalWorks (one of the leading Electronic Medical Software Programs in the Health care setting). Students have the opportunity to work hands on with the front office aspects of an EMR, such as scheduling, communicating with patients, referrals, telephone encounters, web encounters, using alerts, and using the interfacing messaging. It also gives students the opportunity to work hands on with tools such as a fax server and a scanner. Students have the opportunity to develop progress notes, templates, flow sheets, smart forms, order sets using features in the eClinicalWorks. Pass/No Pass Option

HTECH 054A INTERNSHIP
2 units
Lecture 0 hours; lab 0 hours, lab 120 hours by arrangement
Recommended preparation: CA 010D
Prerequisite: All required courses for each certificate must be met prior to enrolling in HTECH 054A or 054B. See the Health Care Technologies section under Instructional Programs in this catalog for a list of required courses by certificate. Contact the Health Care Technologies Department Chair to verify that prerequisites have been met to register in HTECH 054A and 054B.
Practical experience, under supervision, in hospital, clinic or physician's office, with classroom critique. Pass/No Pass Option

HTECH 055 VITAL SIGNS & CHARTING
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
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 assisting with physical examinations including positioning, height, weight, and visual acuity; vital signs determination (temperature, pulse, respiration, and blood pressure); assisting with specialty examinations. Pass/No Pass Option

HTECH 057 STERILE TECHNIQUES
2.5 units
Lecture 2 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: HTECH 005 and MATH 902
Theory and practice in sterilization procedures, sterile technique, assisting with minor office surgery, and wound care will also be covered. Instruction in basic nutrition and diet therapy. Pass/No Pass Option
HTECH 056 LABORATORY TECHNIQUES  
3 units  
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: MATH 902  
This course will give the Health Care students an opportunity to learn the theory and practice of administration of parenteral medications including site selection, safety factors, techniques; as well as medication dosage calculations (medication math). Pass/No Pass Option

HTECH 063 MEDICATION ADMINISTRATION  
1.5 units  
Lecture 1 hour; lab 1.5 hours, lab 0 hours by arrangement  
Recommended preparation: HTECH 005 and MATH 902  
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/force, comparison and contrast of Eastern and Western medicine, and the philosophy of holistic health. Students will have the opportunity to learn to give a complete Shiatsu and on-site chair massage. Incorporated into each class will be a short practicum of yoga/stretching and/or meditation. Pass/No Pass Option

HTECH 064 ECG & ORTHO TECHNICIAN  
2.5 units  
Lecture 1.5 hours; lab 3 hours, lab 0 hours by arrangement  
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. Pass/No Pass Option

HTECH 070 INTRODUCTION TO HOLISTIC MEDICINE  
1 unit  
Lecture 1.5 hours; lab 0.5 hours, lab 0 hours by arrangement  
Recommended preparation: MATH 902  
Acceptable for credit: California State University  
This course is an introduction to newer forms of alternative medicine including diet and nutrition, yoga, meditation, homeopathy, aromatherapy, massage therapy, and acupuncture. In this course the four aspects of complete health (spiritual, emotional, mental, and physical health) are discussed. The emphasis is on assisting people to understand and help themselves, on education and self-care, prevention of disease, and promotion of a healthy lifestyle. Pass/No Pass Option

HTECH 071A BASIC MASSAGE THERAPY  
2 units  
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement  
Recommended preparation: HTECH 004  
This course provides the student with fundamental training in Swedish and Sports massage theory, technique, and practice. The curriculum covers various topics including anatomy, with emphasis on the musculoskeletal system, benefits and contraindications of massage therapy, biomechanics, athletic training and common sports injuries, diet and nutrition, yoga, cryotherapy, holistic health and wellness. Pass/No Pass Option

HTECH 071B SHIATSU & CHAIR MASSAGE  
2 units  
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement  
This course introduces students to the theory, technique, and practice of Shiatsu/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/force, comparison and contrast of Eastern and Western medicine, and the philosophy of holistic health. Students will have the opportunity to learn to give a complete Shiatsu and on-site chair massage. Incorporated into each class will be a short practicum of yoga/stretching and/or meditation. Pass/No Pass Option

HTECH 075 INTRODUCTION TO AROMATHERAPY FOR HEALTHCARE PROFESSIONALS  
2 units  
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement  
This course explores beginning theory, practice and hands-on application of aromatherapy essential oils. Students develop a deep understanding of safety and efficacy and learn to integrate the use of therapeutic essential oils into a healthcare practice. Topics include an introduction to 16 practical essential oils, history, blending and diffusion techniques, family care and treatments for specific conditions. Pass/No Pass Option

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

Health Education

THE FACULTY
Patricia Louderback  
DIVISION  Physical Education  
DIVISION CHAIR  Joan Worley  
DEPARTMENT CHAIR  Patricia Louderback  
PHONE  408-741-4604  
EMAIL  patricia.louderback@wvm.edu  
COUNSELING  408-741-2009

Learning Outcomes
After completing courses in Health Education, a student will be able to:

- Identify one or more health-related behaviors in physical, social, emotional, intellectual, spiritual, and/or environmental health and the risk and protective factors which influence individual and community health behaviors.
- Identify immediate and long-range effects of health-related behaviors.
- Select valid, reliable, and credible sources of information about health needs, interests, and concerns.

H.ED 005 FIRST AID/CPR/AED: RESPONDING TO EMERGENCIES  
2 units  
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course teaches the principles and applications of first aid and safety so that the student can correctly respond during an emergency. First Aid instruction includes techniques to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until advanced medical help arrives. In addition to First Aid, this course includes instruction in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED). Successful completion leads to certifications in “Responding to Emergencies” and “CPR/AED” of the American Red Cross. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
H.ED 008 CONTEMPORARY HEALTH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course studies current health issues and considers the biological, psychological, and sociological aspects of health wellness and disease. Topics include the latest information on stress, mental health, drug abuse, nutrition, exercise, weight loss, sexuality, chronic disease, cardiovascular disease, communicable disease, aging, etc. Transferable to UC and CSU. Satisfies General Education area E. This course meets the Health Education requirement for California Teaching Credentials. This is a information competency infused course. Pass/No Pass Option

H.ED 010 HUMAN SEXUALITY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course surveys human sexuality as studied from the biological, psychological, and sociological perspectives. Topics include sexual anatomy and physiology, the physiology of sexual response, conception-pregnancy-childbirth, sexual health, birth control, sexual orientation, gender identity, relationships, sexual variation, sexual dysfunction, and sexual decision making. Historical issues and the major contributors of sexual research are also reviewed. Pass/No Pass Option

H.ED 11.5 CARDIOPULMONARY RESUSCITATION - BASIC LIFE SUPPORT FOR PROFESSIONALS
.5 unit
Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement
Cardiovascular Disease is a leading cause of death. This course focuses on the cardiac chain of survival and includes the study of how to recognize and respond to cardiac and respiratory emergencies for the adult, child, and infant. Additional topics include the principles and application of CPR and the Automated External Defibrillator, as well as advanced airway management, victim and rescuer safety, and the prevention of disease transmission. Recommended for individuals with a professional duty to respond to emergencies. Pass/No Pass Option

H.ED 012 STRESS MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Stressors are a component of daily life. How one deals with these stressors determines whether that stress will produce growth or the breakdown of body systems. This course will help the student understand the basic principles of holistic stress management through the presentation of coping skills, the study of the mind-body relationship in stress management (psycho-physiology of stress), cognitive reappraisal of daily life stressors, and techniques to deal with these stressors. These cognitive strategies and relaxation techniques are the cornerstones for optimal health and will help one, throughout life, to manage stressors in a healthful and productive manner. Pass/No Pass Option

H.ED 100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option
To be awarded an A.A. Degree, a student must complete
1. All the major requirements
2. Additional units to meet the college graduation requirements.

HIST 003 ASIAN AMERICAN HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
History 003 examines and compares the diverse historical experiences of major Asian American groups since the mid-nineteenth century. Topics that this course will cover include: origins of emigration; the formation and transformation of community and political identity; gender and family life; interethnic and intergenerational conflict; interracial unions; and the changing roles of Asian Americans in American society. Pass/No Pass Option

HIST 004A HISTORY OF WESTERN CIVILIZATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
History 004A is a survey of the political, economic, social, cultural and religious development of western civilization from prehistoric times through the Protestant Reformation. Subject areas covered include Mesopotamia, Egypt, the Old Testament, Greece, Rome, the Middle Ages, the rise of Christianity, the Renaissance and Protestant Reformation. Pass/No Pass Option

HIST 004B HISTORY OF WESTERN CIVILIZATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
History 004B is a survey of the political, social, economic and cultural development of western civilization from 1600 to the present. The course starts with the 17th century revolutions in England, which paved the way for the later industrial revolution, the French revolution and the rise of the middle class. Nationalism, socialism, and imperialism are covered in the 19th century, while the Russian and Chinese revolutions, World Wars I and II, and the contemporary age are featured in the 20th century. Pass/No Pass Option

HIST 005A WORLD HISTORY: PREHISTORY TO 1500
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides a comparative, interactive investigation and analysis of World History as related to the development of the modern world. Five geographic regions surveyed include: Asia/Pacific Islands, 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. Pass/No Pass Option

HIST 005B WORLD HISTORY FROM 1500
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides a comparative and interactive investigation of World History as related to the development of the modern world. Five geographic regions surveyed include: Africa, Asia/Pacific Islands, Europe, North and South America. Students are acquainted with the major historical events and trends in world history from 1500. Historical analysis and interpretations are surveyed through comparative examination of the economic, cultural, political, social and technological commonalities and differences between human societies. Students examine the implications of race, gender, class, ethnicity, religion, disability and sexualities in human societies over time. Pass/No Pass Option

HIST 008A HISTORY OF THE AMERICAS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Beginning with a study of the physical area of the Americas, the history of the two continents is studied from the arrival of the indigenous peoples from the Asian mainland to the independence movements and the formation of new governments of the early 19th century. The formation of Spanish and Portuguese colonies in the 16th, and the French and English colonies in the 17th century also are covered. Special attention is paid to the role of women and men in the Spanish, Portuguese, French and English colonies. Pass/No Pass Option

HIST 008B HISTORY OF LATIN AMERICA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
To understand the nations of the Americas today, this course includes the United States and the Latin American nations from 1825 to the present. The 19th Century involved industrialization as well as political change. The effect on women and men is followed by an analysis of 20th Century developments. The revolutions in Latin America and the interaction among the three areas complete the course. Pass/No Pass Option

HIST 012 AFRICAN-AMERICAN HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
History 012 is a survey of the roles and experiences of African-Americans from colonial times to the present in the historical development of the United States. The course includes the beginnings and implications of slave trading, the institutionalization of slavery through law, the rise of the abolitionist movement and the struggle for equality from the Reconstruction Period to the present. Pass/No Pass Option

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

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HIST 014 HISTORY OF THE NATIVE NORTH AMERICANS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

History 014 is a history of Native Americans who lived in the area, which is now the United States from pre-European settlement to the present day. This course includes the primary political, economic, and social factors of American historical development, emphasizing their effects on Native Americans. In conjunction with this historical perspective, the course will accentuate the ecological lifestyle of Native Americans, exclusive of the Indians of Mexico. Pass/No Pass Option

HIST 016 MEXICAN-AMERICAN HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course introduces students to the history of the United States and the Mexican-American experience form the Colonial Period to the present. The course will emphasize the role and life experiences of Mexican-Americans in the historical evolution of the political, economic and socio-cultural institution of the United States. Pass/No Pass Option

HIST 017A UNITED STATES HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

History 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. Pass/No Pass Option

HIST 017B UNITED STATES HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

History 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. Pass/No Pass Option

HIST 020 HISTORY & GEOGRAPHY OF CALIFORNIA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course examines California geographic regions, the Native Americans of California, discovery, institutions of Spanish California, developments in the Mexican period, the early American period, economic foundations of the state, political growth and institutions of American California, race and California history in the 20th Century, and state and local government. Pass/No Pass Option

HIST 032 SURVEY OF RUSSIA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

This course is a survey of Russian history from Kiev, Russia, to the present, with emphasis on major political, social, intellectual, and economic movements in the pre- and post-Revolutionary periods.

HIST 034 HISTORY OF THE MIDDLE EAST
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

This course is designed to serve as an introduction to the History of the Middle East. The course offers a combination of chronological and topical approaches including the rise of Islam, the Caliphate, the Arab conquests, the Ottoman and Safavid Empires through Western colonialism, the nationalist response to western influence and the rise of fundamentalisms. Pass/No Pass Option

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

HIST 0100 SPECIAL TOPICS
.5-3 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

WEST VALLEY COLLEGE HONORS UNIVERSITY TRANSFER PROGRAM

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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.

Program Description
Honors Program courses require a higher level of analysis in order to benefit from 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. The Honors Program concentrates on three instructional themes (two per semester): Civilizations of the World, Science: Inquiry and Applications, and Thought and Politics. Each transdisciplinary unit offers an integrated curriculum without sacrificing the integrity and rigor of the content of the specific disciplines. Students have the option of enrolling in one, two, or three courses depending on pre- and co-requisites, the number and type of general education courses already completed, and the requirements of their majors.

By design both our Honors Program instruction and counseling services challenge students to be involved, communicate better and meet academic standards and expectations. As a team both counseling faculty and program coordinator work effectively to support students and address any personal, academic, family-related concerns they may experience in pursuit of their academic and transfer goals.

Most students are aware of the Transfer Alliance Program (TAP) with UCLA. Honors students who wish to transfer under the terms of the transfer alliances with selected universities receive priority consideration.

To qualify for the TAP agreement, Honors Program students must complete six or more Honors courses (18 units) with a 3.25 or higher GPA (specific to majors) by the time they complete 60 or more transferable units. Additional transfer opportunities provide students with a competitive edge when applying to other colleges and universities throughout the country.
Course enrollment is limited to approximately 20 students. Because students often register for more than one course within a transdisciplinary unit, the Honors program encourages peer support study groups, and esprit de corps.

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

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

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

**ANTHR 003H HONORS INTRODUCTION TO CULTURAL ANTHROPOLOGY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Honors Introduction to Cultural Anthropology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. 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.

**ART 001AH HONORS SURVEY OF WESTERN ART I**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Honors Survey of Western Art I uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, emphasizing the evolution of the changing attitudes toward form and content. Honors Survey of Art II uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit.

**ART 001BH HONORS SURVEY OF WESTERN ART II**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Prerequisite: Pre-approval into Honors Program
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, emphasizing the evolution of the changing attitudes toward form and content. Honors Survey of Art II uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit.

**ART 001DH HONORS ART OF THE 20TH CENTURY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
Honors Art of the 20th Century uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is 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. This is an information competency-focused course. Pass/No Pass Option

**ART 004H HONORS ART APPRECIATION**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Acceptable for credit: University of California, California State University
Honors Art Appreciation uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This is an introductory overview to general trends and concepts of visual expression. Art objects under study are considered both as aesthetic entities in themselves and as crystalization of thoughts and beliefs during different periods of history. Students have the opportunity to gain greater awareness of processes and media required to create art. Pass/No Pass Option

**ASTRO 001H HONORS ASTRONOMY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
Honors Astronomy uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This is 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 002H HONORS ASTRONOMY LABORATORY**
1 unit
Lecture 0 hours; lab 1 hours, lab 0 hours by arrangement
Corequisite: Must be taken concurrently with ASTRO 001H
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
Honors Astronomy Laboratory uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This lab uses a hands-on approach to learning astronomical data-collecting methods, reinforcing concepts learned in Astronomy 1. Methods include use of the planetarium, celestial globes, “homemade” instruments such as sundials, and astronomical photographic plates of stars and galaxies.

**BIO 011H HONORS HUMAN BIOLOGY**
4 units
Lecture 3 hours; lab 1 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Honors Human Biology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. 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 skill to find solutions 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 will be of particular interest to students considering careers in health. This course meets the same general education requirements as Bio 010. Biology 011 is not open to students who have completed Biology 010 with a grade of C or better.
COMM 010H HONORS PERSUASIVE SPEAKING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 905
Recommended preparation: ESL 65GW
Acceptable for credit: University of California, California State University
Honors Persuasive Speaking uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. In this course attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages.

COMM 020 HONORS—ARGUMENTATION & DEBATE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 905
Recommended preparation: ESL 65LS strongly recommended for ESL students
Acceptable for credit: University of California, California State University
In Argumentation and Debate, students will learn the means of discovering and supporting intelligent decisions and effectively presenting them orally. The study of rhetorical theory and practice will be adapted to the content presented in the Honors Program units Thought and Politics and Science Inquiry and Application. Students will be expected to present arguments which demonstrate a higher level of analysis and breadth acquired by the co requisite courses and supported by dialogue searches.

ECON 001AH HONORS PRINCIPLES OF MACROECONOMICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Corequisite: Course required to be taken concurrently ECON 002A
Acceptable for credit: University of California, California State University
An introduction to macroeconomic analysis and Honors Principles of Macroeconomics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is an introduction to macroeconomic analysis and principles. It provides an analysis of the economy as a whole including: determinants of the level of income, employment, and price; money and banking; economic fluctuations; economic development. It also covers the study and analysis of the institutions and processes of the economy as a whole. This class must be taken concurrently with online laboratory Econ 2A.

ECON 001BH HONORS PRINCIPLES OF MICROECONOMICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Corequisite: Course required to be taken concurrently ECON 002B
Acceptable for credit: University of California, California State University
Honors Principles of Microeconomics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course provides an introduction to microeconomics. The class analyzes 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 course analyzes the role of public policy in the economy.

ENGL 001CH HONORS CLEAR THINKING AND WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
Honors Critical Thinking and Writing uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course offers instruction and practice in methods of critical thinking and formal argument writing, emphasizing the following: the principles of classical argument structure and methods of reasoning; analysis and evaluation of rhetorical argument; identification of the assumptions underlying a given argument; identification and critique of fallacies in arguments; and analysis of language use and its implications in argument writing. Students in this course practice critical thinking by writing substantive arguments, essays, and a documented research paper.

ENGL 006AH HONORS WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors World Literature uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course surveys literature from around the world produced from the beginnings of oral history up to the year 1650. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues such as global migrations, international power dynamics, and transnational patterns of inequality in a world context. Pass/No Pass Option

ENGL 008AH HONORS—CLASSICAL MYTHOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
An examination of the major myths of our western heritage, and consideration of the subsequent treatment through the centuries of these myths in various literary genres. Pass/No Pass Option
ENGL 046H HONORS CONTEMPORARY AMERICAN MULTI-CULTURAL LITERATURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University

Honors Contemporary American-Multi-Cultural uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course examines contemporary American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern-American. Students examine issues such as race, class, gender, and sexualities as explored in the literary works. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree.

ENGL 048H HONORS INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A

Honors Introduction to Shakespeare is being created to provide a unique course outline for the Honors course version of an existing course. The content remains the same, but the delivery methods include a higher standard of rigor based on more individualized and experiential instruction. In this course students read, view, and critically analyze a selection of Shakespeare's major plays and poetry. The course provides overviews of the historical and political events of Shakespeare's age, the religious and philosophical ideas of the Early Modern period, and modern critical approaches to Shakespeare's works. In addition, the course gives students opportunities to evaluate productions of Shakespeare's plays. Pass/No Pass Option

ENGL 049H HONORS MODERN FICTION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University

Honors Modern Fiction uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course focuses on reading and analyzing fiction from the Modern Period (1895-1945). It also covers Pre-modern literary movements and Postmodern texts. It fulfills general education requirement for literature.

GEOG 002H HONORS—INTRODUCTION TO CULTURAL GEOGRAPHY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

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.

GEOG 001AH HONORS PHYSICAL GEOLOGY
4 units
Lecture 3 hours; lab 1 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902 or 902P

Acceptable for credit: University of California, California State University

Honors Physical Geology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. 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; and how landscapes develop. It is designed to serve both the non-science major and those students intending to major in the earth sciences.

HIST 004A HONORS—HISTORY OF WESTERN CIVILIZATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

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

Acceptable for credit: University of California, California State University

Honors HIST 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 are featured in the 20th century.

HIST 017B HONORS—UNITED STATES HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

Honors HIST 017B is a survey of the political, economic, social and cultural development of the United States from Reconstruction to the present. Topics covered include Reconstruction, Industrialization, the Progressive Era, World War 1, the Twenties, the New Deal and foreign policy issues of the post-World War II period including the 1960s and 90s, Vietnam and Watergate. This course also highlights the development of California State and local governments.

HUMAN 001A HONORS—HUMAN VALUES IN & FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

Honors HUMAN 001A is designed to show integration of the visual, literary and musical arts within a historical context from ancient world to the early Renaissance, leading to better understanding of past values and their continuity, relationship and connection to our own times and lives. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values.

HUMAN 001B HONORS—HUMAN VALUES IN & FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

Honors HUMAN 001B is a continuation of Humanities 1A from Renaissance, to the present. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values.

MATH 010H HONORS ELEMENTARY STATISTICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R) or qualifying score on Placement Test and proof of Algebra 11.

Acceptable for credit: University of California, California State University

Honors Elementary Statistics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course covers descriptive and inferential statistics including data analysis, correlation, linear regression, probability, probability distributions, parameter estimation and hypothesis testing. Particular emphasis is placed on applications.
MUSIC 001 HONORS—MUSIC HISTORY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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 051H HONORS DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Honors Dance in America: a Cultural Perspective uses the pedagogical methods common to all Honors courses: interdisciplinary, writing- intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. 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.

PHIL 004 HONORS—PATTERNS IN COMPARATIVE RELIGION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is 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.

POLIT 001H HONORS AMERICAN GOVERNMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Honors American Government uses the pedagogical methods common to all Honors courses: interdisciplinary, writing- intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course covers the structure and functions of the American national government including consideration of state and local governments. Emphasis is placed on the development of democratic institutions through historical and contemporary studies. This course may be used to meet Social Science Area D in the General education pattern for transfer to California State University system.

POLIT 003H HONORS INTRODUCTION TO POLITICAL SCIENCE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Honors Introduction to Political Science uses the pedagogical methods common to all Honors courses: interdisciplinary, writing- intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is an introduction to political theory analyzing the ideological origins of nation-states from direct democracy to totalitarian forms of government. This course may be used to meet Social Science Area D requirements in the General Education pattern for transfer to the California State University system.

PSYCH 002 HONORS—EXPERIMENTAL PSYCHOLOGY WITH LAB
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PSYCH 1
Co requisite: MATH 10
Recommended preparation: MATH 106/106R
Acceptable for credit: University of California, California State University
The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiology and behavior. A computerized psychophysiology laboratory will be used to introduce students to (1) experimental design and analysis, and (2) theoretical and methodological concepts in psychophysiological research, which investigates the relationship between physiological events and behavior. General areas covered include: philosophy of science, research design, experimental procedures, data analysis, synthesis, evaluation, and summary. Elementary statistics will be incorporated into the course using actual data collected from experiments conducted during laboratory sessions. Computer modeling will be compared and contrasted with empirical research as a problem solving method. Primary references used for experimental write-ups and the final research project will require data base searching on Dialog.

SOC 002 HONORS—SOCIAL PROBLEMS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
An introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems will be explored.
THEAR 010 HONORS—THEATRE APPRECIATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This Honors course offers a general overview of the world of theatre, including dramatic literature, technical theatre, production techniques and the critical evaluation of productions.

THEAR 015 HONORS—INTRODUCTION TO FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is intended as a critical analysis of the film media from an audience perspective. Elements of film production from cinematic structure, style and historical perspective will be explored. Included in the course will be reading, lecture and discussions on the theory and practice of filmmaking with an emphasis on producers, directors, actors and critics. Pass/No Pass Option

Humanities

DIVISION Social Science
DIVISION CHAIR Stephen Juarez
DEPARTMENT CHAIR Nichola Gutierrez
PHONE 408-741-2557
EMAIL nichola.gutierrez@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing courses in Humanities, a student will be able to
• Analyze major cultural attributes such as literary, musical, artistic and religious representing a variety of civilizations;
• Evaluate changes in humanistic traditions using cross-cultural and historical comparisons.

HUMANITIES: Transfer:
See assist.org and/or consult with a counselor.

HUMAN 001A HUMAN VALUES IN & FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to show integration of the visual, literary and musical arts within a historical context from the ancient world to the Early Renaissance. It is an interdisciplinary approach to cultural epochs through the use of thematic material, ideas and values. Pass/No Pass Option

HUMAN 001B HUMAN VALUES IN AND FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to show integration of the visual, literary and musical arts within a historical context from the Renaissance to the Modern Age. This course is an interdisciplinary approach to cultural epochs through the use of thematic material, ideas, and values. This course is designed to illustrate the integration of visual, literary, and musical arts and cultural values from Western and Asian perspectives. Pass/No Pass Option

Information Competency
Infused Courses
(As of Spring 2011)
ART 001A, 001A (Honors)
ART 001B, 001B (Honors)
ART 001D, 001D (Honors)
ART 001E
ART 055
BIO 010
BIO 045
BIO 055
BUS 051
CHS 002
CA 017
CA 074
CIS 002
COUNS 005
ENGL 001B
FD 032
H.ED 008
LIBR 006
LS 001
PE.TH 038A
PE.TH 051, 051 (Honors)
THEAR 010
WS 002

Information

(See Library & Info. Studies: Library 004)
**Interior Design**

DIVISION Applied Arts & Sciences  
DIVISION CHAIR Diane Hurd  
DEPARTMENT CHAIR Jane Lily  
COUNSELING 408-741-2098

**FACULTY ADVISORS**  
Cigdem Bulut (A-F) 408-741-4638  
Diane Hurd (G-L) 408-741-2406  
Jane Lily (M-Re) 408-741-2081  
Christopher Wright (RH-Z) 408-741-2049

**The Program**  
The Interior Design Program has a comprehensive, professional curriculum that provides courses focusing on the vital and basic aspects of interior design. Throughout the program, emphasis is placed on the fundamental relationship of interior design and the visual and decorative arts. In addition to interior design certificates, the program offers specialty certificates that promote professional development in terms of successful course completion, alternative basic skills, and enhanced workforce development. These certificates provide alternative 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.

**National Kitchen and Bath Association**  
**Accreditation**  
The Interior Design department has worked with the National Kitchen and Bath Association (NKBA) to develop the kitchen and bath specialty within the interior design curriculum. The collaboration with NKBA provided support in developing the Kitchen and Bath Certificate, which is accredited by NKBA. Students who graduate from this program are eligible to sit for the academic portion of the NKBA Certification Examination, adding to the status of the program.

**Learning Outcomes**  
After completing a certificate or A.S. degree in Interior Design, a student will be able to:  
- Identify, research, and creatively solve problems pertaining to the function and quality of the interior environment;  
- Perform services relative to interior spaces, including design analysis, programming, space planning and aesthetics;  
- Use specialized knowledge of interior construction, building codes, equipment, materials and furnishings;  
- Prepare drawings and documents 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 / Sustainable Design

**Degree**  
A.S., Interior Design

**Certificates**  
Interior Design  
Kitchen and Bath Design

**Required Courses**

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>ART 001B</td>
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<tr>
<td>ART 033A</td>
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</table>

**Total Units** 61

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

**Recommended Electives**  
- ACCTG 050 Accounting for Small Business 1  
- ARCH 045 History of Architectural 2  
- ARCH 047 History of Modern Architecture 2  
- ARCH 053 Introduction to Architectural & Environmental Design 3  
- ARCH 032A Architecture and Environmental Design 2  
- ARCH 056 Basic Architectural Design 3
### Recommended Preparations in Basic Skills

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

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

### KITCHEN AND BATH DESIGN Certificate

After completing the Kitchen and Bath Certificate, a student will be able to demonstrate the learning outcomes of the Interior Design Certificate and A.S. Degree in Interior Design on projects of greater depth and complexity in the area of kitchen and bathroom design.

**Required Courses:**

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<th>Course</th>
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<tr>
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<td>Kitchen and Bath</td>
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<tr>
<td>ID 080B</td>
<td>Advanced Residential Design</td>
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<tr>
<td>ID 080C</td>
<td>Advanced Kitchen &amp; Bathroom Design</td>
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<tr>
<td>ID 085</td>
<td>Design Detailing</td>
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<tr>
<td>ID 090C</td>
<td>Kitchen and Bath Design</td>
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<td><strong>Total Units</strong></td>
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### FACILITIES PLANNING AND DESIGN CERTIFICATE

After completing the Facilities Planning and Design Certificate, a student will be able to demonstrate the learning outcomes of the Interior Design Certificate and A.S. Degree in Interior Design on projects of greater depth and complexity with a focus on commercial facilities.

**Required Courses:**

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<th>Course</th>
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<tr>
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<td>AutoCAD-Introduction to Computer Aided Design</td>
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<td>Advanced AutoCAD</td>
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<td>Advanced Commercial Design</td>
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### INTERIOR RESTORATION AND PRESERVATION Certificate

After completing the Interior Design Advanced Certificate, a student will be able to demonstrate the learning outcomes of the Interior Design Certificate and A.S. Degree in Interior Design on projects related to interior restoration and preservation.

**Required Courses:**

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<tr>
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<tr>
<td>ID 035B</td>
<td>History of Furniture &amp; Interiors</td>
</tr>
<tr>
<td>ID 035C</td>
<td>Design of Historic Interiors</td>
</tr>
<tr>
<td>ID 085</td>
<td>Design Detailing</td>
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<td>ARCH 046 or 047</td>
<td>History of Architecture</td>
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<td>Electives:</td>
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<td>Choose one of the following:</td>
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<td>HIST 004B, History of Western Civilization</td>
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<tr>
<td>HIST 020, History and Geography of California</td>
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</tr>
<tr>
<td>ID 093 Directed Studies</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### ID 010 ELEMENTS & PRINCIPLES OF INTERIOR DESIGN

3 units

Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement

Recommended preparation: MATH 092

Acceptable for credit: California State University

This course provides students with the knowledge of conceptual design elements and principles which will be applied to designing interior spaces in subsequent interior design courses and the profession. Pass/No Pass Option

### ID 015 INTERIOR ARCHITECTURAL DRAFTING

3 units

Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement

Recommended preparation: MATH 092

Acceptable for credit: California State University

This course introduces the tools and techniques necessary for interior architectural drafting. Emphasis is on lettering, measuring techniques, scale problems, use of architectural graphic standards, dimensioning, plans, elevations, and sections. Pass/No Pass Option

### ID 020 COLOR THEORY & APPLICATION

3 units

Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement

Recommended preparation: MATH 092

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. Studio experiences expose students to 3-D design projects and concept development. Pass/No Pass Option

### ID 025 INTERIOR FINISH MATERIALS

3 units

Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement

Recommended preparation: MATH 092

Acceptable for credit: California State University

This course covers instruction in various interior design materials, characteristics, processes and uses, including textiles and other products for floors, walls, ceilings, and furniture. Pass/No Pass Option

### ID 028 INTERIOR CONSTRUCTION & BUILDING SYSTEMS

3 units

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

Recommended preparation: MATH 092

Acceptable for credit: California State University

This course is an overview of systems used in the construction of interior environments. This includes such building systems as floors, ceilings, and doors as well as systems developed for providing safety and comfort (plumbing, HVAC, lighting, and acoustics). Students have the opportunity to practice research techniques regarding the subject matter. In-depth information is addressed in other Interior Design courses. Pass/No Pass Option

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**Art: 031A Basic Drawing [3 units]**

**BUS: 028 Business Law [3 units]**

**BUS: 054 Small Business Start-Up & Mgmt [3 units]**

**BUS: 078 Business Communication [3 units]**

**FD: 027 Professional Image [3 units]**

**ID: 090A Internship [3 units]**

**THEAR 018A Introduction to Stage Lighting [3 units]**

Various computer applications and digital media courses. See Interior Design Department for approval.

### INTERIOR DESIGN, A.S. DEGREE

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

1. All the Interior Design Certificate requirements
2. Additional units to meet the college graduation requirements for an associate degree.

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

### INTERIOR DESIGN ADVANCED Certificate

After completing the Interior Design Advanced Certificate, a student will be able to demonstrate the learning outcomes of the Interior Design Certificate and A.S. Degree in Interior Design on projects of greater depth and complexity. Prerequisite: Completion of Interior Design Certificate requirements.

### Additional Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 086</td>
<td>Portfolio Planning/Review</td>
</tr>
<tr>
<td>ID 029</td>
<td>Principles of Green Design</td>
</tr>
<tr>
<td>ID 066</td>
<td>Advanced Computer Aided Design and Drafting: AutoCAD</td>
</tr>
<tr>
<td>ID 080</td>
<td>Advanced Commercial Design</td>
</tr>
<tr>
<td>ID 080B</td>
<td>Advanced Residential Design</td>
</tr>
<tr>
<td>ID 085</td>
<td>Design Detailing</td>
</tr>
<tr>
<td>ID 090B</td>
<td>Internship</td>
</tr>
<tr>
<td>Electives from recommended list</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements.

### COMPUTER AIDED DRAFTING AND DESIGN Certificate

After completing this certificate the student will be able to:

- Under direction, and at an entry level, use AutoCAD and other digital media to prepare of interior design construction drawings.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 015</td>
<td>Interior Architectural Drafting</td>
</tr>
<tr>
<td>ID 065</td>
<td>AutoCAD-Introduction to Computer Aided Interior Design</td>
</tr>
<tr>
<td>ID 066</td>
<td>Advanced AutoCAD</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

3 units of recommended electives from the following:

ID 006 Presentation Techniques and Portfolio

PKMG 016A Introduction to GIS and GPS

DM/IS 010C Digital Image Photoshop

- or other department approved 3 unit elective

**Recommended preparation:** MATH 092

Acceptable for credit: California State University

This survey course introduces the profession, its history, and related specialties and disciplines. Interior Design will be seen as multi-faceted with many career paths and opportunities. Pass/No Pass Option
ID 029 PRINCIPLES OF GREEN DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 005
Recommended preparation: ID 025, ID 028, MATH 902
Acceptable for credit: California State University
This course introduces the history and the philosophical and practical principles of Green Design. Environmental issues, sustainable materials and methods, and application in professional practice are explored. The course provides a foundation for evaluation of materials, processes, and applications of design components with regard to environmentally responsible design. Research on sustainable products, sustainable design and related construction methods are conducted. Pass/No Pass Option

ID 029A INTRODUCTION TO SUSTAINABLE DESIGN
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is an overview of the concepts and strategies involved in sustainable building. The course covers the history of Sustainable Design, LEED categories, Build It Green, USGBC, and local and federal agencies overseeing and mandating green design. Also included are discussions of Green Point Raters, LEED AP, and additional certification opportunities along with Market advantages and greening your business. Pass/No Pass Option

ID 029B SUSTAINABLE DESIGN MATERIALS & RESOURCES
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ID 029 or ID 029A
Acceptable for credit: California State University
This course provides an in-depth look at finish materials and specifications, waste management, reuse, recycle, renovation, historical preservation techniques, local product selection, and job site management. Pass/No Pass Option

ID 029C SUSTAINABLE DESIGN FOR RESIDENTIAL PROJECTS
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ID 029 or ID 029A and ID 040
Acceptable for credit: California State University
This course provides an in-depth look at all aspects of sustainable residential design, remodeling, kitchen and bath, furnishings, window treatments, finish materials, and lighting, and covers holistic systemic sustainable categories such as, site, water efficiency, energy efficiency, materials and resources, waste management, and interior environmental quality. Pass/No Pass Option

ID 029D SUSTAINABLE DESIGN FOR COMMERCIAL PROJECTS
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ID 029 or ID 029A, ID 040
Acceptable for credit: California State University
This course covers all aspects of sustainable design for commercial tenant improvements in existing office buildings and covers existing building operations and maintenance. Pass/No Pass Option

ID 029E SUSTAINABLE DESIGN CONSTRUCTION TECHNOLOGIES
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ID 029 or ID 029A, ID 060 or ID 040
Acceptable for credit: California State University
This course provides an in-depth look at sustainable alternative building technologies, SIPS, modular systems, straw bale, rammed earth, site locations, and site restoration, as well as alternative building systems powered by wind and solar, geo thermal, etc. Cutting edge technologies are explored that can most easily be applied to new construction projects. Pass/No Pass Option

ID 029F SUSTAINABLE DESIGN PRACTICES
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisites: ID 029 or ID 029A and ID 029B and ID 029C or ID 029D
Recommended preparation: ID 029E and ID 040 or ID 060
Acceptable for credit: California State University
This is a practical application class that incorporates knowledge and skills learned in the previous classes. Student teams develop a step-by-step plan for a project start-up that ensures sustainable goals are clear and can be achieved from the onset. Pass/No Pass Option

ID 030 GRAPHIC TECHNIQUES
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers sketching and rendering techniques in relation to interior spaces. One-point perspective drawing, an introduction to two-point perspective drawing, and sketching and rendering techniques in black and white, with an introduction to color media, will be explored. Pass/No Pass Option

ID 035A HISTORY OF FURNITURE & INTERIORS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the principal styles of furniture, interiors, and related decorative arts from antiquity through the French period. Pass/No Pass Option

ID 035B HISTORY OF FURNITURE & INTERIORS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 035A
Acceptable for credit: California State University
This course covers the principal styles of furniture, interiors, and related decorative arts from the English Period to the present. Pass/No Pass Option

ID 039 PRINCIPLES OF GREEN DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 005
Recommended preparation: ID 025, ID 028, MATH 902
Acceptable for credit: California State University
This course introduces the history and the philosophical and practical principles of Green Design. Environmental issues, sustainable materials and methods, and application in professional practice are explored. The course provides a foundation for evaluation of materials, processes, and applications of design components with regard to environmentally responsible design. Research on sustainable products, sustainable design and related construction methods are conducted. Pass/No Pass Option

ID 029A INTRODUCTION TO SUSTAINABLE DESIGN
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is an overview of the concepts and strategies involved in sustainable building. The course covers the history of Sustainable Design, LEED categories, Build It Green, USGBC, and local and federal agencies overseeing and mandating green design. Also included are discussions of Green Point Raters, LEED AP, and additional certification opportunities along with Market advantages and greening your business. Pass/No Pass Option

ID 029B SUSTAINABLE DESIGN MATERIALS & RESOURCES
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ID 029 or ID 029A
Acceptable for credit: California State University
This course provides an in-depth look at finish materials and specifications, waste management, reuse, recycle, renovation, historical preservation techniques, local product selection, and job site management. Pass/No Pass Option

ID 029C SUSTAINABLE DESIGN FOR RESIDENTIAL PROJECTS
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ID 029 or ID 029A and ID 040
Acceptable for credit: California State University
This course provides an in-depth look at all aspects of sustainable residential design, remodeling, kitchen and bath, furnishings, window treatments, finish materials, and lighting, and covers holistic systemic sustainable categories such as, site, water efficiency, energy efficiency, materials and resources, waste management, and interior environmental quality. Pass/No Pass Option

ID 029D SUSTAINABLE DESIGN FOR COMMERCIAL PROJECTS
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ID 029 or ID 029A, ID 060
Acceptable for credit: California State University
This course covers all aspects of sustainable design for commercial tenant improvements in existing office buildings and covers existing building operations and maintenance. Pass/No Pass Option

ID 029E SUSTAINABLE DESIGN CONSTRUCTION TECHNOLOGIES
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: ID 029 or ID 029A, ID 060 or ID 040
Acceptable for credit: California State University
This course provides an in-depth look at sustainable alternative building technologies, SIPS, modular systems, straw bale, rammed earth, site locations, and site restoration, as well as alternative building systems powered by wind and solar, geo thermal, etc. Cutting edge technologies are explored that can most easily be applied to new construction projects. Pass/No Pass Option

ID 029F SUSTAINABLE DESIGN PRACTICES
1 units
Lecture 1 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisites: ID 029 or ID 029A and ID 029B and ID 029C or ID 029D
Recommended preparation: ID 029E and ID 040 or ID 060
Acceptable for credit: California State University
This is a practical application class that incorporates knowledge and skills learned in the previous classes. Student teams develop a step-by-step plan for a project start-up that ensures sustainable goals are clear and can be achieved from the onset. Pass/No Pass Option

ID 030 GRAPHIC TECHNIQUES
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers sketching and rendering techniques in relation to interior spaces. One-point perspective drawing, an introduction to two-point perspective drawing, and sketching and rendering techniques in black and white, with an introduction to color media, will be explored. Pass/No Pass Option

ID 035A HISTORY OF FURNITURE & INTERIORS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the principal styles of furniture, interiors, and related decorative arts from antiquity through the French period. Pass/No Pass Option

ID 035B HISTORY OF FURNITURE & INTERIORS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 035A
Acceptable for credit: California State University
This course covers the principal styles of furniture, interiors, and related decorative arts from the English Period to the present. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/.
ID 035C DESIGN OF HISTORIC INTERIORS
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisites: ID 010, ID 015, ID 020, ID 035A, ID 035B
Recommended preparation: MATH 902, ID 025, ID 028, ID 030, ID 075
Acceptable for credit: California State University
This course examines the process, laws and regulations, categories, qualification criteria, and financial incentives for the interior design of historic buildings. In addition, rehabilitation of a building is explored in detail. Pass/No Pass Option

ID 040 RESIDENTIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: ID 005, ID 010, ID 015, ID 020, ID 025, ID 028, ID 030, ID 035A, ID 035B, ID 050, ID 075
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers planning and design for interior spaces, with emphasis on the residential environment. Projects include design theory research, design concept development, and implementation in residential spaces. Students produce design documents including scaled drawings and renderings, specifications, and design models. Pass/No Pass Option

ID 045 PROFESSIONAL PRACTICE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 040, ID 055
Recommended preparation: MATH 103/103R
Acceptable for credit: California State University
This course covers business principles and practices in the field of interior design for both residential and commercial interiors. Pass/No Pass Option

ID 050 KITCHEN & BATH DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: ID 005, ID 010, ID 015, ID 020, ID 025, ID 028, ID 030, ID 035A, ID 035B, ID 065, ID 075
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers design for kitchens and bathrooms with emphasis on construction, working drawings, presentation drawings, finish selection and specifications. The National Kitchen and Bath Association guidelines for kitchen and bathroom design are studied and implemented. Pass/No Pass Option

ID 055 ESTIMATING & COSTING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 025
Recommended preparation: MATH 902, MATH 902P
Acceptable for credit: California State University
This course covers the processes and techniques of estimating and specifying materials related to finishing and furnishings of interior spaces, including window treatments, wall treatments, floor treatments, upholstery, furniture and other architectural surfaces. Pass/No Pass Option

ID 060 COMMERCIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: ID 040.
Recommended preparation: MATH 902
Acceptable for credit: California State University
Students study the methods of planning and design for interior spaces related to commercial projects and space planning for offices and public buildings. Finish materials and furniture suitable for commercial projects are examined and methods of producing presentation drawings are practiced. Pass/No Pass Option

ID 065 INTRODUCTION TO COMPUTER AIDED DESIGN: AUTOCAD
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course is an introduction to 2 dimensional and isometric computer-aided drafting using AutoCAD on the PC. It is designed for students with no computer experience and dual listed with ENGR 4. Pass/No Pass Option

ID 066 ADVANCED AUTOCAD
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisites: ENGR 4 or ID 065 or DRAFT 073
Acceptable for credit: California State University
This course provides an opportunity for students to use concepts acquired in ID 65 or ENGR 4 in a more complex way. Advanced topics in the construction of two and three dimensional drawing and solid modeling are addressed. This course is dual listed with ENGR 5. Pass/No Pass Option

ID 070 ADVANCED GRAPHIC TECHNIQUES
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: ID 030
Recommended preparation: ID 040, MATH 902
Acceptable for credit: California State University
This course covers advanced sketching and rendering techniques in relation to interior spaces. Two-point perspective drawing, sketching and rendering techniques in different media and presentation materials will be explored. Pass/No Pass Option

ID 075 LIGHTING DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ID 015
Recommended preparation: ID 020, MATH 902, MATH 902P
Acceptable for credit: California State University
This course covers the theory and practice of lighting design and development of drawings with lighting specifications. Pass/No Pass Option

ID 080 ADVANCED COMMERCIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: ID 060
Recommended preparation: ID 070, MATH 902
Acceptable for credit: California State University
This course involves the study of commercial interior design via projects of increased size and complexity and of diverse use. Pass/No Pass Option

ID 080B ADVANCED RESIDENTIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Recommended preparation: MATH 902
Prerequisite: ID 040, ID 045
Acceptable for credit: California State University
This course covers advanced planning and design of the residential environment with an emphasis on kitchen and bathroom design. The course involves the study of advanced residential interior design via projects of increased size, detail and complexity while addressing diverse needs. Pass/No Pass Option

ID 080C ADVANCED KITCHEN & BATHROOM DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisites: ID 050
Recommended preparation: MATH 902, ID 045
Acceptable for credit: California State University
This course covers the design of kitchens and bathrooms, with advanced study of the design process, design concept development, design phases, interior construction, building systems, materials and furnishings selections, and design documentation. Pass/No Pass Option
ID 085 DESIGN DETAILEDING
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisites: ID 060, ARCH 030
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers the development of the design process and skills as applied to custom interior detailing and furniture design. Pass/No Pass Option

ID 090A INTERIOR DESIGN INTERNSHIP
3 units
Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisites: ID 005, ID 010, ID 015, and ID 020
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course provides students with in-the-field experience, working directly under the supervision of an interior designer or interior design-related professional. Students are able to apply knowledge and skills learned in the core interior design courses, further enhancing the learning process. Opportunities and encouragement to continue to research career possibilities are provided. Students may apply this 3-unit internship toward the elective in the Interior Design Certificate and A.S. Degree programs. Pass/No Pass Only

ID 090B INTERIOR DESIGN INTERNSHIP
4 units
Lecture 0 hours; lab 0 hours, lab 12 hours by arrangement
Prerequisites: ID 040, ID 045, ID 050, and ID 060
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course provides students with in-the-field experience, working directly under the supervision of an interior designer or interior design-related professional. Students are able to apply knowledge and skills learned in the Interior Design Certificate courses, further enhancing the learning process. Opportunities and encouragement to continue to research career possibilities are provided. This 4 unit internship course is required for completion of the Interior Design Advanced Certificate. Pass/No Pass Only

ID 090C KITCHEN & BATH DESIGN INTERNSHIP
6 units
Lecture 0 hours; lab 0 hours, lab 18 hours by arrangement
Prerequisite: ID 050
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course is intended to provide students with advanced professional experience working in the profession of interior design, with an emphasis on kitchen and bathroom design and related areas. Pass/No Pass Only

ID 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Recommended preparation: MATH 103/103R
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 to research career possibilities are provided. Students may apply this 3-unit internship toward the elective in the Interior Design Certificate and A.S. Degree programs. Pass/No Pass 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. Pass/No Pass Option

International Trade
For Information regarding International Trade contact: CITD
Center for International Trade Development
2450 South Bascom Ave.
Campbell, CA 95008
svcitd.org
(408)879-1804

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

Learning Outcomes
See World Languages

ITAL 001A BEGINNING ITALIAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: ITAL 011A
Acceptable for credit: University of California, California State University
The students will learn the fundamentals of Italian grammar and pronunciation, how to converse on a limited scale about everyday topics, and how to write and understand Italian within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed upon communication, and students will be exposed to some of the culture of Italy. Pass/ No Pass Option

ITAL 001B BEGINNING ITALIAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ITAL 001A or 2 years of high school Italian
Co requisite: 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. Pass/No Pass Option

ITAL 002A, B INTERMEDIATE ITALIAN
5 units each course
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ITAL 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. Pass/No Pass Option
ITAL 011A ITALIAN LABORATORY
0.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: ITAL 011A
Acceptable for credit: California State University
This is a separate course, offered by arrange- ment 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. Pass/No Pass Option

ITAL 011B ITALIAN LABORATORY
0.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: ITAL 011B
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 publica- tions. Tapes and programs providing Italian lan- guage 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. Pass/No Pass Option

ITAL 050A BASIC ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Designed for those desiring a less structured, more practical conversational approach, this course emphasizes conversation and vocabulary building. A variety of classroom activities will permit the students to use the language while studying it. Cultural topics will center on everyday life in Italy (food, customs and traditions, the family, etc.), and some audiovisual aids will be used. Pass/No Pass Option

ITAL 050B BASIC ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ITAL 050A
Acceptable for credit: California State University
Continuation of Italian 50A. Students will increase their vocabulary and knowledge of basic gram- matical structures while emphasizing conversa- tion. The culture of Italy will be presented through newspaper and magazine articles and audiovi- sual materials. Pass/No Pass Option

ITAL 051A INTERMEDIATE ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ITAL 050B
Acceptable for credit: California State University
Continuation of Italian 50A-B, with increased conversa- tion and discussion of the customs and culture of Italy and Italian Switzerland. Pass/No Pass Option

ITAL 051B INTERMEDIATE ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: ITAL 051A
Acceptable for credit: California State University
Continuation of Italian 51A. Emphasis on con- versation, vocabulary acquisition and idiomatic expressions. Review of basic grammar principles and discussion based on topics chosen from current newspaper and magazine articles. Pass/ No Pass Option

ITAL 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Prerequisite: ITAL 011A
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
California State University "UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information."
Individual work in fundamentals of grammar and pronunciation and further development of lan- guage skills. Some exposure to the customs and culture of Italy through discussions and reading selections. Pass/No Pass Option

ITAL 001A BEGINNING JAPANESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: JPNS 001A
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 situ- ations. In addition, the student will be exposed to various aspects of the culture of the Japanese speaking world. Pass/No Pass Option

ITAL 001B BEGINNING JAPANESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: 001A is prerequisite to 001B
Co requisite: JPNS 001B
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 situ- ations. In addition, the student will be exposed to various aspects of the culture of the Japanese speaking world. Pass/No Pass Option

ITAL 002A INTERMEDIATE JAPANESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: JPNS 001B
Acceptable for credit: University of California, California State University
The student will review basic grammar and learn new structures and vocabulary while increasing his/her knowledge of the customs and culture of Japan. Conversation and written drills will be emphasized as well as practice in written compo- sition. Pass/No Pass Option
JPNS 002B INTERMEDIATE JAPANESE
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: JPNS 002A
Acceptable for credit: University of California, California State University
The course will continue the grammar and vocabulary of JPNS 002A, and it will introduce new material about the culture of Japan. Conversation and written drills will be emphasized as well as practice in written composition. Pass/No Pass Option

JPNS 011A JAPANESE LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hour by arrangement
Co requisite: JPNS 001A
Acceptable for credit: California State University
JPNS 011A is a separate course offered by arrangement for the student’s convenience. It aims to present the culture of the Japanese speaking people through a variety of media. The student will review the Japanese culture through slides, filmstrips, film, cassettes and current publications. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with JPNS 001A. Pass/No Pass Option

JPNS 011B JAPANESE LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hour by arrangement
Co requisite: JPNS 001B
Acceptable for credit: California State University
JPNS 011B is a continuation of JPNS 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the Japanese speaking people and their culture through further use of tapes, slides, filmstrips, and current publications. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with JPNS 001B. Pass/No Pass Option

JPNS 050A, B BASIC JAPANESE CONVERSATION & CULTURE
3 units each
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: JPNS 050A is prerequisite to JPNS 050B
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Japan today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used. This course may also appeal to the growing number of people conducting business with foreign countries, and it will enhance the employment skills of students. Pass/No Pass Option

JPNS 051A INTERMEDIATE JAPANESE CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: JPNS 050B OR JPNS 001A
Acceptable for credit: California State University
Designed for those desiring an intermediate, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities will permit active use of the language. Cultural topics will center on everyday life in Japan today (food, customs, traditions, government, etc.). A variety of audio visual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Pass/No Pass Option

JPNS 051B INTERMEDIATE JAPANESE CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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 audiovisual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Pass/No Pass Option

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

Kitchen and Bathroom Design
(See Interior Design)
Landscape Architecture
(See also Architecture)

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

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

A blend of art and science, Landscape Architecture focuses on natural systems and cultural processes in the planning, design and management of sustainable landscapes for this and future generations. Students of Landscape Architecture are capable of solving complex environmental problems and are able to communicate effective solutions.

The Program in Landscape Architecture at West Valley College emphasizes a process-oriented approach to problem solving while encouraging sensitivity toward community values and ecological principles. Students will develop creative ability and technical skill through a range of exercises and projects relating to recreation and open space planning, park design, landscape reclamation and preservation, resource management, urban planning and design and 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.

Recommended Preparations in Basic Skills:
- Use standard dimensions for space planning and human occupancy using Landscape Architectural Graphic Standards;
- Identify different types of landscape plants during the four seasons;
- Demonstrate creative abilities in landscape plant composition;
- Identify professional, ethical and societal responsibilities including respect for diversity.

Certificate in Landscape Architecture

Learning Outcomes
After completing a certificate in Landscape Architecture, a student will be able to
- Communicate effectively and professionally in the landscape architectural environment through proper use of verbal, written and graphic techniques;
- Apply mathematical skills to solve technical problems associated with landscape architectural drawings;
- Develop landscape architectural drawings and presentations drawings;
- Use computer graphics applications associated with landscape architectural projects;
- Select landscape construction materials based upon their properties and methods of installation;
- Demonstrate creativity and problem-solving abilities in landscape design for residential, commercial, and public sites;
- Use standard dimensions for space planning and human occupancy using Landscape Architectural Graphic Standards;
- Identify professional, ethical and societal responsibilities including respect for diversity.

Career Paths
- Landscape Architects
- Resource Managers
- Designers
- Contractors
- Draftspersons
- Landscape Industry Representatives
- Planners

LANDSCAPE ARCHITECTURE: Transfer
See assist.org and/or consult with a counselor.

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

CREDIT BY EXAMINATION
West Valley College's credit by examination policy does not apply to any of Architecture courses.

LANDSCAPE ARCHITECTURE (A.S. Degree)
The Landscape Architecture Program at West Valley College is primarily 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 skills through a range of exercises and projects relating to recreation and open space planning, plant selection, park design, landscape reclamation and preservation, resource management, and urban planning and design, as well as learning applications for 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.

Students, upon completion of this A.S Degree, may qualify for the following career paths as well as pursue a professional license:
- Landscape Architects
- Resource Managers
- Designers
- Landscape Contractors
- Draftspersons
- Landscape Industry Representatives
- Planners

Major Requirements: (42 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<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 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>ARCH 057</td>
<td>Architectural Model Making 1</td>
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<tr>
<td>ARCH 058</td>
<td>Intro to Revit Architecture 3</td>
</tr>
<tr>
<td>ARCH 059</td>
<td>3D Studio Max: 3D Rendering 3</td>
</tr>
<tr>
<td>ARCH 061</td>
<td>Architectural Design I 3</td>
</tr>
<tr>
<td>ARCH 062</td>
<td>Architectural Design II 3</td>
</tr>
<tr>
<td>ARCH 066</td>
<td>Advanced Revit Architecture 3</td>
</tr>
<tr>
<td>ARCH 072</td>
<td>History of Landscape Architecture 3</td>
</tr>
<tr>
<td>ARCH 076</td>
<td>Landscape Construction Technology 3</td>
</tr>
<tr>
<td>ARCH 081</td>
<td>Landscape Plants: Summer &amp; Autumn 3</td>
</tr>
<tr>
<td>ARCH 082</td>
<td>Landscape Plants: Winter &amp; Spring 3</td>
</tr>
<tr>
<td>ARCH 083</td>
<td>Plant Composition 2</td>
</tr>
<tr>
<td>ARCH 084</td>
<td>Sustainability in Landscape Architecture 3</td>
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</tbody>
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Required Electives: (minimum of 6 units)

<table>
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<tr>
<td>ARCH 045</td>
<td>Architectural Building Codes 3</td>
</tr>
<tr>
<td>ARCH 052</td>
<td>Architectural Graphics: Color &amp; Rendering 3</td>
</tr>
</tbody>
</table>

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

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

Total Units 48
LANDSCAPE ARCHITECTURE (Certificate)
The Landscape Architecture Program at West Valley College is primarily 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 skills through a range of exercises and projects relating to recreation and open space planning, plant selection, park design, landscape reclamation and preservation, resource management, and urban planning and design, as well as learning applications for residential, commercial, and institutional landscape environments.

Students, upon completion of this certificate, may qualify for the following career paths:
- Landscape Architects
- Resource Managers
- Designers
- Landscape Contractors
- Draftspersons
- Landscape Industry Representatives
- Planners

Major Requirements: (31 Units)

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<td>3</td>
</tr>
<tr>
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<td>Architectural Design I</td>
<td>3</td>
</tr>
<tr>
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<td>Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 066</td>
<td>Advanced Revit Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 072</td>
<td>History of Landscape Architecture</td>
<td>3</td>
</tr>
<tr>
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<td>Landscape Construction Technology</td>
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</tr>
<tr>
<td>ARCH 084</td>
<td>Sustainability in Landscape Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Total Units: 31

ARCH 045 ARCHITECTURAL BUILDING CODES
3 Units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This course covers the building permit process and definition of building codes as described in the International Building Code. The course emphasizes use and occupancy, special use and occupancy, building heights and areas, type of construction, fire-resistant construction, interior finishes, fire-protection systems, means of egress, accessibility, interior environment, energy efficiency, exterior walls, roof assemblies, structural provisions, building materials and systems, and existing structures. Pass/No Pass Option

ARCH 050 CONSTRUCTION MATERIALS & METHODS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California (proposed), California State University

This course is a study of the various building materials, their methods of installation, and provides an overview of the structural concepts of building design. Pass/No Pass Option

ARCH 051 ARCHITECTURAL GRAPHICS: DRAWING & SKETCHING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement

Recommended preparation: MATH 103 or MATH 103R

Acceptable for credit: University of California, California State University

This course is an introduction to the use of color in architectural drawing and presentation. Students will learn to use a variety of drawing tools and techniques to create effective presentations. Pass/No Pass Option

ARCH 052 ARCHITECTURAL GRAPHICS: COLOR RENDERING
3 units
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement

Recommended preparation: MATH 103 or MATH 103R

Acceptable for credit: University of California, California State University

This course is a study of the three-dimensional representations using various color media as it relates to architectural and environmental graphic communication. Students have opportunities to develop visual color literacy, three-dimensional drawing techniques, and an understanding of color rendering. This course covers natural and human-made forms and advanced architectural color rendering. Pass/No Pass Option

ARCH 053 INTRODUCTION TO ARCHITECTURAL & ENVIRONMENTAL DESIGN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course is an introduction to the design of environmental spaces for this and future generations. Students will develop creative ability and technical skills through a range of exercises and projects relating to recreation and open space planning, plant selection, park design, landscape reclamation and preservation, resource management, and urban planning and design, as well as learning applications for residential, commercial, and institutional landscape environments.

Students, upon completion of this certificate, may qualify for the following career paths:
- Landscape Architects
- Resource Managers
- Designers
- Landscape Contractors
- Draftspersons
- Landscape Industry Representatives
- Planners

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

Total Units: 31
ARCH 059 3D STUDIO MAX: 3D RENDERING
3 unit
Lecture 2 hours; lab 4 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is study of Autodesk: 3D Studio Max Design software specifically designed for use by architecture, landscape architecture, interior design, and civil engineering professionals. This course familiarizes both novice and experienced 3D artists with the process and capabilities of the 3D Studio Max Design tool set. The course focuses on the process of developing projects with 3D Studio Max Design. Students have the opportunity to learn how to use each tool to its maximum benefit, as well as why it is important to the overall process. This course emphasizes the creation of advanced rendering perspectives from a 3D model of a building project and its context. Pass/No Pass Option

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

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

ARCH 066 ADVANCED REVIT ARCHITECTURE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: California State University
This course is an advanced Autodesk: Revit Architecture software specifically designed for use by architecture, landscape architecture, interior design, and civil engineering professionals. This course familiarizes both novice and experienced 3D artists with the process and capabilities of the Revit tool set. The course focuses on the process of developing projects with Revit. This course emphasizes the creation of a set of construction documents and advanced rendering perspectives from a 3D model of a building project and its context. Pass/No Pass Option

ARCH 072 HISTORY OF LANDSCAPE ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California (proposed), California State University
This course is a study of world landscape architectural history from prehistory to present. Pass/ No Pass Option

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

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

ARCH 082 LANDSCAPE PLANTS: WINTER & SPRING
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and groundcovers during the winter and spring seasons. Emphasis is placed on growth habits, cultural requirements, maintenance, suitability for landscape use, and the ecology of plant communities. Pass/No Pass Option
ARCH 083 PLANT COMPOSITION
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Prerequisite ARCH 081
Co-requisite ARCH 082
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of the design placement of ornamental trees, shrubs, vines, and groundcovers in the environmental landscape. Emphasis is on the aesthetic and functional relationship of plant combinations, forms, and the scale of plants to structures and outdoor spaces. Pass/No Pass Option

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

Languages
(See specific language)

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

Learning Outcomes
See World Languages

LATIN 050A GRAMMAR, STRUCTURE & ROMAN CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed for students who wish to improve their understanding of foreign language, English, and the literature of ancient writers of Latin. The classroom activities consist of learning grammar, vocabulary, reading, and translating original passages in Latin classical literature. Pass/No Pass Option

Leadership
THE FACULTY
Kim Aufhauser

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Kim Aufhauser
PHONE 408-741-2403
EMAIL kim.aufhauser@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing courses in Leadership, a student will be able to
• Determine a personal leadership style and employ effective leadership strategies within a group;
• Demonstrate skills in establishing consensus within a group and use effective leadership strategies to resolve conflicts;
• Explain service leadership and employ this concept in leadership situations

LEAD 020A INTRODUCTION TO DEVELOPING LEADERSHIP SKILLS-A WILDERNESS FIELD COURSE
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This innovative course is the foundation to an interdisciplinary program intended to provide students with the opportunity to develop leadership skills by first learning more about themselves and secondly working within a small team. In this course the student will be challenged emotionally, intellectually and physically in a wilderness environment. The student will discover the need for a strong self and learn the dynamics that make teams work. Pass/No Pass Only

LEAD 030A TRANSITION TO LEADERSHIP
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course studies and challenges the conventional view of leadership which emphasizes positional power and conspicuous accomplishment. It examines the application of ethics to leadership - articulating a vision, initiating change, and leading by serving.
Library and Information Studies

THE FACULTY
Yanghee Kim
Maryanne Mills
Betsy Sandford
Rachel Sandoval

DIVISION
Library

DIVISION CHAIR
Stephanie Kashima

DEPARTMENT CHAIR
Rachel Sandoval

PHONE
408-741-2479

EMAIL
rachel.sandoval@wvm.edu

COUNSELING
408-741-2009

Learning Outcomes
After completing courses, orientations, and/or workshops, a student will be able to:
- Gather, evaluate, organize and use information in order to successfully complete research projects;
- Properly cite sources according to established formats such as MLA and APA;
- Explain the legal and ethical aspects of research, including copyright and plagiarism;
- Interpret news from mass media and alternative media sources;
- Communicate using new media sources such as web blogs, wikis and other web technologies.

LIBR 004 INFORMATION COMPETENCY
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to develop and strengthen research skills and to learn the core concepts of information retrieval. Students are introduced to the essential techniques for finding, evaluating, analyzing and presenting information - key skills for a successful college career. The class covers in-depth use of electronic resources, how to create research strategies to retrieve relevant information, how to critically evaluate information, and how and when to use the Internet as a research tool. The class also reviews the legal and ethical issues surrounding information and its use. This course fulfills one-half the information competency requirement for Associate Degree.
Pass/No Pass Option

LIBR 006 STOP SURFING - START RESEARCHING
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Students will have the opportunity to learn to identify when it is appropriate to use the Internet for research and will practice using various tools to find and retrieve information. The course will include practice evaluating and documenting the information found. It is dual listed with CA 074. This course fulfills one-half the information competency requirement for Associate Degree.
Pass/No Pass Only

Library and Information Studies

Literature
(See English)

Management and Supervision
(See Business)

Marketing and Sales
(Also see BUSINESS ADMINISTRATION/ REAL ESTATE)

THE FACULTY
Heidi Diamond
Jim Henderson
Lance Shoemaker

DIVISION
Business

DIVISION CHAIR
Jim Henderson

DEPARTMENT CO-CHAIRS
Heidi Diamond
Lance Shoemaker

PHONE
408-741-2426

EMAIL
heididiamond@wvm.edu
lance.shoemaker@wvm.edu

COUNSELING
408-741-2009

BUS 040 SALES STRATEGIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course includes the nature and concept of sales principles and strategies; careers in selling 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.
Pass/No Pass Option

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

BUS 061 ADVERTISING PRINCIPLES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is an introduction to the basic principles and techniques of advertising as applied to business and to media. Advertising campaigns and their effectiveness will be studied.
Pass/No Pass Option

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

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

THE FACULTY
Greg Allen
Stan Benkoski
Steve Blasberg
Alyson Butcher
Brad Chin
Chris Dyer
Gretchen Ehlers
Larry Handa
Faun Maddux
Kim Pham
Amy Vu
Betty Weiss
Rebecca Wong

DIVISION Science & Mathematics
DIVISION CHAIR Rebecca Wong
DEPARTMENT CHAIR Gretchen Ehlers
PHONE 408-741-2054
EMAIL gretchen.ehlers@wv.edu
COUNSELING 408-741-2099

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 completing an Associate of Arts degree in Mathematics, a student will be able to:
- Solve problems using mathematical symbols, operations, and techniques appropriate to the course content and level of study.
- Apply appropriate technology including calculators and computers to the solution of mathematical problems.
- Demonstrate computational, estimation, and problem-solving skills.
- Construct mathematical models of physical problems, draw conclusions from these models, and communicate their conclusions.
- Formulate and test mathematical conjectures.
- Adapt general mathematical techniques to course-specific problems.

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 assist.org and/or consult with a counselor.

MATH 000D TRIGONOMETRY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 104 AND MATH 106 (or 106R); or qualifying score on Placement Test and proof of Geometry and Algebra II.
Acceptable for credit: California State University
This course covers trigonometric functions including applications to right triangles, circular functions, radian measure, graphs, trigonometric identities, inverse trigonometric functions, vectors & complex numbers.

MATH 000G MATHEMATICS FOR THE LIBERAL ARTS STUDENT
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: California State University
This course introduces students to creative mathematical thinking and problem solving. Topics include logic, geometry, applications of exponential and logarithmic functions, and the mathematics of probability and statistics. It is intended to provide a survey of current mathematical techniques for the non-specialist.

MATH 001 PRE-CALCULUS ALGEBRA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: University of California, California State University
This course is designed to adequately prepare students for the calculus sequence. Its contents include real and complex number systems, polynomials, algebraic fractions, exponents and radicals, linear and quadratic equations, simultaneous equations, inequalities, functions, theory of equations, exponential and logarithmic equations, sequences and series, induction and the binomial theorem.

MATH 002 PRE-CALCULUS ALGEBRA & TRIGONOMETRY
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 104 AND MATH 106 (or 106R); or qualifying score on Placement Test and proof of Geometry and Algebra II.
Acceptable for credit: University of California, California State University
This is an intensive course covering those topics traditionally found in the separate courses of pre-calculus algebra and trigonometry. The pre-calculus algebra contents include real and complex number systems; polynomial, rational, exponential, and logarithmic equations and inequalities and the graphs of those functions; sequences and series; and induction and the binomial theorem. The trigonometry contents include applications to right triangles, circular functions, radian measure, graphs, trigonometric identities, inverse trigonometric functions, and vectors.
MATH 003A CALCULUS & ANALYTICAL GEOMETRY
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
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, the beginning of integration, and the relationship between calculus and analytic geometry for elementary functions. The graphical and numerical capabilities of computers and calculators are used to enhance learning.

MATH 003B CALCULUS & ANALYTICAL GEOMETRY
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 003A; or qualifying score on Placement Test and proof of Calculus I.
Acceptable for credit: University of California, California State University
This course covers the derivative and integrals for logarithmic, exponential, trigonometric, inverse trigonometric, hyperbolic functions and infinite series, as well as their applications to conic sections, polar coordinates and parametric equations.

MATH 004A INTERMEDIATE CALCULUS
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 003B; or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University
The course covers vectors in two- and three-dimensional space, calculus of functions of several variables, partial differentiation, gradients, Lagrange multipliers, multiple integrals, line integrals, and an introduction to Green's Theorem, Divergence Theorem, and Stokes' Theorem.
Note: Completion of MATH 003A, 003B and 004A is equivalent to San Jose State University sequence of Math 029, 030, 031 and 032, although the order of topics presented is different. Students who are planning to complete the sequence are advised to take all three courses at one college.

MATH 004B DIFFERENTIAL EQUATIONS
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 003B; or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University
The course covers ordinary differential equations with emphasis on linear equations. Many standard methods are examined including Laplace transforms, power series and numerical solutions. Applications are considered.

MATH 004C LINEAR ALGEBRA
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 003B; or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University
This course covers basic linear algebra and its applications. Topics include systems of linear equations and Gaussian elimination, matrix algebra, determinants, vector spaces, eigenvalues and eigenvectors, orthogonality and the Gram-Schmidt process, and diagonalization.

MATH 008 FINITE MATHEMATICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University
This course covers 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 010 ELEMENTARY STATISTICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 003B; or qualifying score on Placement Test and proof of Pre-Calculus.
Acceptable for credit: University of California, California State University
This course covers 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.

MATH 012 APPLIED CALCULUS
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: University of California, California State University
This course covers simple techniques of differential and integral calculus and their most common applications. This course also handles the limit concept intuitively and is suitable for business, social science and life science majors. It is not equivalent to MATH 003A.

MATH 014 MATH FOR ELEMENTARY SCHOOL TEACHERS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: California State University
This course covers the real number system, numeration system, elementary number theory, and problem solving. Technology and hands-on experiences are integrated throughout this course. It is designed to fulfill the lower division mathematics requirement for students planning to enter a multiple subject teaching credential program.

MATH 019 DISCRETE MATHEMATICS
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 001; or MATH 002; or qualifying score on Placement Test and proof of Pre-Calculus.
Acceptable for credit: University of California, California State University
This course covers the derivative and integrals of logarithmic, exponential, trigonometric, inverse trigonometric, hyperbolic functions and infinite series, as well as their applications to conic sections, polar coordinates and parametric equations.

MATH 020 PRE-CALCULUS
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II.
Acceptable for credit: University of California, California State University
This course will cover discrete mathematics appropriate for computer applications. Topics will be drawn from graphs and trees, sets, logic, mathematical induction, functions and relations, recursion, sequences and series, matrices, combinatorics, probability theory and Boolean algebra.
MATH 103 ELEMENTARY ALGEBRA
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
This course covers the basic operations and properties of real numbers, polynomials, radicals, rational and exponential expressions. Other topics include first-degree equations and inequalities, simultaneous systems of linear equations, quadratic equations, and graphing. The course is designed for students who have no previous instruction in algebra or who have difficulty with algebra or who need a review of elementary algebra.

MATH 103R ELEMENTARY ALGEBRA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
The content of this course is identical to that of MATH 103. However, this course should be taken by students who have previously completed elementary algebra, but who need a review before taking intermediate algebra.

MATH 104 PLANE GEOMETRY
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 103 or 103R or qualifying score on Placement Test.
This course covers the basic concepts of plane geometry with an emphasis on deductive reasoning. The topics include lines, angles, polygons, circles, congruence, similarity, parallelism, perpendicularity, lengths, areas and volumes.

MATH 106 INTERMEDIATE ALGEBRA
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 103 or 103R; or qualifying score on Placement Test.
This course reviews topics from elementary algebra and also covers functions, including logarithmic and exponential, and complex numbers. This course is designed for students who have had previous instruction in elementary algebra.

MATH 106R INTERMEDIATE ALGEBRA
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 103 or 103R; or qualifying score on Placement Test.
This accelerated course reviews topics from elementary algebra and also covers functions, including logarithmic and exponential, and complex numbers. This course is designed for students who have had previous instruction in intermediate algebra.

MATH 902 ARITHMETIC FUNCTIONS
3 units
(Formerly MATH 102)
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course is a review and practice of fundamental arithmetic skills, problem analysis, problem solving, and practical applications. Pass/No Pass Option

MATH 902P PRE-ALGEBRA
3 units
(Formerly MATH 102P)
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
This course is designed for students who have a solid foundation in arithmetic skills but who need to develop further skills before taking elementary algebra. This course is intended to serve as a bridge between arithmetic functions and elementary algebra. Topics include operations with signed numbers, evaluating algebraic expressions, operations with polynomials, solving and graphing linear equations, and developing problem-solving skills with an emphasis on concrete representations for abstract algebraic concepts. Pass/No Pass Option

MATH 903P PREPARATION FOR ELEMENTARY ALGEBRA
.5 unit
Lecture 0 hours; lab .5 hours, lab 0 hours by arrangement
This course is a preparation for Math 103. In this course, students have the opportunity to develop the appropriate entry-level math and study skills needed in Elementary Algebra by using a web-based computer algebra system. Pass/No Pass Only.

MATH 903P PREPARATION FOR INTERMEDIATE ALGEBRA
.5 unit
Lecture 0 hours; lab .5 hours, lab 0 hours by arrangement
This course is a preparation for Math 106/106R. In this course, students are given the opportunity to develop the appropriate entry-level math skills needed to succeed in Intermediate Algebra by using a web-based computer algebra system. Pass/No Pass Only.

MATH 9091 DIRECTED STUDIES
1 unit
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*Military 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)

Military Science
(R.O.T.C. and A.F.R.O.T.C.)
THE FACULTY
Professor: Lt Col Shawna 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 & PERSONAL DEVELOPMENT
2 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Introduces students to the personal challenges and competencies that are critical for effective leadership. Students learn how the personal development of life skills such as goal setting, time management, physical fitness, and stress management relate to leadership and officership. Develop their own personal fitness program under the guidance of an Army Master Fitness Trainer. Two 60-minute classes per week; Weekly 3-hour leadership labs required. One four-day weekend field exercise away from the University. For more information, call the Military Science Department at Santa Clara University, (408) 554-4034.

MILSC 001B FOUNDATIONS IN LEadership I & II
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Introduces students to the personal challenges and competencies that are critical for effective leadership. Students learn how the personal development of life skills such as goal setting, time management, physical fitness, and stress management relate to leadership and officership. Develop their own personal fitness program under the guidance of an Army Master Fitness Trainer. Two 60-minute classes per week; Weekly 3-hour leadership labs required. One four-day weekend field exercise away from the University. For more information, call the Military Science Department at Santa Clara University, (408) 554-4034.

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MILSC 002A INNOVATIVE LEADERSHIP
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Explores the dimensions of creative and innovative leadership strategies and styles by studying historical cases and engaging in interactive exercises. Students practice aspects of personal motivation and team building through the context of planning, executing and assessing team exercises.
Focus will be on the continued development of the knowledge of leadership values and attributes through an understanding of organizational customs and courtesies. Leadership case studies provide tangible context for learning Individual Creeds and Organizational Ethos. Two 60-minute classes per week. Weekly 3-hour labs per quarter. One evening military formal dinner.

MILSC 002B LEADERSHIP IN CHANGING ENVIRONMENTS I & II
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Examine the challenges of leading in complex contemporary operational environments. Dimensions of the cross-cultural complexities of leadership in a constantly changing world and their application to leadership tasks and situations. Case studies and importance of teamwork and tactics in real world settings. Review plans and orders that enable small units to complete assigned tasks. This includes The Military Decision Making Process and planning techniques used to develop orders and briefing both plans and decisions. Two 60-minute classes per week. Ten 3-hour labs per semester. One four-day 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
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
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 & SPACE POWER
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
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.

Music

THE FACULTY
Robert Cornejo
Louis De La Rosa
Jeff Forehan
Gus Kambeitz

DIVISION
Fine Arts

DEPARTMENT CHAIR
Lou De La Rosa

PHONE
408-741-4663

EMAIL
lou.delarosa@wvm.edu

COUNSELING
408-741-2009

The West Valley College Music Department offers a comprehensive curriculum of courses including music theory, music appreciation, music history and literature, instrumental music, and voice. 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
- Digital Music Center
- Musical Theater Collaborative - MTC
- Performance opportunities in choral, and instrumental ensembles
- Integrated learning opportunities in Fine Arts – Music, Art, Theater Arts, Film.
- Professional teaching faculty
- A variety of music courses available online
- Focused workshops with music professionals

Learning Outcomes

After completing an Associate of Arts degree in Music, a student will be able to:

- Critique musical performances;
- Work independently and collaboratively;
- Read and write music notation for a specific instrument;
- Demonstrate performance proficiency as related to historical eras and diverse musical styles.

Commercial Music Certificate

After completing a certificate in Commercial Music, a student will be able to:

- Demonstrate digital audio workstation skills specific to multi-track recording, mixing, sound design, sequencing, and composition.

Career Options

- Accompanist
- Arranger
- Choir Director
- Composer
- Conductor
- Copyist
- Guitar Performance
- Instrumental Instructor

Recommended Preparations in Basic Skills:

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

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

Electives (5 units required)

MUSIC 001 Music History 3
MUSIC 002 Music History 3
MUSIC 006 Intro to Music Education 2
MUSIC 009 Jazz-Past and Present 3
MUSIC 010 Music Appreciation 3
MUSIC 011 Introduction to Music 2
MUSIC 014 Orchestration 2
MUSIC 020 Ear Training 1
MUSIC 022 College Chamber Ensemble 1.5
MUSIC 026 Tech. of Jazz-Rock Guitar 2
MUSIC 027 Introduction to Jazz Piano 1
MUSIC 032AB Beginning Voice 1
MUSIC 033AB Intermediate Voice 1
MUSIC 036A Guitar 1
MUSIC 036B Intermediate Guitar 1
MUSIC 038AB Advanced Piano 1
MUSIC 042 College Choral 1
MUSIC 043AB Tech. of Jazz Improvisation 1
MUSIC 044 Music Theor. & Opera Scenes 1
MUSIC 052A Ensemble Perf.-Jazz & Pop 2
MUSIC 053 Chamber Ensemble 1
MUSIC 054 History of Rock & Roll 3
MUSIC 055 World Music 3
MUSIC 056 Afro-Latin Percussion 1
MUSIC 062A Solo Perf. - Jazz & Pop 1
MUSIC 063A Intro. Music Prod./Rec. 3

MUSIC 003B Adv. Music Prod./Multi-Trk.Rec. 3
MUSIC 004A Compr. Literacy for Musicians 1
MUSIC 006A Music for Film, TV & Gaming 3
MUSIC 008A Synthestrat, CG Orches.3
MUSIC 009A Comm. Music Theory/Song Writ.3
MUSIC 070 Music Technology Lab 1
MUSIC 091, 092, 093 Directed Studies 1-3
MUSIC 099 Practice Lab 1

To be awarded an A.A. Degree, a student must complete
1. All the major requirements
2. Minimum four ensemble courses distributed over four semesters
3. Minimum five units from electives
4. Additional units to meet the college graduation requirements.

NOTES:
1. Piano majors may meet the MUSIC 030A, B and 031A, B requirement via credit by exami-
nation.
2. Music majors considering a career in music education should enroll in music electives
3. Additional units to meet the college graduation
4. Electives (5 units required):

MUSIC 001 Music History 3
MUSIC 002 Music History 3
MUSIC 006 Intro to Music Education 2
MUSIC 009 Jazz-Past and Present 3
MUSIC 010 Music Appreciation 3
MUSIC 011 Introduction to Music 2
MUSIC 014 Orchestration 2
MUSIC 020 Ear Training 1
MUSIC 022 College Chamber Ensemble 1.5
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MUSIC 036A Guitar 1
MUSIC 036B Intermediate Guitar 1
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MUSIC 042 College Choral 1
MUSIC 043AB Tech. of Jazz Improvisation 1
MUSIC 044 Music Theor. & Opera Scenes 1
MUSIC 052A Ensemble Perf.-Jazz & Pop 2
MUSIC 053 Chamber Ensemble 1
MUSIC 054 History of Rock & Roll 3
MUSIC 055 World Music 3
MUSIC 056 Afro-Latin Percussion 1
MUSIC 062A Solo Perf. - Jazz & Pop 1
MUSIC 063A Intro. Music Prod./Rec. 3

MUSIC 003B Adv. Music Prod./Multi-Trk.Rec. 3
MUSIC 004A Compr. Literacy for Musicians 1
MUSIC 006A Music for Film, TV & Gaming 3
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2. Music majors considering a career in music education should enroll in music electives
3. Additional units to meet the college graduation
4. Electives (5 units required):

MUSIC 001 Music History 3
MUSIC 002 Music History 3
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MUSIC 009 Jazz-Past and Present 3
MUSIC 010 Music Appreciation 3
MUSIC 011 Introduction to Music 2
MUSIC 014 Orchestration 2
MUSIC 020 Ear Training 1
MUSIC 022 College Chamber Ensemble 1.5
MUSIC 026 Tech. of Jazz-Rock Guitar 2
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MUSIC 052A Ensemble Perf.-Jazz & Pop 2
MUSIC 053 Chamber Ensemble 1
MUSIC 054 History of Rock & Roll 3
MUSIC 055 World Music 3
MUSIC 056 Afro-Latin Percussion 1
MUSIC 062A Solo Perf. - Jazz & Pop 1
MUSIC 063A Intro. Music Prod./Rec. 3

MUSIC 003B Adv. Music Prod./Multi-Trk.Rec. 3
MUSIC 004A Compr. Literacy for Musicians 1
MUSIC 006A Music for Film, TV & Gaming 3
MUSIC 008A Synthestrat, CG Orches.3
MUSIC 009A Comm. Music Theory/Song Writ.3
MUSIC 070 Music Technology Lab 1
MUSIC 091, 092, 093 Directed Studies 1-3
MUSIC 099 Practice Lab 1

To be awarded an A.A. Degree, a student must complete
1. All the major requirements
2. Minimum four ensemble courses distributed over four semesters
3. Minimum five units from electives
4. Additional units to meet the college graduation requirements.

NOTES:
1. Piano majors may meet the MUSIC 030A, B and 031A, B requirement via credit by exami-
nation.
2. Music majors considering a career in music education should enroll in music electives
3. Additional units to meet the college graduation
4. Electives (5 units required):

MUSIC 001 Music History 3
MUSIC 002 Music History 3
MUSIC 006 Intro to Music Education 2
MUSIC 009 Jazz-Past and Present 3
MUSIC 010 Music Appreciation 3
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MUSIC 055 World Music 3
MUSIC 056 Afro-Latin Percussion 1
MUSIC 062A Solo Perf. - Jazz & Pop 1
MUSIC 063A Intro. Music Prod./Rec. 3
MUSIC 006 INTRODUCTION TO MUSIC EDUCATION
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the basics of teaching music in the public schools. The topics covered include pedagogical methods, classroom control and lesson planning. Pass/No Pass Option.

MUSIC 009 JAZZ - PAST & PRESENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces the development and evolution of jazz in the United States. Analysis of the elements of jazz with attention to stylistic differences throughout its history (1890 to present).

MUSIC 010 MUSIC APPRECIATION
3 units
Lecture 3 hours; lab 0 hours, 0 hour by arrangement
Acceptable for credit: University of California, California State University
This is a basic introductory course for the student without previous training in music listening or performance. The students are given an opportunity for development of enjoyment and appreciation through active and guided listening to such musical forms as symphony, opera, tone poem, ballet, and concerto from early times to the present. The periods of Pre-Baroque (to 1600); Baroque (1600-1750); Classic (1750-1825); Romantic age (1825-1900); Nationalism; Modern (Jazz, Rock, Electronic Music) are covered. The hour by arrangement per week is for extra performances given.

MUSIC 014 ORCHESTRATION
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 003A or 003B
Acceptable for credit: University of California, California State University
A course for the music student in writing and arranging of keyboard and ensemble music for band and orchestra in all styles.

MUSIC 020 EAR TRAINING FUNDAMENTALS
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A laboratory in ear training for those whose background in music has not included systematic training of the ability to hear pitches, intervals, triads, progressions, rhythmic patterns, etc. Correlated with, and supplementary to, MUSIC 003AB and 004AB, this laboratory will provide much more time to concentrate on the difficulties many students experience at this stage in music study, apart from the written and keyboard aspects of their formal study. Pass/No Pass Option

MUSIC 022 COLLEGE CHAMBER ENSEMBLE
1.5 units
Lecture 1 hour; lab 2 hours, lab 0 hours by arrangement
Prerequisites: MUSIC 042
Acceptable for credit: University of California, California State University
A vocal-instrument ensemble performing the literature of Renaissance and Baroque periods and other chamber music. Enrollment in the ensemble by audition. Pass/No Pass Option

MUSIC 026 TECHNIQUES OF JAZZ-ROCK GUITAR
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Recommended preparation: MUSIC 005
Acceptable for credit: University of California, California State University
Students will have the opportunity to study, analyze, and perform chord progressions, chord substitutions, scales and modes, guitar picking, improvising, position playing, and chord-solo playing. Pass/No Pass Option

MUSIC 027 INTRODUCTION TO JAZZ PIANO
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Recommended preparation: MUSIC 030A or 030B
Acceptable for credit: University of California, California State University
A study of basic harmonies and voicings at the keyboard as applied to jazz and “popular music.” An in-depth analysis of chord progressions, substitutions, “comping” techniques and solo improvisational playing. Pass/No Pass Option

MUSIC 030A BEGINNING PIANO
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is a beginning keyboard study for students with no previous training in piano. Study of note reading, the clefs, simple pieces, scales, arpeggios and exercises. The change from 1 hour per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. Pass/No Pass Option

MUSIC 030B BEGINNING PIANO
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Prerequisite: MUSIC 030A or demonstrated skills
Acceptable for credit: University of California, California State University
This is a beginning keyboard study for students with no previous training in piano. Study of note reading, the clefs, simple pieces, scales, arpeggios and exercises is included. Pass/No Pass Option

MUSIC 031A, B INTERMEDIATE PIANO
1 unit each
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Recommended preparation: MUSIC 030B before 031A; 031A or 030B before 031B
Acceptable for credit: University of California, California State University
A continuation of 030A and 030B. Designed for those who wish to continue to improve their keyboard skills through the study of scales, arpeggios, exercises, and exciting keyboard works of different periods and styles. Class activities include duets and class ensemble playing.

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
MUSIC 032A BEGINNING VOICE: CLASSICAL MUSIC
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using classical solo literature. Topics covered include posture, breath support, articulation, and common vocal problems. Pass/No Pass Option

MUSIC 032B BEGINNING VOICE: FOLK MUSIC
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Prerequisite: MUSIC 032A
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using solo and small ensemble folk literature from around the world. Topics covered include posture, breath support, articulation, and common vocal problems. Pass/No Pass Option

MUSIC 032C BEGINNING VOICE: MUSICAL THEATER
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using Musical Theater solo literature. Topics covered include posture, breath support, articulation, and common vocal problems. Pass/No Pass Option

MUSIC 033A, B INTERMEDIATE VOICE
1 unit each
Lecture 1 hour, lab 1 hour, lab 0 hours by arrangement
Recommended preparation: MUSIC 032A or 032B before 033A; 033A is recommended before 033B
Acceptable for credit: University of California, California State University
Elements of vocal production, song interpretation, voice placement, and basic music theory for singers; learning art song repertoire, vowel and consonant use; overcoming nervousness in singing; vocal exercises.

MUSIC 036A GUITAR
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A beginning course in guitar. Emphasis on music reading, playing in first position, scales, chords and major and minor keys.

MUSIC 036B INTERMEDIATE GUITAR
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended Prep: Basic Guitar skills beyond 1 year of study
Acceptable for credit: University of California, California State University
This intermediate level course emphasizes further study in reading music and playing in first through seventh position. The course also offers extended study of scales, chords, and major and minor keys. This course requires public performances both on campus and in the community. Pass/No Pass Option

MUSIC 038A ADVANCED PIANO: BAROQUE MUSIC
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 031B
Acceptable for credit: University of California, California State University
This course offers a survey of advanced music for the piano and other keyboard instruments from the Baroque Period. Assignments include preparation and performances of selected Baroque piano repertoire. Discussions and projects are related to well-known repertoire, literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Pass/No Pass Option

MUSIC 038B INTERMEDIATE PIANO
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 031A
Acceptable for credit: University of California, California State University
This course offers a survey of intermediate music literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Pass/No Pass Option

MUSIC 039 INTERMEDIATE PIANO
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 031A
Acceptable for credit: University of California, California State University
This course offers a survey of intermediate music literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Pass/No Pass Option

MUSIC 040 INTERMEDIATE PIANO
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 031A
Acceptable for credit: University of California, California State University
This course offers a survey of intermediate music literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Pass/No Pass Option

MUSIC 041B ADVANCED PIANO: CLASSICAL MUSIC
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 031B
Acceptable for credit: University of California, California State University
This course offers a survey of advanced music literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Pass/No Pass Option

MUSIC 042B ADVANCED PIANO: MODERN MUSIC
1 unit
Lecture .5 hours; lab 1.5 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 031B
Acceptable for credit: University of California, California State University
This course offers a survey of advanced music literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Pass/No Pass Option

MUSIC 043 CHAMBER SINGERS - EARLY MUSIC
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
Chamber Singers is a choral ensemble open to all students by audition. The ensemble performs a wide range of music in concerts and choral festivals throughout the region. The literature performed in this class is primarily from the early eras of music history (Medieval, Renaissance, and Baroque), encompassing cultures of Eurasia and the Americas through literature of other eras may also be programmed.

MUSIC 044 CHAMBER SINGERS - MODERN MUSIC
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
Chamber Singers is a choral ensemble open to all students by audition. The ensemble performs a wide range of music in concerts and choral festivals throughout the region. The literature performed in this class is primarily from the classical eras of music history (Classical, Romantic), though other literature may also be programmed. Pass/No Pass Option

MUSIC 045 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: University of California, California State University
Applied Music, intended for music majors, provides the opportunity for individual instruction in voice, piano, or instrument with an approved private teacher. The West Valley College Music Department will provide a list of approved private teachers. A minimum of 16 music lessons per semester must be verified. Beginning placement, mid-term and final recital will be administered and evaluated by the West Valley College Music Department faculty.

MUSIC 046 CHAMBER SINGERS - MODERN MUSIC
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
Chamber Singers is a choral ensemble open to all students by audition. The Chamber Singers perform a wide range of music in concerts and choral festivals throughout the region. The literature performed in this class is primarily from the recent eras of music history (Impressionist, 20th Century, 21st Century), though other literature may also be programmed. Pass/No Pass Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
MUSIC 042 COLLEGE CHORALE
1 unit
Lecture 1 hour; lab 2 hours, lab 0 hours by arrangement
Recommended preparation: The ability to be a self-sufficient singer in a small ensemble
Acceptable for credit: University of California, California State University
College Chorale is a large ensemble open to all students by audition. Choral literature, representing various styles and periods, will be rehearsed and performed. A uniform fee may be required.

MUSIC 043A, B TECHNIQUES OF JAZZ IMPROVISATION
2 units each
Lecture 2 hours; lab 2 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 043A before 043B.
Acceptable for credit: University of California, California State University
A study of jazz harmony, melody and rhythm, found in contemporary jazz music, designed to provide knowledge of basic materials and practices necessary for performing in the jazz idiom. Pass/No Pass Option

MUSIC 044 MUSICAL THEATER & OPERA SCENES
2 Units
Lecture 1 hour; lab 3 hours, lab 0 hour by arrangement
Recommended preparation: Music 032C and or Music 033A and or Music 033B and or THEA 040A
Acceptable for credit: California State University
This course provides students the opportunity to apply vocal and theatrical skills necessary for a staged performance in the opera and musical theater genres. Audition required. Pass/No Pass Option

MUSIC 048A SYMPHONY ORCHESTRA
1 unit
Lecture 1 hour; lab 2 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Classical era. Emphasis is on group participation and public performance. Attendance at all scheduled performances is required.

MUSIC 048B SYMPHONY ORCHESTRA: ROMANTIC
1 unit
Lecture 1 hour; lab 2 hours, lab 1 hour by arrangement
Recommended preparation: Ability to read music and to play an orchestral instrument.
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Romantic era. The emphasis is on group participation and public performance. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is also required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 048C SYMPHONY ORCHESTRA: 20TH CENTURY
1 unit
Lecture 1 hour; lab 2 hours, lab 1 hour by arrangement
Recommended preparation: Ability to read music and play an orchestral instrument at an intermediate to advanced level.
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Twentieth Century. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 048D SYMPHONY ORCHESTRA: AMERICAN COMPOSERS
1 unit
Lecture 1 hour; lab 2 hours, lab 1 hour by arrangement
Recommended preparation: Ability to read music and play an orchestral instrument at an intermediate to advanced level.
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on American composers. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 048E SYMPHONY ORCHESTRA: IN JAZZ & POPULAR MUSIC
3 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 051A and MUSIC 052A
Acceptable for credit: University of California, California State University
This course focuses on small group playing. Styles include Be-Bop, Hard Bop, Soul Jazz, Fusion, swing, and early Dixieland styles. Each group is expected to perform tunes from each of the mentioned styles.

MUSIC 051A JAZZ ENSEMBLE
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 051A and MUSIC 052A
Acceptable for credit: University of California, California State University
This course is West Valley College AA/AS degree applicable under area C, Humanities. Pass/No Pass Option

MUSIC 051B JAZZ ENSEMBLE - SWING ERA
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the history of Rock and Roll music from its inception in the mid 40's through the punk movement of the late 70's and beyond. This course examines the relationship between music, musicians, and society during this period. This course is West Valley College AA/AS degree applicable under area C, Humanities. Pass/No Pass Option

MUSIC 052A ENSEMBLE PERFORMANCE IN JAZZ & POPULAR MUSIC
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 051A and MUSIC 052A
Acceptable for credit: University of California, California State University
This course is a survey of music from a non-western perspective. The course includes the influence of various cultures (African drumming, Javanese Gamelan, South American hand percussion) on the music of today. Pass/No Pass Option

MUSIC 052B AFRO-LATIN PERCUSSION
1 unit
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: California State University
This is a beginning drum and Afro-Latin percussion class, open to all interested students. This course covers indigenous rhythms from Africa, Cuba, Haiti, and Brazil. The performance of these rhythms involves traditional as well as non-traditional instruments such as drum set and electronic percussion.

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

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

WEST VALLEY COLLEGE
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Music 060A Masterworks Chorale - Early Music
1 unit
Lecture 1 hours; lab 2 hours, lab 0 hours by arrangement
Recommended preparation: A reasonably developed singing voice, the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble
Acceptable for credit: University of California, California State University
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the early eras of music history (Medieval, Renaissance, Baroque), though other literature may also be programmed. Pass/No Pass Option

Music 060B Masterworks Chorale - Classical Music
1 unit
Lecture 1 hour; lab 2 hours, lab 0 hours by arrangement
Recommended preparation: A reasonably developed singing voice; the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble
Acceptable for credit: University of California, California State University
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the classical era of music history (Classical, Romantic), though other literature may also be programmed. Pass/No Pass Option

Music 060C Masterworks Chorale - Modern Music
1 unit
Lecture 1 hours; lab 2 hours, lab 0 hours by arrangement
Recommended preparation: A reasonably developed singing voice; the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble
Acceptable for credit: University of California, California State University
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the more recent eras of music history (Impressionist, 20th Century, 21st Century), though other literature may also be programmed. Pass/No Pass Option

Music 061 Vocal Jazz Ensemble
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: Previous choral experience; ability to sing in a choral group
Acceptable for credit: University of California, California State University
Study and performance of vocal jazz and popular music literature. Performances are given for a wide variety of events: service organizations, civic groups, on-campus concerts, festivals and participation in annual concert tour. Attendance required at all rehearsals and performances. Admission by audition.

Music 062A Solo Performance in Jazz & Popular Music
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: Previous Singing experience and ability to match pitch
Acceptable for credit: University of California, California State University
Students study and perform songs in the popular and jazz idiom. Proper vocal technique, stage presence, phrasing and styling, and the use of microphone are explored. Pass/No Pass Option

Music 063A Introduction to Music Production & Multi-Track Recording
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 005, 003A or 003B
Acceptable for credit: California State University
A project based course providing specific training in MIDI performance techniques. The course covers computer based sequencing, signal processing, recording and score editing with computer-related instruments in a standard MIDI environment. Pass/No Pass Option

Music 063B Advanced Music Production & Multi-Track Recording
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 063A
Acceptable for credit: California State University
A project based course providing specific 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. Pass/No Pass Option

Music 064 Sound Design
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is an introductory survey of sound types, techniques and the methods of their application for appropriate accompaniment to computer animation and multi-media presentations. This course is West Valley College certificate applicable. Pass/No Pass Option

Music 065A Recording Arts I
3 units
Lecture 3 hours; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a 4-part series of recording arts classes that will be the core of the Commercial Music Certificate. It is an introductory class to the audio recording arts. It covers basic recording studio skills including analog audio theory, signal flow, gain staging, microphones, mic placement, and tracking.

Music 065B Recording Arts II
3 units
Lecture 3 hours; lab 1 hour, lab 0 hours by arrangement
Recommended preparation: MUSIC 065A
Acceptable for credit: California State University
This is a 4-part series of recording arts classes that will be the core of the Commercial Music Certificate. It is an intermediate class in the audio recording arts. It covers multi-track recording & overdubbing, outboard and on board signal processing, use of patch bays, mixing, automation and commercial music production.

Music 065C Recording Arts III
3 units
Lecture 3 hours; lab 1 hour, lab 0 hours by arrangement
Recommended preparation: MUSIC 065A
Acceptable for credit: California State University
This course is the final course in a three part series of recording arts courses. An advanced course in the audio recording arts, it covers mixing, signal processing, comp tracks and mastering.

Music 066 Computer Literacy for Musicians
1 unit
Lecture 1 hour; lab 1 hours, lab 0 hour by arrangement
Acceptable for credit: California State University
This is a class designed to familiarize music students with the basics of MIDI, Notation and Digital Audio using computers and industry standard software. Pass/No Pass Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
**MUSIC 067A MUSIC FOR FILM, TV, & GAMING**
3 units
Lecture 2 hours; lab 1 hour, lab 0 hour by arrangement
Recommended preparation: MUSIC 005
Acceptable for credit: California State University

Using tools of the modern MIDI studio, this course provides an introductory level of learning to write music for TV, film, and games. Topics include the anatomy of a media score, linear and layering scoring techniques, and the business relationship with clients.

**MUSIC 068 SYNTHESTRATION, CG ORCHESTRATION**
3 units
Lecture 2 hours; lab 1 hour, lab 0 hour by arrangement
Recommended preparation: MUSIC 005, Acceptable for credit: California State University

This course offers the basics of orchestration, as well as an introduction to the world of computers, samples, and MIDI related to creating effective virtual orchestrations for media and composition. This course also covers studio requirements and considerations, such as computer choices, sequencing software, sample libraries, electronic orchestration techniques, and mixing techniques, all with the primary objective of producing facsimiles of acoustic instrument performances.

**MUSIC 069 COMMERCIAL MUSIC THEORY/SONGWRITING I**
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: MUSIC 005
Acceptable for credit: California State University

This class is designed to teach students the theory and techniques relevant to composing in a commercial song format. Pass/No Pass Option

**MUSIC 070 MUSIC TECHNOLOGY LABORATORY**
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Recommended preparation: Simultaneous enrollment in piano, music theory, ear-training, and/or commercial music courses.

This is a one unit lab recommended for Music Technology, Music Theory, Piano, and Music Fundamentals students. It is designed to give students hands on access to the technology that facilitates skill development specific to their concentration. Pass/No Pass Option

**MUSIC 091, 092, 093 DIRECTED STUDIES**
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisites: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University

Individual work on special topics in music by arrangement. Pass/No Pass Option

**MUSIC 099 PRACTICE LAB**
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Recommended preparation: Simultaneous enrollment in any ensemble and/or applied music course.

This is a weekly hours by arrangement lab that guides students in practicing for music courses which require skill building. Practica Musica, a software program is utilized and practice logs are turned in.

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**Nutrition Studies**

**THE FACULTY**
Wendy Bowers-Gachesa

**DIVISION**
Physical Education

**DIVISION CHAIR**
Joan Worley

**DEPARTMENT CHAIR**
Wendy Bowers-Gachesa

**PHONE**
408-741-4002

**EMAIL**
wendy.bowers-gachesa@wvm.edu

**COUNSELING**
408-741-2009

**Learning Outcomes**

After completing courses in Nutrition Studies, a student will be able to:

- Explain the scientific basis for nutrition;
- Apply nutrition concepts to regular and therapeutic diets

**NUTRITION STUDIES: TRANSFER:**
See assist.org and/or consult with a counselor.

**NS 015 HUMAN NUTRITION**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

Basic scientific principles as they apply to human nutrition in maintaining health and preventing disease are discussed. Concentration is on the nutrient requirements of the human body throughout life. Biochemical functions and inter-relationships of nutrients are examined. Current nutritional controversies are evaluated. Students gain practical experience in evaluating nutritional data by completing a self-study project. This course is designed for the student who has no science background. This course meets the nutrition requirement for nursing majors at San Jose State University. Pass/No Pass Option

**NS 020 WORLD FOOD CUSTOMS & NUTRITION**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course examines food intake patterns, food customs and nutritional status of people from various racial, regional and religious backgrounds of the world from an evolutionary and ecological perspective. In addition, this course looks at food as a source of nutrients as well as an integral part of people’s cultures. This course explores contemporary health problems related to food and nutrition, and discusses different approaches to dealing with these challenges through community development and other intervention strategies. Pass/No Pass Option.

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

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

THE FACULTY
Robert Lopez

DIVISION: Science and Mathematics
DIVISION CHAIR: Rebecca Wong
DEPARTMENT CHAIR: Doug Epperson
PHONE: 408-741-4662
EMAIL: doug.epperson@wvm.edu
COUNSELING: 408-741-2009

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

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

Learning Outcomes
After completing courses in Oceanography, a student will be able to:
- Describe and explain some of the fundamental insights to the world oceans;
- Solve oceanographic problems quantitatively;
- Describe and explain a number of marine-related environmental issues.

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

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

Office Administration
(See Business)
Paralegal

THE FACULTY
Peggy Mathieson
Stacy Hopkins

DIVISION
Applied Arts and Sciences

DIVISION CHAIR
Diane Hurd

DEPARTMENT CHAIR
Peggy Mathieson

PHONE
408-741-4635

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peggy.mathieson@wvm.edu

COUNSELING
408-741-2008

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 a certificate or Associate of Science degree 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;
• Conduct legal research;
• Demonstrate strong written and oral communication skills;
• Apply the ethical rules and regulations applicable to paralegals and other legal professionals to given situations.

Degree
A.S., Paralegal Certificate

Paralegal

“A Paralegal is a trained specialist who, under the supervision of an attorney, performs a wide variety of legal tasks. These include legal research, law office management and preparation of legal documents. Only an attorney may provide legal services directly to the public.”

PARALEGAL (A.S. Degree)
To be awarded an A.S. Degree, a student must:

1. Complete all major requirements, which may include no more than 12 units for transfer of legal specialty courses from another paralegal program.
2. Complete additional units to meet the College graduation requirements and the requirements of the American Bar Association for general education courses.

Students must see a counselor or the Department Chair about the general education courses that are approved by the American Bar Association for the Paralegal Degree.

3. Achieve a grade of “C” or better in the major requirements.

The purpose of the AS degree program is to provide an education meeting the standards of the American Bar Association that will prepare students for careers as paralegals as a means of improving the accessibility, quality, and affordability of legal services.

PARALEGAL (Certificate)
To receive a Certificate, a student must have a minimum of an Associate Degree and must:

1. Complete all major requirements, which may include no more than 12 units for transfer of legal specialty courses from another paralegal program.
2. Achieve a grade of “C” or better in the major requirements.

The purpose of the certificate program is to provide an education meeting the standards of the American Bar Association that will prepare students for careers as paralegals as a means of improving the accessibility, quality, and affordability of legal services.

Major Required Courses (28.5 units)

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

Electives from Recommended List (12 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PARA 026</td>
<td>Technology in the Law Office 3</td>
</tr>
<tr>
<td>PARA 027</td>
<td>Corporate Law 3</td>
</tr>
<tr>
<td>PARA 028</td>
<td>Administrative Law 3</td>
</tr>
<tr>
<td>PARA 030</td>
<td>Business Contract Law 3</td>
</tr>
<tr>
<td>PARA 032</td>
<td>Family Law 3</td>
</tr>
<tr>
<td>PARA 033</td>
<td>Paralegal Procedures in Real Estate Law 3</td>
</tr>
<tr>
<td>PARA 034</td>
<td>Bankruptcy Law and Procedures 3</td>
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<tr>
<td>PARA 035A</td>
<td>Practical Procedures in Probate 1.5</td>
</tr>
<tr>
<td>PARA 036</td>
<td>Will Drafting and Basic Estate Planning 3</td>
</tr>
<tr>
<td>PARA 037</td>
<td>Intellectual Property Law 3</td>
</tr>
<tr>
<td>PARA 038</td>
<td>Constitutional Law 3</td>
</tr>
<tr>
<td>PARA 039</td>
<td>Paralegal Interviewing and Investigating 3</td>
</tr>
<tr>
<td>PARA 041</td>
<td>Torts 3</td>
</tr>
<tr>
<td>PARA 042</td>
<td>Criminal Trial Techniques for Paralegals 3</td>
</tr>
<tr>
<td>PARA 043</td>
<td>Law Office Management 3</td>
</tr>
<tr>
<td>PARA 047</td>
<td>Trademark Law 3</td>
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<tr>
<td>PARA 048</td>
<td>Copyright 3</td>
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<td>PARA 049</td>
<td>Securities Regulations 3</td>
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<tr>
<td>PARA 050</td>
<td>Paralegal Field Experience 3</td>
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<td>PARA 050A</td>
<td>Paralegal Field Experience 1.5</td>
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<tr>
<td>PARA 066</td>
<td>Legal Research on the Internet 0.5</td>
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<td>PARA 067</td>
<td>Intro to Legal Database Services 1</td>
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<td>PARA 070</td>
<td>Employment Law 3</td>
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<tr>
<td>PARA 076</td>
<td>Immigration and Naturalization Law 3</td>
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<tr>
<td>PARA 081C</td>
<td>CLT: Legal Drafting/Correspondence 1</td>
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<tr>
<td>PARA 081D</td>
<td>CLT: Legal Drafting/Plain Language Readings 1</td>
</tr>
<tr>
<td>PARA 081E</td>
<td>CLT: Legal Drafting/Persuasive Writing 1</td>
</tr>
<tr>
<td>PARA 083A</td>
<td>CLT: Evidence and Trial Prep 3</td>
</tr>
<tr>
<td>PARA 085B</td>
<td>Electronic Evidence Discovery 1</td>
</tr>
<tr>
<td>PARA 085C</td>
<td>CLT: Patent Administration for Paralegals 3</td>
</tr>
<tr>
<td>PARA 085D</td>
<td>Patent Litigation and Advanced Case Management Techniques 3</td>
</tr>
<tr>
<td>PARA 091</td>
<td>Directed Studies 1</td>
</tr>
<tr>
<td>PARA 092</td>
<td>Directed Studies 2</td>
</tr>
<tr>
<td>PARA 093</td>
<td>Directed Studies 3</td>
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<td>CA 046B</td>
<td>Presentation, Powerpoint 1</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beg Spreadsheets: MS Excel 1</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Beg Database: Microsoft Access 1</td>
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</tbody>
</table>

COURSE SUBSTITUTION AND WAIVERS
Course substitutions are approved pursuant to Program policy only. No waiver of courses is permitted by the Program.

PARA 018 LEGAL ANALYSIS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

PARA 019 INTRODUCTION TO PARALEGAL STUDIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

PARA 021 INTRODUCTION TO AMERICAN LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

PARA 022 CIVIL LITIGATION PROCEDURES
5 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PARA 019
Acceptable for credit: California State University

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
PARA 023 LEGAL RESEARCH & WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PARA 018 and PARA 019
Acceptable for credit: California State University
This course provides an in-depth study of the skills needed by the paralegal to do legal research. The primary emphasis of the course is on how to find statutes and case law applicable to a legal issue. The course also covers analytical skills needed to create a research plan and to communicate research results.

PARA 024 ADVANCED LEGAL RESEARCH AND WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PARA 023
Acceptable for credit: California State University
This course provides instruction in the advanced use of legal resources and in the analytical and formatting skills needed for effective legal writing. The focus is on both objective and persuasive writing used in such documents as legal memoranda, trial motions, and appellate briefs.

PARA 025 LEGAL ETHICS & PROFESSIONAL RESPONSIBILITY
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides an in-depth study of the ethical rules and regulations that govern all personnel in the legal profession.

PARA 026 TECHNOLOGY IN THE LAW OFFICE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the student to the computer hardware and software used in a law office. The course includes hands-on training in office management, case management, and litigation support software. The impact of legal ethics and court rules on the use of technology is also explored. Pass/No Pass Option

PARA 027 CORPORATE LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course offers an overview of the substantive law regarding corporations and other business entities. The course also provides an introduction to the requirements for compliance with regulations of the SEC and various state agencies and to tax issues as they relate to different business entities.

PARA 028 BUSINESS/CONTRACT LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the student to the fundamentals of contract law. The student is introduced to issues of contract formation, breach of contract, and contractual remedies. The course also provides experience in the drafting of agreements.

PARA 029 INTERNSHIP
3 units
Lecture 1 hour; lab 0 hours, lab 6 hours by arrangement
Prerequisite: PARA 020 and PARA 023; ENGL 001A
Acceptable for credit: California State University
This student applies knowledge/skills learned in the paralegal program through an internship in a law office or legal department under the supervision of a member of the California Bar Association. The course provides a forum to discuss various aspects of paralegal employment, legal ethics and share practical experience. Pass/No Pass Only

PARA 030 PARALEGAL PROCEDURES IN BUSINESS/CONTRACT LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the student to the fundamentals of contract law. The student is introduced to issues of contract formation, breach of contract, and contractual remedies. The course also provides experience in the drafting of agreements.

PARA 031 FAMILY LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the laws and procedure for marital dissolution, annulment, legal separation as well as custody and support disputes. Students prepare various family law documents including petitions, applications and declarations.

PARA 032 FAMILY LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course covers the laws and procedure for marital dissolution, annulment, legal separation as well as custody and support disputes. Students prepare various family law documents including petitions, applications and declarations.

PARA 033 PARALEGAL PROCEDURES IN REAL ESTATE LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the procedures commonly performed by the paralegal in real property practice. It covers the substantive law of real property and leasehold interest, and the rights and duties of landlords and tenants. The course includes instructions in contracts and agency as applicable to real property transactions and related matters including recordation and promises.

PARA 034 BANKRUPTCY LAW & PROCEDURES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides an introduction to bankruptcy law and procedure, office procedures and interviewing skills, and preparation of bankruptcy forms for court and trustee filing.

PARA 035A PRACTICAL PROCEDURES FOR PROBATE
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
This course provides the student with knowledge of the procedures and forms required to process a will through probate. Pass/No Pass Option

PARA 036 WILL DRAFTING & BASIC ESTATE PLANNING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces basic will drafting and estate planning procedures. Other topics include the terminology, statutes, and case law applicable to this area of law and drafting wills and other documents related to dispositions of property. Pass/No Pass Option

PARA 037 INTELLECTUAL PROPERTY LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the student to the law of copyright, patent, trademark and trade secrets. It provides an in-depth study of procedural and substantive laws involved in intellectual property.

PARA 038 CONSTITUTIONAL LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides a solid grounding in Constitutional law, the framework of our legal system. There is an in-depth study of the United States Constitution and United States Supreme Court decisions.

PARA 039 PARALEGAL INTERVIEWING & INVESTIGATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides an in-depth study of principles, methods and investigative techniques utilized to locate, gather, document and disseminate information in a law office. The emphasis is on developing interviewing and investigating skills intended to prepare paralegals to communicate effectively while recognizing ethical problems.

PARA 040 ADVANCED CIVIL LITIGATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PARA 022
Acceptable for credit: California State University
This course is an advanced course on the litigation process. It provides a more in-depth and hands-on study of litigation focusing on the discovery process, drafting of motions, trial preparation, case management, and post-trial issues.
Recommended Preparations in Basic Skills:

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
PARA 083D PATENT LITIGATION & ADVANCED CASE MANAGEMENT TECHNIQUES
3 unit
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PARA 022
Recommended preparation: PARA 037
Acceptable for credit: California State University
This course introduces patent litigation procedures, including background investigation on companies, inventors, and technology; drafting; organizing pleadings, documents, discovery, correspondence and technical materials; and organizing materials for hearings and trial. Pass/No Pass Option

PARA 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Acceptable for credit: California State University
These courses will allow for special projects to be undertaken by the Paralegal student which are related to but not included in regular courses offered by the College. Registration by contact with the instructor. Pass/No Pass Option These classes can be repeated for a maximum of six units.

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Park Management

THE FACULTY
Christopher Cruz

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Chris Cruz
PHONE 408-741-2622
EMAIL chris_cruz@wvc.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing a certificate or Associate of Science degree in Park Management, a student will be able to:
- Plan, design, and complete a maintenance project;
- Design, develop, and complete projects in the following four areas: resources management, visitor services, maintenance, and interpretation;
- Plan and implement backcountry overnight experiences;
- Use wilderness fire and emergency medical response techniques;
- Develop plans and designs for park facilities;
- Develop GIS mapping projects and demonstrate the use of GPS.

Learning Outcomes
After completing a certificate in Geospatial Technology, a student will be able to:
- Demonstrate skills and knowledge to perform analysis using GIS, GPS, and Remote Sensing;
- Apply GIS, GPS, and Remote Sensing technologies to determine changes in the land and its relationship with people;
- Demonstrate skill in using the software packages that apply to GIS, GPS, and Remote Sensing disciplines.

PARK MANAGEMENT (A.S. Degree and Certificate)

Major Requirements
Course | Units
-- | --
Pkgmt 010 | 3
Pkgmt 011 | 2
Pkgmt 012A | 3
Pkgmt 012B | 3
Pkgmt 013 | 2
Pkgmt 014 | 3
Pkgmt 015A | 3
Pkgmt 015B | 3
Pkgmt 015C | 3
Pkgmt 016A | 3
Pkgmt 017 | 3
Pkgmt 018 | 2
Pkgmt 019 | 5
Pkgmt 020A/B | 3
Pkgmt 021 | 1
Bio 014 | 3
Geol 001 | 4
Geol 005 | 3

Required courses:

Course | Units
-- | --
Pkgmt 016A | 3
Pkgmt 016B | 3
Pkgmt 016C | 3
Pkgmt 016D | 3
Pkgmt 016E | 3
Pkgmt 016F | 3
Pkgmt 016G | 3
GEG 001 | 3
GEG 002 | 3
Total Units | 27

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Notes:
- Acceptable for credit: California State University
- This course provides an introduction to public land management and the history of environmental thought. The student has the opportunity to learn about the variety of city, county, state, regional open space, and federal land management agencies. The student also has the opportunity to learn about jobs in this career field.

PARMGT 010 INTRODUCTION TO PARK MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

PARMGT 011 PARK COMMUNICATIONS
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University

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*PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
*Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
*RECOMMENDED preparations are ADVISORY.
*This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
PKMGT 012A BASIC OUTDOOR SKILLS
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
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, back-country 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
Lecture 2 hours; lab 4.5 hours, lab 0 hours by arrangement
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. These 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.

PKMGT 012C ADVANCED OUTDOOR SKILLS FOR THE PARK RANGER
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
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.

PKMGT 013 WILDLAND FIRE SUPPRESSION
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
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 and 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
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
A course in the conservation of our natural resources with a view of conservation problems by considering the history of human populations in the relation to natural resources, their present predicament, and their future outlook. A look at conservation as it pertains to water, timber, wildlife, soil, air. This course is dual listed with BIO 015.

PKMGT 015A DUTIES OF THE RANGER
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisites: PKMGT 010, PKMGT 014
Acceptable for credit: California State University
The purpose of this course is to address specific contemporary topics and issues pertinent to the operation and management of public and private lands. This course will include strategies for invasive species reduction, wetland and desert land management, timber harvest management, visitor use management, hazardous materials management, search and rescue management, media relations, agency liability, visitor safety and ranger safety.

PKMGT 015B NATURAL & CULTURAL RESOURCE INTERPRETATION
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 010
Recommended preparation: PKMGT 013
Acceptable for credit: California State University
Students will increase confidence in their public speaking abilities as they explore the interpretive approach to communication. In this hands-on learning environment, students will gain the knowledge and skills necessary to develop and conduct guided walks, children’s programs and campfire presentations. Students will also learn the fundamentals of creating interpretive media such as brochures, displays, and exhibits. Field trips and professional presentations will provide students with exemplary interpretive experiences.

PKMGT 015C INTRODUCTION TO PARK MAINTENANCE
3 units
Lecture 1 hour; lab 6 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will provide an introduction to park maintenance skills and management. The student will have the opportunity to learn basic skills in the following subjects: carpentry, plumbing, electrical, concrete, painting, and drywall construction. Students will learn about the materials, tools and techniques used in park maintenance. Students will learn how to integrate safety into park maintenance operations. Students will learn the basic principles of managing a park maintenance operation.

PKMGT 016A INTRODUCTION TO GIS & GPS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will examine the theory behind Geographic Information Systems (GIS) and Global Positioning Systems (GPS) and their application to spatial data. Students will 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. Pass/No Pass Option

PKMGT 016B INTERMEDIATE DESKTOP GEOGRAPHIC INFORMATION SYSTEMS (GIS)
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Acceptable for credit: California State University
This course builds on the material presented in PKMGT 016A using state of the art desktop GIS software. The student refines data acquisition, data conversion and cartographic presentation skills. Students will use ArcView GIS software and Pathfinder Office software to find solutions and develop methods to solve problems using spatial data. Students will collect data with Trimble GPS units and convert that data for use with ARCGIS GIS software. Pass/No Pass Option

PKMGT 016C SPATIAL ANALYSIS FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Acceptable for credit: California State University
This course provides a detailed examination of spatial information systems and a survey of quantitative techniques applicable to spatial data. This course focuses on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. Quantitative methods to be studied include measures of central tendency, dispersion, and density. These methods are presented using empirical data.
PKMGT 016D CARTOGRAPHIC DESIGN FOR GIS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Acceptable for credit: California State University
This course provides a comprehensive study of GIS applicable cartography including cartographic principles, data acquisition methods used in map production, and methods of base map development. This course includes the history, principles of cartography map projection, 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. Pass/No Pass Option

PKMGT 016E DATABASE DESIGN & MANAGEMENT IN GIS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Acceptable for credit: California State University
This course examines the principles of database management and design including conversion fundamentals, modeling techniques and strategic planning. The needs, alternatives and pitfalls of database development and conversion are discussed. Students examine various types of data applicable to GIS and their hardware and software requirements. Students learn the appropriate methodology for developing a conversion plan and data quality assurance. This course includes hands-on practical exercises in database management skills. Pass/No Pass Option

PKMGT 016F GIS INTERNSHIP
3 units
Lecture 1 hour; lab 0 hours, lab 7 hours by arrangement
Prerequisite: PKMGT 015B
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 a field-based expert while completing their internship. Pass/No Pass Option

PKMGT 016G INTRODUCTION TO REMOTE SENSING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the concepts of remote sensing. This includes the physical basis for remote sensing, traditional aerial photography, photo interpretation, photogrammetry, satellite data and software-based image classification. Pass/No Pass Option

PKMGT 017 BASIC HORTICULTURE FOR PARKS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 010, PKMGT 013, PKMGT 014
Acceptable for credit: California State University
A course designed for Park Management majors containing studies in horticulture. The course is such that the student will receive a familiarity with various aspects of producing and tending lawns, shrubs and trees as it applies to recreational facilities.

PKMGT 018 PARK PLANNING & DESIGN
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will provide an introduction to park planning and design. The student will have the opportunity to learn about how to design facilities within a park environment. Students will learn about materials and techniques used for constructing ecologically sound facilities that fit into a specific park environment. Students will learn how to integrate the needs of park visitors with the natural and cultural resources of the park. Students will learn about environmental assessments needed to plan and design facilities in parks.

PKMGT 019 WILDERNESS FIRST RESPONDER
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
This 90-hour course of lecture and supervised practical exercises provides public land agency personnel, outdoor leaders, guides, and wilderness travelers with a thorough understanding of the basic principles of emergency medical care for both urban and wilderness environments. This certification course consists of the Federal DOT First Responder curriculum with modifications and additional protocols to meet the specific needs of emergency medical care in remote environments. Certification upon successful course completion includes WVC-PM’s “First Responder” and “Wilderness First Responder” and American Heart Association’s “CPR for the Healthcare Provider” or American Red Cross’ “CPR for the Professional Rescuer.” Pass/No Pass Option

PKMGT 019B WILDERNESS FIRST RESPONDER REFRESHER
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Option

PKMGT 020A PARK INTERNSHIP SEMINAR
3 units
Lecture 1 hour; lab 0 hours, lab 6 hours by arrangement
Prerequisites: PKMGT 010, PKMGT 013, PKMGT 014
Recommended preparation: PKMGT 015B, PKMGT 015C
Acceptable for credit: California State University
In this course, students apply the knowledge and skills acquired in the program through an internship at a selected park. The students, park supervisor, and faculty agree upon and establish objectives that students achieve during this practical experience in park operations. Students focus on two of four benchmarks. One hundred and four work hours per semester are required.

PKMGT 020B PARK INTERNSHIP SEMINAR
3 units
Lecture 1 hour; lab 0 hours, lab 6 hours by arrangement
Prerequisites: PKMGT 010, PKMGT 013, PKMGT 014
Recommended preparation: PKMGT 015B, PKMGT 015C
Acceptable for credit: California State University
The students apply knowledge/skills learned in the program through an internship at a selected park. The students, the park supervisor, and the faculty agree upon and establish objectives that the students accomplish during this practical experience in park operations. The two benchmarks that were not achieved in the previous internship are achieved in this course. One hundred and four hours/semester are required.

PKMGT 021 PARK OPERATIONS LAB
1 unit
Lecture 0 hours; lab 4 hours, lab 0 hours by arrangement
Prerequisites: PKMGT 010, 014
Recommended preparation: PKMGT 013
Acceptable for credit: California State University
This course in park operations will take place in county parks, such as Sanborn/Skyline and Stevens Creek. Under supervision, students will experience ranger, maintenance and interpretive specialized instruction from county park personnel. Special term assignments and self-instructional units are required.

PKMGT 023 POWERSAWS
1.5 units
Lecture 9 hours; lab 9 hours, lab 3 hours by arrangement (over 2 weeks)
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 county. 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. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
PKMGT 024 WILDERNESS NAVIGATION
1 unit
Lecture 4.5 hours; lab 13.5 hours, lab 0 hours by arrangement (over 2 weeks)
Acceptable for credit: California State University
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. Pass/No Pass Option

PKMGT 025 RANGER ACADEMY
16 units
Lecture 10 hours; lab 18 hours, lab 0 hours by arrangement
This academy provides law enforcement training for Park Rangers, emphasizing the enforcement skills needed in public land management. Pass/No Pass Option

PKMGT 091 DIRECTED STUDIES
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
This course provides the opportunity to engage in independent work of special interest to the student related to but not included in regular park management program offered by the college. Pass/No Pass Option

PKMGT 092 DIRECTED STUDIES
2 unit
Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
Acceptable for credit: California State University
This course provides the opportunity to engage in independent work of special interest to the student related to but not included in regular park management program offered by the college. Pass/No Pass Option

PKMGT 093 DIRECTED STUDIES
3 unit
Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Acceptable for credit: California State University
This course provides the opportunity to engage in independent work of special interest to the student related to but not included in regular park management program offered by the college. Pass/No Pass Option

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

PKMGT 150G BASIC RESPONSE TO A MAJOR INCIDENT-SEMS
.5 units
Lecture 1 hour (over 9 weeks); lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Option

Philosophy

THE FACULTY
Don Ciraulo
Barbara Upton

DIVISION
Social Science

DIVISION CHAIR
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The West Valley College Philosophy Department offers courses in philosophy and introductory religious studies. The Philosophy program challenges the students to think and write well, ponder their most basic assumptions, and see themselves as participants in a vital world history of ideas. All philosophy classes meet transfer requirements, and philosophy skills – clear thinking, careful reasoning, and excellent argumentative writing – apply across all disciplines.

Learning Outcomes
By successfully completing an Associate of Arts degree, a student will be able to:
• Demonstrate clarity and rigor of thought and expression;
• Evaluate reasoning in order to develop precise and persuasive arguments and resistance to incorrect arguments;
• Apply philosophy’s analytical approach to people’s most basic assumptions about the world and human experience;
• Analyze the vitality and relevance of classical philosophical debates to contemporary life;
• Identify and describe characteristics of diverse multicultural traditions.

Career Options
Philosophy courses meet general education and transfer requirements in critical thinking, humanities, and cultural diversity. See the course listings below for specific transfer information about each philosophy class.

Philosophy graduates regularly score above students in all other disciplines on admission tests for professional and graduate schools. Because of their training in logic and clear writing, philosophy graduates are often found in the computer industry; they work as technical writers, programmers, quality assurance engineers, marketing communications specialists, and hardware designers. Because philosophers are trained to make effective arguments, philosophy is a very desirable undergraduate major for law school. Professional academic philosophers usually teach at the college level. Such positions require at least a master’s degree in philosophy; most require a doctorate (Ph. D.).

PHILOSOPHY: Transfer:
See assist.org and/or consult with a counselor.

PHILOSOPHY: A.A. Degree
The A.A. in Philosophy will provide students with the ability to think logically, critically, and philosophically. In developing these skills, students will be introduced to a wide range of philosophical topics. After earning this degree, students will...
have the skills necessary to perform in-depth critical analysis and theorizing. Courses in this program can be used simultaneously to complete General Education Requirements for UC and CSU.

### Required Courses (three courses -- 9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 001 Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 002 Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 003 Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy-based Comparative Culture/Religion</td>
<td>or</td>
</tr>
<tr>
<td>Courses (three courses, student chooses one of three)</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 004 Patterns in Comparative Religions</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 016 Religious Pluralism in the United States</td>
<td>or</td>
</tr>
<tr>
<td>PHIL 021 World Philosophers on Death</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy Electives (Select 9 units) Units</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 005 Introduction to Social and Political</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 006 Introduction to the Philosophy of the Person</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 012 Introduction to Environmental Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 017 Logic &amp; Critical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 022 Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

### PHIL 003 INTRODUCTION TO ETHICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course is critically analyzes questions of value (what’s good and bad) and obligation (what’s right and wrong). It explores the ethical systems of Plato, Aristotle, Christianity, Kant, the utilitarians, and the intuitionists. These ethical systems are applied to contemporary ethical problems and social issues, such as abortion, capital punishment, feminism, euthanasia, animal rights, and racism. Much of the course is devoted to critical thinking and writing skills. The course requires the student to write a sequence of ethical ‘position papers’, which are evaluated for both qualities of analysis and English composition skills. This course satisfies the IGETC requirement for Critical Thinking/English composition.

### PHIL 004 PATTERNS IN COMPARATIVE RELIGIONS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course is a philosophical survey of the moral issues that arise 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, where appropriate. Pass/No Pass Option

### PHIL 005 INTRODUCTION TO SOCIAL & POLITICAL PHILOSOPHY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course is critically analyzes questions of value (what’s good and bad) and obligation (what’s right and wrong). It explores the ethical systems of Plato, Aristotle, Christianity, Kant, the utilitarians, and the intuitionists. These ethical systems are applied to contemporary ethical problems and social issues, such as abortion, capital punishment, feminism, euthanasia, animal rights, and racism. Much of the course is devoted to critical thinking and writing skills. The course requires the student to write a sequence of ethical ‘position papers’, which are evaluated for both qualities of analysis and English composition skills. This course satisfies the IGETC requirement for Critical Thinking/English composition.

### PHIL 006 INTRODUCTION TO THE PHILOSOPHY OF THE PERSON
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course is designed to introduce the student to the major theories in political and social philosophy and their practical application to relevant issues. How for instance, do we adjudicate the rights of the individual against the rights of the state and its authority? What constitutes the just state? And what effects do certain political ideologies (liberalism, Fascism and Communism) have on social relations? This course will trace the history of these ideas from Plato to what is currently being called the Postmodern condition. Pass/No Pass Option

### PHIL 007 LOGIC & CRITICAL REASONING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course is critically analyzes questions of value (what’s good and bad) and obligation (what’s right and wrong). It explores the ethical systems of Plato, Aristotle, Christianity, Kant, the utilitarians, and the intuitionists. These ethical systems are applied to contemporary ethical problems and social issues, such as abortion, capital punishment, feminism, euthanasia, animal rights, and racism. Much of the course is devoted to critical thinking and writing skills. The course requires the student to write a sequence of ethical ‘position papers’, which are evaluated for both qualities of analysis and English composition skills. This course satisfies the IGETC requirement for Critical Thinking/English composition.

**WEST VALLEY COLLEGE 2011 • 2012 CATALOG**

- **PREREQUISITES AND COREQUISITES are MANDATORY.** See page 6 for specific information.
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.**
- **RECOMMENDED preparations are ADVISORY.**
- **This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog."**
PHIL 021 WORLD PHILOSOPHERS ON DEATH
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

This course explores major philosophical questions about death and the meaning of life from an African 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 so-called "paranormal" experiences, and the meaning of salvation or liberation or transcendence in American religious traditions (concepts of heaven, nirvana, moksha, satori, etc.). Required readings will be taken from classic texts of Western and non-Western philosophy and religion, as well as contemporary American feminist philosophy, and African, aborigine, and native American sources. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

PHIL 022 PHILOSOPHY OF RELIGION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University

What is the relation between faith and reason? Does God exist, and if so, what (if anything) can be said about God? Can we reconcile the goodness of God with human and animal suffering? What human experiences (if any) are religious experiences? Religions provide answer to these and many other fundamental questions. In PHIL 022, we conduct a systematic inquiry into the philosophical foundations of the religious viewpoint. Pass/No Pass Option

PHIL 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

Individual work on special topics in philosophy by arrangement.

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

PHOTOGRAPHY
(A.S. Degree and/or Certificate)

Major Requirements

Course | Units
--- | ---
PHOTO 001 Basic Photography (Lecture) | 3
PHOTO 002 Intermediate Photography Lecture 2 | 2
PHOTO 003 Basic Color Photography | 4
PHOTO 045A Field Studies | 1
PHOTO 049A Darkroom Apparatus and Techniques | 1
PHOTO 060 Introduction to Electronic Imaging | 3
PHOTO 061 Intermediate Electronic Imaging | 2
PHOTO 062 Advanced Electronic Imaging | 2

Recommended Electives:

PHOTO 002 Intermediate Photography (Lecture)3
PHOTO 002L Intermediate Photography (Laboratory)0
PHOTO 002A Studio Photography/Portraiture | 2
PHOTO 002B Intermediate Studio Photo/Product Lighting | 2
PHOTO 004B Field Studies | 1
PHOTO 045B Darkroom Apparatus and Techniques | 1
PHOTO 072 Environmental Portraits | 1
PHOTO 073 Photographing Your Art | 1
PHOTO 074 Close-Up Photography | 1
PHOTO 075 Photo Projects for the Instructor 1
PHOTO 091-093 Directed Studies (total maximum of) | 3
ART 001A Survey of Western Art I | 3
ART 001B Survey of Western Art II | 3
ART 001D Art of the 20th Century | 3
ART 004 Art Appreciation | 3

To be awarded a certificate, a student must complete all of the major courses plus a minimum of 7 units from the recommended elective list. At least 6 of the 7 elective units to be selected from photography electives.

To be awarded an A.A. degree, a student must complete:
1. All the major courses plus a minimum of 7 units from the recommended elective list. At least 6 of the 7 elective units to be selected from photography electives.
2. Additional units to meet the college graduation requirements.

PHOTOGRAPHY
(A.S. Degree and/or Certificate)

Major Requirements

Course | Units
--- | ---
PHOTO 001 Basic Photography Lecture | 3
PHOTO 001L Basic Photography Laboratory | 0
PHOTO 002 Intermediate Photography Lecture 2 | 2
PHOTO 002L Intermediate Photography Lab | 0
PHOTO 020A Studio Photography/Portraiture | 2
PHOTO 030 Basic Color Photography | 4
PHOTO 045A Field Studies | 1
PHOTO 049A Darkroom Apparatus and Techniques | 1
PHOTO 049B Darkroom apparatus and Techniques | 1

Recommended Electives:

PHOTO 020B Intermediate Studio Photo/Portraiture | 2
PHOTO 021A Studio Photography/Product Lighting | 2
PHOTO 021B Intermediate Studio Production | 2
PHOTO 045B Field Studies | 1
PHOTO 045C Field Studies | 1
PHOTO 060 Intro to Photoshop | 1
PHOTO 061 Intermediate Portraiture | 1
PHOTO 062 Advance Photoshop | 1
PHOTO 072 Environmental Portraits | 1
PHOTO 073 Photographing Your Art | 1
PHOTO 074 Close-Up Photography | 1
PHOTO 075 Photo Projects for the Instructor 1
PHOTO 091-093 Directed Studies (total maximum of) | 3
ART 001A Survey of Western Art I | 3
ART 001B Survey of Western Art II | 3
ART 001D Art of the 20th Century | 3
ART 004 Art Appreciation | 3

To be awarded a certificate, a student must complete all of 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
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Corequisite: PHOTO 001L
Acceptable for credit: University of California, California State University
In this course students explore the basic theory of digital and traditional film based photography. This course covers composition, basic optics, camera exposure, filters, artificial light and photographic history. This course offers students the opportunity to gain a solid understanding of both digital and traditional film based cameras and processes.

PHOTO 001L BASIC PHOTOGRAPHY (LABORATORY)
0 units
Required lab for PHOTO 001 lecture. This lab is an ungraded dependent of the lecture PHOTO 001 - lab units, hours and grades are reported in the lecture section.

PHOTO 002 INTERMEDIATE PHOTOGRAPHY (LECTURE)
3 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Corequisite: PHOTO 001 and PHOTO 001L
Acceptable for credit: University of California, California State University
This course will build upon the skills and techniques taught in PHOTO 001 and will offer new concepts such as in-camera focusing for backgrounds, producing color backgrounds, using drop-out backgrounds for catalog shots, “floating” products on backgrounds, photographing video screens and digital displays, using special effects such as motion, studio fog, multiple-exposure, and using the view camera for control of shape and sharpness. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

PHOTO 010 NEW MEDIA AND SOCIAL CHANGE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course investigates how web-based technologies, internet multi-media, and photography have assisted in causing social change. Analytical explorations of the effects of web-based visual media on race, gender, religion, sexual orientation, culture and ethnicity are explored ranging from social documentary photography to multi-media documentaries, contemporary art photography, photojournalism, social media, and blogs.

PHOTO 020A STUDIO PHOTOGRAPHY (PORTRAITS)
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Corequisite: PHOTO 001 and PHOTO 001L
Acceptable for credit: California State University
A studio portraiture course. Studio lighting arrangements will be demonstrated and used by the student to complete projects. The theory of color balance and corrective filtration will be covered as well as the use of selective aids to improve the quality of the portrait. The student must supply own non-automatic focus and exposure camera, and all expendable photographic materials used in the course.

PHOTO 020B INTERMEDIATE STUDIO PHOTOGRAPHY (PORTRAITS)
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Corequisite: PHOTO 001 and PHOTO 001L
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 portraiture, 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
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Corequisite: PHOTO 001 and PHOTO 001L
Acceptable for credit: University of California, California State University
Studio lighting arrangements for product photography will be demonstrated and used by the student to complete projects. The theory of 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
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Corequisite: PHOTO 001A
Acceptable for credit: University of California, 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 focusing for backgrounds, producing color backgrounds, using drop-out backgrounds for catalog shots, “floating” products on backgrounds, photographing video screens and digital displays, using special effects such as motion, studio fog, multiple-exposure, and using the view camera for control of shape and sharpness. 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
Lecture 2 hours; lab 6 hours, lab 0 hours by arrangement
Corequisite: PHOTO 001, 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.

PHOTO 045A, B, C FIELD STUDIES
1 unit each
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
PHOTO 045A is a prerequisite for PHOTO 045B, PHOTO 045B is a prerequisite for PHOTO 045C
Acceptable for credit: University of California, California State University
This course is offered in a field trip format with content varying depending on the destination. A preliminary on-campus meeting followed by an off-campus field trip and critique of photo work from the field trip completes the course. Subjects included are: camera techniques, exposure, composition, filter use, macro photography, artificial light, and special equipment. Digital and traditional film techniques will be explored. Students must supply their own photographic equipment, supplies, transportation, and lodging while on the trip. Pass/No Pass Option

PHOTO 045A, B, C DARKROOM APPARATUS & TECHNIQUE
1 unit each
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
PHOTO 045A Co-requisite: PHOTO 001, PHOTO 001L
PHOTO 045B Corequisite: PHOTO 001, PHOTO 001L
PHOTO 045B is a prerequisite for PHOTO 045C
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.
PHOTO 060 INTRODUCTION TO PHOTOSHOP FOR DIGITAL PHOTOGRAPHY
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
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
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
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
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
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
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This course will teach the use of natural light in producing beautiful portraits in outdoor settings. Techniques of posing, camera operation and accessories and the use of light control equipment will be a part of the information provided. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 073 PHOTOGRAPHING YOUR ART
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This course 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 waferes it will be highly non-technical with emphasis on the ease with which modern equipment will allow this application of the photographic medium. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 074 CLOSE-UP PHOTOGRAPHY
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This one-unit photography-based class is designed to provide visual communications skills directed to the needs of individuals working in the fields of public relations, multi-media, journalism and desktop publications. Students will be expected to provide their own 35 mm camera system for assignments to be completed on transparency (slide) film. Pass/No Pass Only

PHOTO 076 VISUAL COMMUNICATION
1 unit
Lecture 3 hour; lab 0 hours, lab 0 hours by arrangement (over 6 weeks)
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This one-unit photography-based class is designed to provide visual communications skills directed to the needs of individuals working in the fields of public relations, multi-media, journalism and desktop publications. Students will be expected to provide their own 35 mm camera system for assignments to be completed on transparency (slide) film. Pass/No Pass Only

PHOTO 081, 92, 93 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract for the course.
Acceptable for credit: California State University
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. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
PHOTO 100 SPECIAL TOPICS
.5-3 units
This course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Pass/No Pass Option

PHOTO 101 BASIC DIGITAL PHOTOGRAPHY
3 units
Lecture 2 hours; lab 3 hour, lab 0 hours by arrangement
Acceptable for credit: California State University
In this course students have the opportunity to explore the basic theory and principles of photography. This black and white digital photography course covers basic camera operation, composition, basic optics, camera exposure, filters, artificial light and archiving prints and digital files. This course offers students the opportunity to gain a solid understanding of the photographic process through the use of today's digital tools. Students are required to supply their own digital single lens reflex camera, and purchase expendable supplies needed for the course.

PHOTO 110 INTRODUCTION TO PHOTOGRAPHY
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
A non-lab photography course designed to acquaint the student with the maximum use of a camera for both personal and professional needs. The theories and use of cameras, composition, filters, color, artificial lighting, copying and slide show presentation will be among the covered topics. Pass/No Pass Option

PHOTO 120 ADOBE LIGHTROOM FOR PHOTOGRAPHERS
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
This course explores the use of Adobe's Lightroom, and how this valuable tool can streamline your workflow as a photographer. Topics covered are importing, keywording, Image enhancement, and how this valuable tool can streamline your workflow as a photographer. Pass/No Pass Option

PHOTOGRAPHY

PHYSICAL EDUCATION

THE FACULTY
Wendy Bowers-Gachesa
Heidi Davis
Scott Eitelgeorge
Jennifer Kenzin
Carol Knight
Patricia Louderback
Julie Lowry
Steven McCann
Ann Malmuth-Onn
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: Joan Worley
PHONE: 408-741-2017
EMAIL: joan.worley@wvc.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 Pass/No Pass Option.

Learning Outcomes
After completing a certificate, or an Associate of Arts degree in Physical Education a student will be able to:
- Perform the specific activity with an adequate degree of proficiency;
- Achieve a health-enhancing level of physical fitness;
- Apply the concepts and principles of physical fitness and specific sport skills;
- Value physical activity and become a lifelong participant in physical activity.

Career Options
- Athletic Trainer
- Coach
- Dance career (dance choreographer, performer, instructor)
- Dance Therapy specialist
- Marine Diving Technology
- Personal Trainer/Fitness Specialist
- Physical Education Instructor
- SCUBA Instructor/Divemaster
- Sports Management Specialist
- Sports Medicine

Degrees
A.A., Physical Education

Certificates:
- Certificate of Completion, Dance Instructor
- Certificate of Completion, Exercise Science/Sports Medicine Program
- Certificate of Completion, Group Exercise Leader
- Certificate of Completion, Marine Diving Technology

PHYSICAL EDUCATION: Transfer:
See assist.org and/or consult with a counselor.

PHYSICAL EDUCATION (A.A. Degree)

Major Requirements
- Course Units
- BIO 047* Human Anatomy 5
- BIO 048* Human Physiology 5
- CHEM 030A Fundamentals of Chemistry 3
- H.ED 005 First Aid/Adult CPR/AED or 1.5
- H.ED 011 CPR/AED .5
- FE-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.

**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
- 2.04 Swimming Beg
- 2.05 Swimming Int
- 2.06 Swimming Adv
- 2.07 Master’s Swimming

Dance
- 3.02 Ballet Beg
- 3.04 Ballet Int
- 3.12 Jazz Dance Beg
- 3.14 Jazz Dance Int
- 3.15 Modern Dance Beg
- 3.17 Modern Dance Int
- 3.20 Ballroom Dance Beg
- 3.22 Ballroom Dance Int
- 3.23 Tap Dance Beg
- 3.24 Tap Dance Beg 2
- 3.25 Tap Dance Intermediate
- 3.29 Rehearsal & Performance in Dance
- 3.30 Beg Hip Hop
- 3.31 Int Hip Hop
- 3.32 Beg Lindy Hop & Swing
- 3.34 Studio Dance Production
- 3.33 Dance Intensive

Fitness
- 4.03 Aerobics
- 4.05 Aqua Aerobics
- 4.07 Competitive Athlete
- 4.12 Stretching & Flexibility
- 4.13 Walking

• PREREQUISITES and COREQUISITES are MANDATORY. See page 6 for specific information.
• Courses used to meet prerequisite requirements must be completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/.
Physical education

Intercollegiate Athletics

Combatives and Martial Arts

Lifetime Sports

Team Sports

PHYSICAL EDUCATION – EXERCISE SCIENCE/SPORTS MEDICINE PROGRAM (CERTIFICATE)

Required Courses (17 units)

Course | Units
--- | ---
PE 4.12 | 1
PE 4.18 | 1
PE.TH 038A | 3
PE.TH 042 | 3
NS 022 | 2
H.ED 005 | 2
H.ED 010 | 3
H.ED 012 | 3
H.ED 008 | 3
H.ED 011 | 1
HTECH 070 | 1
HTECH 071A | 2
PE 4.31 | 1
PE.TH 039A | 2
PE.TH 041 | 1
PE.TH 044 | 2
PE | 2
Select the one PE Activity course unit from the following:

Course | Units
--- | ---
PE 4.03 | 1
PE 4.16 | 1
PE 4.24 | 1
PE 4.25 | 1
PE 4.27 | 1
A certificate will be awarded upon completion of the 17 units with a C grade or better in each course.

Recommended Electives:

Course | Units
--- | ---
PE.TH 038A | 3
PE.TH 060 | 2
H.ED 008 | 3
H.ED 010 | 3
H.ED 012 | 3
H.ED 008 | 3
HS 002 | 3
MATH 010 | 3
ANTHR 003 | 3
SOC 001 | 3
NS 015 | 3
PSYCH 001 | 3
Choose from 5 units of Intermediate level dance classes and choose 5 units of Elective Courses

Course | Units
--- | ---
PE 3.29 | 2
PE.TH 043 | 1
PE 3.05 | 2
THEAR 022A | 1
THEAR 022B | 1
THEAR 022C | 1

A certificate will be awarded upon completion of the 17 units with a C grade or better in each course.

PHYSICAL EDUCATION DANCE SPECIALIST (CERTIFICATE)

Required Courses (17 units total)

Course | Units
--- | ---
PE.TH 052 | 2
PE.TH 043 | 1
PE 3.05 | 2
THEAR 022A | 1
THEAR 022B | 1
THEAR 022C | 1

Choose from 5 units of Intermediate level dance classes and choose 5 units of Elective Courses

Course | Units
--- | ---
PE 3.29 | 2
PE.TH 051 | 3
PE.TH 042 | 3
THEAR 018A | 3
MUSIC 010 | 3

After Completing 17 units, students will receive a Dance Specialist Certificate.

PHYSICAL EDUCATION – SCUBA DIVING EDUCATION PROGRAM – SCUBA LEADERSHIP “CERTIFICATE OF PROFICIENCY”

PHYSICAL EDUCATION – GROUP EXERCISE LEADER (CERTIFICATE)

Required Courses (16 units)

Course | Units
--- | ---
PE.TH 038A | 3
PE.TH 042 | 2
PE.TH 060 | 2
PE 4.18 | .5
H.ED 011 | .5
NS 022 | 3
Choose from 5 units of Intermediate level dance classes and choose 5 units of Elective Courses

Course | Units
--- | ---
P.E. 12.04 | 2
PE.TH 039A | 2
PE.TH 041 | 1
PE.TH 044 | 2
PE | 2
Select the one PE Activity course unit from the following:

Course | Units
--- | ---
PE 4.03 | 1
PE 4.16 | 1
PE 4.24 | 1
PE 4.25 | 1
PE 4.27 | 1
A certificate will be awarded upon completion of the 17 units with a C grade or better in each course.

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

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

Adapted Physical Education courses are designed for students with a temporary or permanent verifiable disability. The courses may be repeated for credit.

PE 1.02 ADAPTED PHYSICAL EDUCATION
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

This course utilizes a variety of equipment such as alternative equipment used for functional training. The course includes instruction in simple and complex motor movement activities to facilitate the development of overall fitness.

PE 1.12 ADAPTED RHYTHMIC EXERCISE
1 unit
Lecture 0 hours; lab 1 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

This adapted physical education course is designed to meet the needs of students with disabilities. Perceptual motor learning is explored through the auditory, visual, tactile and kinesthetic senses. The course includes instruction in a variety of indoor and outdoor activities with an emphasis on rhythm movement and cardiovascular activity. Activities include but are not limited to walking and jogging on the track or treadmill, stationary bicycle, and elliptical trainer. Pass/No Pass Option

PE 1.10 ADAPTED PERCEPTUAL MOTOR LEARNING
1 unit
Lecture 0 hours; lab 1 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

This adapted physical education course is designed to meet the needs of students with disabilities. Perceptual motor learning is explored through the auditory, visual, tactile and kinesthetic senses. The course includes instruction in a variety of indoor and outdoor activities with an emphasis on rhythm movement and cardiovascular activity. Activities include but are not limited to walking and jogging on the track or treadmill, stationary bicycle, and elliptical trainer. Pass/No Pass Option

PE 1.13 ADAPTED PHYSICAL EDUCATION RHYTHMIC AEROBICS
.5 unit
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

This adapted physical education course is designed to meet the needs of students with disabilities. This course includes instruction in a variety of indoor and outdoor activities with an emphasis on rhythm movement and cardiovascular activity. Activities include but are not limited to walking and jogging on the track or treadmill, stationary bicycle, and elliptical trainer. Pass/No Pass Option

PE 1.14 ADAPTED SPORTS CONDITIONING: AQUA TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

This class is designed for the physically disabled student who wants to develop a highly conditioned body in the areas of strength, flexibility, and endurance, using the medium of water.

PE 1.16 ADAPTED SPORTS & CONDITIONING
1 unit
Lecture 0 hours; lab 1 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

This adapted physical education course is designed to meet the needs of students with disabilities. Individualized programs are designed for students who want to develop a highly conditioned body in the areas of strength, flexibility, and endurance in order to compete in a variety of athletic events. Pass/No Pass Option

PE 1.18 ADAPTED PE - STRETCHING AND FLEXIBILITY
1 unit
Lecture 0 hours; lab 1 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

This adapted physical education course is designed to meet the needs of students with disabilities. This course includes instruction in a variety of stretching exercises to enable a student to attain optimal range of motion. Guided gentle muscle stretching is included with an emphasis on proper body alignment, breathing techniques, and relaxation. Pass/No Pass Option

PE 1.20 WALK, WHEEL & ROW AEROBICS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

This class is designed to satisfy the need for cardiovascular activity as well as develop and maintain fitness through the use of 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 & SWIM
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.

This course presents exercises that use specific muscles while the body is submerged in water. The course aids the student in conditioning, strengthening muscles, and cardiovascular endurance.

- **PREREQUISITES AND COREQUISITES are MANDATORY.** See page 6 for specific information.
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.**
- **RECOMMENDED preparations are ADVISORY.**
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
PE 1.25 ADAPTED AQUATIC EXERCISE
0.5 unit
Lecture 0 hours; lab .5 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability. This adapted physical education course is designed to meet the needs of students with disabilities. This class provides instruction in dynamic water exercises with a focus on the development of cardiovascular endurance, muscle strength, flexibility and balance. Individualized swimming programs and water safety are included. Pass/No Pass Option

PE 1.26 ADAPTED PHYSICAL EDUCATION-WEIGHT TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability. This course presents weight-training techniques used to increase strength. In addition, the student will learn to assess and improve his or her own physical capabilities and limitations.

PE 1.27 ADAPTED WEIGHT TRAINING
0.5 unit
Lecture 0 hours; lab .5 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability. This adapted physical education course is designed to meet the needs of students with disabilities. Basic weight training and strength development concepts are applied in the context of the student's abilities and limitations. Muscular strength, muscular endurance, range of motion exercises, and mobility activities are included. Pass/No Pass Option

PE 1.29 ADAPTED PHYSICAL EDUCATION-CHAIR YOGA FOR HEALTH
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course makes adaptations to allow students with disabilities to learn yoga. The instructor will use lectures, demonstrations, and skill development to teach yoga techniques, practice, and evaluation. Gentle stretching, range of motion around the joints along with breathing and relaxation techniques are taught. Pass/No Pass Option

Aquatic Sports

PE 2.01 WATER POLO
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to 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 LIFEGUARD TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course covers the knowledge and skills necessary to save patrons in and around aquatic facilities and in general emergency situations. Successful completion qualifies one for the American Red Cross Lifeguard Training, Title 22 First Aid, and CPR/PRO/AED certifications. Intermediate swimming proficiency is recommended. Pass/No Pass Option

PE 2.04 SWIMMING-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to equip the individual with elementary swimming skills and knowledge in order to make him/her reasonably safe while in and around the water.

PE 2.05 SWIMMING-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to increase the watermanship of the individual by adding to the skills learned in Beginning Swimming. It prepares the student for additional stroke work by introducing him/her to a series of skills designed to improve stamina and basic coordination.

PE 2.06 SWIMMING-ADVANCED
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the individual with additional strokes and other related water skills to become an all-around swimmer. Emphasis is on development of the individual’s swimming endurance.

PE 2.07 MASTER’S SWIMMING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is formatted in a workout structure for competitive swimmers with emphasis on improving individual-stroke mechanics and conditioning.

Dance

PE 3.02 BALLET-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to introduce the general college student to the discipline, aesthetics, traditions, and historical background of classical ballet at a beginning level.

PE 3.04 BALLET-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 3.02
Acceptable for credit: University of California, California State University
This course is designed to introduce students to the discipline, aesthetic, traditions and historical backgrounds of classical ballet at the intermediate level.

PE 3.08 THE FLAMENCO DANCE OF SPAIN - BEGINNING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
The flamenco dance is the most popular of Spanish theatrical dance forms. Its folkloric influences include the dance cultures of the East Indians, the Moors and the Andalusians. This course is designed to introduce the student to the movement vocabulary of the Flamenco Dance, its music, and its origins. Pass/No Pass Option

PE 3.12 JAZZ DANCE-BEGINNING 1
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to introduce the beginning student to the medium of jazz dance through exposure to jazz dance history, technique, style, improvisations, and composition.
PE 3.14 JAZZ DANCE-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 3.12
Acceptable for credit: University of California, California State University
This intermediate level course is designed to increase the student's skill and understanding in the jazz idiom.

PE 3.15 MODERN DANCE-BEGINNING 1
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 3.15
Acceptable for credit: University of California, California State University
This is a course for beginning students in modern dance. It will provide the knowledge and practice necessary for gaining personal skills and experience in technique and composition commensurate with the achievement level of beginning dance students.

PE 3.17 MODERN DANCE-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 3.15
Acceptable for credit: University of California, California State University
This intermediate level modern dance course is designed to increase the students skill, technique and composition. Students will gain increased insight into the creative process and further develop the body as an instrument for communication.

PE 3.20 BALLROOM & LATIN DANCE BEGINNING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course focuses on beginning Ballroom and Latin dance techniques and performance. Beginning level steps and performance techniques from Salsa, Swing, Tango, Waltz, Rumba, Cha-Cha, Foxtrot, Merengue, Night Club 2-Step, and other currently popular dances are covered. Pass/No Pass Option

PE 3.22 BALLROOM & LATIN DANCE - INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
This course focuses on intermediate Ballroom and Latin dance techniques and performance. Intermediate level steps and performance techniques from the Salsa, Swing, Tango, Waltz, Rumba, Cha-Cha, Samba, Viennese Waltz, Foxtrot, Night Club 2-Step, West Coast Swing and other currently popular dances are covered. Previous Ballroom and Latin Dance experience is recommended. Pass/No Pass Option

PE 3.23 TAP DANCE-BEGINNING 1
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to teach the beginner basic tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.24 TAP DANCE-BEGINNING 2
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 3.23
Acceptable for credit: University of California, California State University
This course is designed to teach the advanced beginner tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.25 TAP DANCE-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to increase the skill level of intermediate tap dance students, and help them become more proficient in intermediate level tap dance technique, steps, style, structure and compositions. Pass/No Pass Option

PE 3.29 REHEARSAL & PERFORMANCE IN DANCE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to give the students an opportunity to rehearse and perform dances in an informal setting at the college and at various locations in the West Valley community. Emphasis will be on group participation in all areas of dance productions. The course will include dance warm-ups and techniques, choreographies, group and solo rehearsals of finished dances, and class, college and community performances.

PE 3.30 DANCE: BEGINNING HIPHOP
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will introduce the students to the fundamentals of hip hop/street funk. Students will learn general patterns as well as the basics of creating routines using individual style. Information describing the history and cultural development of hip hop as a dance form will be presented.

PE 3.31 DANCE: INTERMEDIATE HIPHOP
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will introduce the students to the intermediate styles and choreography of hip hop/street funk. Students will have the opportunity to learn and practice challenging and complex routines. Students will choreograph and present a hip hop routine reflecting individual styles and interpretation.

PE 3.32 BEGINNING LINDY HOP & SWING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will focus on steps, patterns, and style. Pass/No Pass Option

PE 3.33 DANCE INTENSIVE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to provide intermediate/advanced dance students an opportunity to expand and develop their technical skills, style, and performance technique in a specific area of dance. Pass/No Pass Only

PE 3.34 STUDIO DANCE PRODUCTION
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to provide dance students with an opportunity to develop the technical skills necessary to produce dance programs in the West Valley College studio theatre. Students will learn and/or choreograph dances in their area of emphasis, then design costumes, makeup and lighting for a performance in the studio theatre. Pass/No Pass Option

PE 3.36 CHOREOGRAPHY
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course includes an overview of the field of choreography and a study of the elements of dance composition as related to a specific form of dance. Students participate in class and college performances. Pass/No Pass Option
PE 3.37 THE FLAMENCO DANCE OF SPAIN - INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course focuses on intermediate flamenco dance technique and the performance of flamenco dance studies. The course also explores the intersection of flamenco dance with poetry and music. Previous Flamenco Dance experience recommended. Pass/No Pass Option

Fitness
All fitness classes are designed to help the student develop positive attitudes and skills in one or more of the following aspects of fitness: improved cardiovascular conditioning, increased muscular endurance, greater joint flexibility, and the ability to obtain total relaxation.

PE 4.03 FITNESS, AEROBICS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises.

PE 4.05 FITNESS, AQUA AEROBICS
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will improve the student's cardiovascular efficiency; increase muscular strength and endurance and further develop joint flexibility through the use of continuous, vigorous water activities and exercises.

PE 4.07 FITNESS, COMPETITIVE ATHLETE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to develop a highly conditioned body for strength, flexibility and endurance for the competing varsity athlete.

PE 4.12 FITNESS, STRETCHING & FLEXIBILITY
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will explore the purposes and techniques of acquiring body flexibility through stretching exercise. Particular attention is devoted to back care and muscle relaxation techniques.

PE 4.13 FITNESS, WALKING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Students are exposed to the benefits of exercise through fitness walking and to the principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tension.

PE 4.14 FITNESS, WATER EXERCISE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course presents exercises that use specific muscles while the body is submerged in water. The course helps the student become trimmer, stronger, and better conditioned.

PE 4.16 FITNESS, WEIGHT TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will emphasize conditioning needs/skills of men and women through a program of progressive weight training using external weights designed to increase muscular strength and endurance and general overall conditioning.

PE 4.18 PERSONAL FITNESS APPRAISAL
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Acceptable for credit: California State University
This course is designed to provide an increased self-awareness of personal fitness levels and fitness concepts through course activities and laboratory testing of physical fitness components (cardiovascular, muscular, flexibility and body composition). The instructor provides an exercise prescription for an ongoing training program which is monitored through the duration of the class. Pass/No Pass Option

PE 4.19 FITNESS APPRAISAL
1 unit
Lecture .5 hour; lab 1.5 hour, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed to provide an increased self awareness of personal fitness levels and fitness concepts through pre and post fitness testing. It includes theories of fitness, lifestyle change, nutrition, weight management, and the development of a personal exercise program. Pass/No Pass Option

PE 4.22 FITNESS, STEP
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course will provide students of all cardiovascular fitness levels the opportunity to participate in a movement experience using the Step Fitness movement method and equipment. The student will progress through the height levels and the step levels that will allow for his/her optimum fitness improvement.

PE 4.24 FITNESS, TOTAL - MEN
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of men

PE 4.25 FITNESS, TOTAL - WOMEN
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of women.

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
PE 4.28 FITNESS JOGGING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course will introduce students 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  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course will provide students with the opportunity to gain improved muscular strength and endurance through the use of free weights and resistive types of exercises. The workout is structured and the movements are set to music. Pass/No Pass Only

PE 4.30 FUNCTIONAL FITNESS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course will provide students with the opportunity to gain 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. Pass/No Pass Only

PE 4.31 CORE TRAINING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course will provide students with the opportunity to gain muscular strength for trunk stabilization. Movement patterns that strengthen the 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. Pass/No Pass Only

PE 4.32 FITNESS: BOOT CAMP  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course will provide students with the opportunity to gain improved 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, calisthetics, and jumping rope.

PE 4.33 CARDIO CROSS TRAINING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course will provide students with the opportunity to gain improved cardiorespiratory fitness, flexibility, and muscle strength. This course will utilize exercise equipment to improve cardiorespiratory fitness. Equipment will include the stair-master, stationary bike, treadmill, seated rowing machine, and other apparatus.

PE 4.35 TRAIL RUNNING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: 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 4.36 EVERYDAY FOOD AND FITNESS  
1 unit  
Lecture 0 hours; lab 1 hours, lab 0 hours by arrangement  
Acceptable for credit: California State University  
This course provides students with the opportunity to adopt a healthy, active lifestyle. The goals of the course are to educate students on the health risks associated with obesity, to promote an increase in students’ overall activity, to help students develop healthy body composition, to offer tools for students to modify health related behavior, and to improve their overall health and well being. Pass/No Pass Option

PE 4.40 CARDIO TENNIS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course provides students with the opportunity to gain improved cardiorespiratory fitness, flexibility, and muscle strength while learning tennis skills. The course blends tennis techniques, drills, and training with aerobic movement, flexibility, and strengthening exercises. The emphasis is on movement. Pass/No Pass Option

Combatives and Martial Arts

PE 6.02 KARATE-BEGINNING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course introduces the student to the basic skills of Karate.

PE 6.03 SELF-DEFENSE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
Students are instructed in methods and techniques of self-defense which will help them recognize and avoid dangerous situations. Techniques will be presented in the defense of oneself when under attack.
PE 6.06 KARATE-INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
Intermediate skills and techniques of the art of karate and other Japanese martial art forms are presented. Content includes analysis and application of movement; individual and group interaction and uses of karate.

PE 6.07 KICK BOXING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course will present the skills (kicks, punches, blocks, and stances) used in competitive kick boxing. Training will include conditioning and flexibility exercises. Sparring drills, bag work, timing and focus training will be presented. Self-defense techniques will also be introduced.

PE 6.08 FITNESS BOXING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course will provide cardiovascular fitness, strength, and flexibility through boxing techniques. Stances, punching, combinations, blocks, and sparring drills will be presented. The rules of sport boxing will be covered. Emphasis will be on training techniques. Non-contact sparring will be practiced.

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  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course will introduce the fundamentals of the game of badminton and the strategies of badminton to the student.

PE 7.03 BADMINTON-INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.02  
Acceptable for credit: University of California, California State University  
This course provides students with the opportunity to master individual skills and strategies of badminton at the intermediate level.

PE 7.04 INTRO TO SPORT CLIMBING/ROCK CLIMBING  
1 unit  
Lecture 1 hour; lab 2 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to offer the novice/beginner student the opportunity to learn to climb efficiently and safely, to learn proper techniques of climbing, belaying, and rope management. Students will have the opportunity to learn about local climbing-related opportunities in the South Bay. Students must provide their own instructor-approved harnesses.

PE 7.05 FENCING-BEGINNING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is for the beginning fencer. Emphasis is placed on learning basic movement skills, offcating skills, and beginning-bouting.

PE 7.06 FENCING-INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Prerequisite: PE 7.07  
Acceptable for credit: University of California, California State University  
This course provides students with the opportunity for mastery of fencing skills and techniques at the intermediate level. Students will gain a better understanding of the rules of fencing while practicing with an adversary. They will develop a personal technique of movement patterns. There will also be an opportunity for competition, and practice in judging, scoring and directing.

PE 7.07 FENCING-ADVANCED  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Prerequisite: PE 7.07 or 7.08  
Acceptable for credit: University of California, California State University  
This course provides the students with the opportunity to master specific fencing skills and techniques at the advanced level in standard and electrical foil.

PE 7.08 BADMINTON-INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.02  
Acceptable for credit: University of California, California State University  
This course provides students with the opportunity to master individual skills and strategies of badminton at the intermediate level.

PE 7.09 GOLF-BEGINNING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.10  
Acceptable for credit: University of California, California State University  
This course is designed to help intermediate golfers develop more advanced skills in the game of golf. A greater emphasis is placed on the technical aspects of the swing.

PE 7.10 GOLF-ADVANCED  
2 units  
Lecture 0 hours; lab 6 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.10  
Acceptable for credit: University of California, California State University  
This is a high-level sequential course designed to help develop advanced techniques in a practical and realistic atmosphere. Most sessions will be presented at the golf course. Some emphasis is on the social values of the game and an introduction to various scoring methods and types of tournament play. Pass/No Pass Option

PE 7.11 BEGINNING TENNIS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to give the student greater insight into the game through a series of intermediate learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.

PE 7.12 INTERMEDIATE TENNIS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.19  
Acceptable for credit: University of California, California State University  
This course in tennis is designed to give the student greater insight into the game through a series of intermediate learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.

PE 7.13 ADVANCED TENNIS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 7.20  
Acceptable for credit: University of California, California State University  
This course provides the student with the opportunity for further mastery of specific tennis skills and strategies at an advanced level.

Recommended Preparations in Basic Skills:  
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PE 7.23 SCUBA DIVING  
2 units  
Lecture 1.5 hours; lab .5 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course provides the opportunity for students to learn the knowledge and skills of SCUBA Diving. Satisfactory completion of this course can lead to international SCUBA certification. Basic swimming proficiency is recommended.

PE 7.24 SCUBA DIVING-ADVANCED  
2 units  
Lecture 1.5 hours; lab .5 hours, lab 0 hours by arrangement  
Recommended preparation: Recommended internationally recognized certification as an open water SCUBA Diver.  
Acceptable for credit: University of California, California State University  
This course provides the opportunity for students to improve knowledge and skills of SCUBA and Marine Diving Technology. Satisfactory completion of this course can meet lead to international SCUBA certification in Advanced, Rescue and Nitrox. It is recommended that students have an internationally recognized certification as an open water SCUBA Diver prior to taking this course.

PE 7.26 STUDIO CYCLING  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course provides students with the opportunity to gain muscular strength and cardiovascular endurance through stationary cycling. The workouts are performed on a studio-spinning bike designed to improve aerobic and anaerobic fitness through interval training and steady state training. Benefits include improved cycling mechanics and efficiency, body awareness, injury prevention, stress reduction, and increased self-confidence. Pass/No Pass Option

Team Sports

PE 8.03 BASEBALL-ADVANCED  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: Prior participation in interscholastic competition or club baseball program.  
Acceptable for credit: University of California, California State University  
This course is designed to provide an opportunity for students to develop advanced baseball skills and techniques in order to participate and learn an activity geared to their level of ability.

PE 8.04 BASKETBALL, MEN  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to teach the basic skills, techniques, and knowledge of the game of men's basketball.

PE 8.07 ADVANCED TECHNIQUES OF FOOTBALL  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: Prior participation in interscholastic competition or club football program.  
Acceptable for credit: University of California, California State University  
This course is designed to teach basic, individual skills and team play through active participation; a general approach to the origin, techniques, and rules of the game.

PE 8.08 SOCCER-BEGINNING, MEN  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to teach basic skills, offenses and defenses of men's soccer at the beginning level.

PE 8.09 SOCCER-ADVANCED, MEN  
2 units  
Lecture 0 hours; lab 6 hours, lab 0 hours by arrangement  
Recommended preparation: PE 8.08  
Acceptable for credit: University of California, California State University  
This is an advanced course in soccer designed to develop advanced individual skills which can be incorporated into a relatively high level of team participation.

PE 8.10 SOCCER-WOMEN  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course emphasizes the development of 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  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to help the student develop softball skills and provide an opportunity to participate on a softball team in a class setting.

PE 8.13 SOFTBALL-INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 8.12  
Acceptable for credit: University of California, California State University  
This course emphasizes the development of intermediate softball skills, including competitive team-play opportunities.

PE 8.14 TRACK & FIELD FUNDAMENTALS-ADVANCED  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
A course designed to teach individual skills in track and field. Includes sprints, hurdles, middle and distance running, weight events, and jumping events.

PE 8.15 VOLLEYBALL-BEGINNING SKILLS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed to teach the novice beginner volleyball skills for recreational pleasure and value as a worthy leisure-time activity.

PE 8.16 VOLLEYBALL-INTERMEDIATE SKILLS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 8.15  
Acceptable for credit: University of California, California State University  
This course is designed to explore further the game of volleyball and help the student master intermediate volleyball skills.

PE 8.17 VOLLEYBALL-ADVANCED SKILLS  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 8.16  
Acceptable for credit: University of California, California State University  
This course provides the serious student of volleyball with the opportunity to master individual skills and team strategies at the advanced level.

PE 8.18 VOLLEYBALL-OUTDOOR SAND & GRASS DOUBLES  
1 unit  
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement  
Recommended preparation: PE 8.15  
Acceptable for credit: University of California, California State University  
This course is designed to teach the skills, strategies and techniques of doubles sand and grass volleyball.

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• RECOMMENDED preparations are ADVISORY.  
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
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 materials fee is required in each sport.

**PE 9.01 INTERCOLLEGIAL BASEBALL-MEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Recommended preparation: PE 8.03 or intercollegiate 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 INTERCOLLEGIAL BASEBALL-MEN**

1 unit

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement (over 9 weeks)

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 9.06 INTERCOLLEGIAL FOOTBALL-MEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Recommended preparation: PE 8.07 or intercollegiate 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 INTERCOLLEGIAL SOCCER-MEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Recommended preparation: PE 8.09 or intercollegiate 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 INTERCOLLEGIAL SOCCER-WOMEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Recommended preparation: PE 8.10 or high school

Acceptable for credit: University of California, California State University

This course provides intercollegiate competition that meets the needs of college level women soccer players.

**PE 9.09 INTERCOLLEGIAL SOFTBALL-WOMEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Co requisite: PE 4.07

Recommended preparation: Interscholastic h.s. or club participation

Acceptable for credit: University of California, California State University

Intercollegiate competition in softball designed to meet needs and skills of women.

**PE 9.10 INTERCOLLEGIAL SWIMMING-MEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Recommended preparation: PE 2.06 or intercollegiate 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 INTERCOLLEGIAL SWIMMING-WOMEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Recommended preparation: PE 2.09 or intercollegiate 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 INTERCOLLEGIAL TRACK-MEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Recommended preparation: PE 8.14 or intercollegiate 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 INTERCOLLEGIAL TRACK-WOMEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Recommended preparation: PE 8.10 or intercollegiate 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 INTERCOLLEGIAL VOLLEYBALL-WOMEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Recommended preparation: PE 8.17 or intercollegiate 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 INTERCOLLEGIAL WATER POLO-MEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Recommended preparation: Interscholastic h.s. or club participation

Acceptable for credit: University of California, California State University

This course provides intercollegiate competition for men in water polo.

**PE 9.20 INTERCOLLEGIAL WATER POLO-WOMEN**

2 units

Lecture 0 hours; lab 10 hours, lab 0 hours by arrangement

Recommended preparation: Interscholastic h.s. or club participation

Acceptable for credit: University of California, California State University

This course provides intercollegiate competition for men in water polo.

**PE 9.30 INTERCOLLEGIAL PRE-SEASON CONDITIONING**

1 unit

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

Acceptable for credit: University of California, California State University

This course is for students competing in 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.

**PE 9.41 ATHLETIC BASEBALL SKILLS AND TECHNIQUES**

2 units

Lecture 0 hours; lab 2 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This is an advanced development of athletic baseball skills and techniques course. The course provides instruction in baseball specific rules, techniques, equipment and facilities management, etiquette, and safety. In addition, students are given the opportunity to apply nutrition, flexibility, and strength training concepts to improve their skills. Pass/No Pass Option

**PE 9.49 ATHLETIC SOFTBALL SKILLS AND TECHNIQUES**

2 units

Lecture 0 hours; lab 2 hours, lab 0 hours by arrangement

Acceptable for credit: California State University

This is an advanced development of athletic softball skills and techniques course. This course provides instruction in softball specific rules, techniques, equipment and facilities management, etiquette, and safety. In addition, students are given the opportunity to apply nutrition, flexibility, and strength training concepts to improve their skill level. Pass/No Pass Option
Mind/Body/Wellness

PE 11.01 YOGA FOR HEALTH
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
The practice and study of Yoga helps to bring about a natural balance of body and mind. This course emphasizes the physical practice of yoga exercises which provide a gentle muscle stretching and range of motion around the joints along with breathing and relaxation techniques leading to total relaxation and the harmony of mind and body.

PE 11.01A YOGA FOR HEALTH
.5 unit
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course emphasizes the physical practice of yoga exercises which provide a gentle muscle stretching and range of motion around the joints along with breathing and relaxation techniques leading to total relaxation and the harmony of mind and body. Pass/No Pass Option

PE 11.02 INTERMEDIATE ASANA-MOVING DEEPER INTO HATHA YOGA
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course includes instruction in all classifications of yoga postures: neutral, standing, bends, twists, inversions, and relaxation. This course builds on the principles learned in Yoga for Health. A clear understanding of the basic yoga postures is preferred prior to taking this course. Pass/No Pass Option

PE 11.03 GENTLE RESTORATIVE EXERCISE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces students to modified Yoga, Pilates, and dance exercise, which provides gentle muscle stretching for increased flexibility and range of motion; strengthening to assist in injury prevention; along with breathing, and relaxation techniques for stress reduction. Pass/No Pass Option

PE 11.04 POWER POSTURES
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces steps on how to relieve stress reducing elements. Pass/No Pass Option

PE 11.05 POWER POSTURES
.5 unit
Lecture 0 hours; lab 1.5 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces steps on how to relieve stress reducing elements. Pass/No Pass Option

PE 11.06 RESTORATIVE EXERCISE
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces steps on how to relieve stress reducing elements. Pass/No Pass Option

PE 11.07 TAI CHI
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course explores how the virtues of yogic philosophy can be integrated into Asana practice. This course builds on the principles learned in Yoga for Health. A clear understanding of the basic yoga postures is preferred prior to taking this course. Pass/No Pass Option

PE 11.08 PILATES MAT WORKOUT
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Intermediate Asana moves deeper into the spirit of Hatha Yoga and explores how the virtues of yogic philosophy can be integrated into Asana practice. This course builds on the principles learned in Yoga for Health. A clear understanding of the basic yoga postures is preferred prior to taking this course. Pass/No Pass Option

PE 11.09 INTERMEDIATE PILATES MAT WORKOUT
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Intermediate to advanced exercises are designed to improve posture, body alignment, 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 11.10 WEIGH DOWN
4 Units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the overweight student with the opportunity to adopt a healthy, active lifestyle. The goals of the course are to educate overweight students on the health risks associated with obesity, increase overall activity, produce long-term weight loss, promote behavior modification, and improve health and well being. Pass/No Pass Option

PE 11.11 STRESS BUSTERS
1 Units
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces steps on how to relieve the physiological effects of stress using a variety of relaxation techniques. Techniques include forms of meditation (mental, visual, auditory and physical repetition), biofeedback, autogenic training, music therapy & more. How these techniques decrease stress, as well as creating a strong mind/body connection for lifelong stress reduction is discussed. Pass/No Pass Option

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• RECOMMENDED preparations are ADVISORY
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**Marine Diving Education**

**PE 12.03 DIVE MASTER**

2 units
Lecture 1.5 hours; lab 1.5 hours, lab 0 hours by arrangement

Recommended preparation: Open Water or higher 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
Lecture 1.5 hours; lab 1.5 hours, lab 0 hours by arrangement

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 an Assistant Instructor at aquariums and on commercial and research dive vessels.

**PE 12.05 SCUBA INSTRUCTOR**

2 units
Lecture 1.5 hours; lab 1.5 hours, lab 0 hours by arrangement

Recommended preparation: Dive master or Assistant Instructor of SCUBA certification from any 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.

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**PE 12.10 RESEARCH DIVER**

2 units
Lecture 1.5 hours; lab 1.5 hours, lab 0 hours by arrangement

Recommended preparation: Open Water or higher SCUBA certification from any nationally recognized SCUBA agency

Acceptable for credit: University of California, California State University

This course provides the theoretical and practical knowledge and skills required to effectively operate in research or scientific diving environments.

**PE 100 SPECIAL TOPICS**

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

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**Physical Education — Theory**

**Learning Outcomes**

After completing courses in Physical Education Theory, a student will be able to:

- Identify one or more physical education theory-related factors which influence individual and community health behaviors;
- Identify immediate and long range effects of physical education and health-related behaviors;
- Select valid, reliable, and credible sources of information about physical education theory, health needs, interests and concerns.

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**PE.TH 030 INTRODUCTION TO PHYSICAL EDUCATION**

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

Acceptable for credit: University of California, California State University

This course surveys 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 030A INTRODUCTION TO SPORTS MEDICINE**

3 units
(Offered Fall Semester only)
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course introduces the student to concepts of athletic training; care and prevention of sports injuries; recognition, evaluation, management, and rehabilitation of injuries; techniques of adhesive strapping and protective padding and bracing. Pass/No Pass Option

**PE.TH 030A SPORTS INJURY MANAGEMENT AND REHABILITATION**

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

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, 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. Pass/No Pass Option

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**Recommended Preparations in Basic Skills:**

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

**NOTE:** Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
PE.TH 039B SPORTS INJURY MANAGEMENT & REHABILITATION
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: First Aid/CPR 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. Pass/No Pass Only.

PE.TH 041 SKILL COMPETENCIES IN ATHLETIC TRAINING
1 unit
Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the student with the 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. Pass/No Pass Only.

PE.TH 042 PRINCIPLES OF STRENGTH TRAINING & CONDITIONING
3 units
(Spring semester only)
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces students to the principles of effective strength training and conditioning. Emphasis is on program design, periodization training, effective strength training exercises and stretches, body composition, and skills to improve strength and athletic performance.

PE.TH 043 SPORTS INJURIES
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides students an opportunity to learn how to recognize common sports injuries, go through a basic and systematic evaluation of the injury, apply “return to play” goals in the healing process, and perform rehabilitation principles to aid in the recovery of the injury.

PE.TH 044 LIFETIME FITNESS
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: PE.TH 044
Acceptable for credit: University of California, California State University
This course provides the student with an opportunity to learn how to recognize common sports injuries, 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. Pass/No Pass Only.

PE.TH 044A LIFETIME FITNESS - WELLNESS CENTER LAB-A
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: University of California, California State University
This laboratory is designed to improve the student’s cardio respiratory fitness, muscular strength and endurance, flexibility and body composition. Students are given the opportunity to develop strength and muscular endurance using Hoist weight equipment and free weights. Cardio respiratory fitness training includes the use of: treadmills, stationary bicycles, stair steppers, elliptical trainers, and rowing machines. Recommended PE.TH 044 Lifetime Fitness OR previous weight training experience. Pass/No Pass Only.

PE.TH 045 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE FOOTBALL
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 8.07 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the student to the theory and principles of offensive and defensive intercollegiate football, including punt and punt return, point after touchdown, field goal kicking, and kick off. Pass/No Pass Option

PE.TH 046 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE BASEBALL
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 8.03 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the theory and principles of offensive and defensive intercollegiate baseball. All aspects of offense and defense including the knowledge and understanding of the rules of baseball relative to batting are covered. Pass/No Pass Option

PE.TH 047 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE BASKETBALL
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: PE 8.04 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the theory and principles of offensive and defensive intercollegiate basketball. Knowledge and understanding of the rules of basketball will also be included. Pass/No Pass Option

PE.TH 051 DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California; California State University
This course examines dance as a cultural expression in the USA. The course explores and analyzes indigenous dance forms including the social, political, economic, and religious significance. Pass/No Pass Option

PE.TH 052 TECHNIQUES OF TEACHING DANCE
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides instruction in the theories, principles, and techniques involved in teaching dance. Pass/No Pass Option

PE.TH 060 GROUP FITNESS INSTRUCTOR TRAINING
2 units
Lecture 2 hours; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: California State University
This is an introductory course to train the aspiring fitness professional. Participants in the program will be expected to understand practical anatomy and physiology, first aid, immediate health care and nutrition. They will be assisted in learning proper exercise procedures applicable for special groups, choreography of exercises, and leading large groups of students. Visitations and critiques of other classes will be encouraged. Pass/No Pass Option

PE.TH 091, 092, 093 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*UC transfer credit for directed 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 allows independent work of special interest to the student related to, but not included in, regular courses offered by the physical education department. Pass/No Pass Option

**PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.**
**Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.**
**RECOMMENDED preparations are ADVISORY**
**This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.**
Physics

THE FACULTY
Doug Epperson
Lungyee Lin
Benjamin Mendelsohn
Mel Vaughn

DIVISION Science and Mathematics
DIVISION CHAIR Rebecca Wong
DEPARTMENT CHAIR Doug Epperson
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COUNSELING 408-741-2009

Learning Outcomes
After completing courses in Physical Science, a student will be able to:
• Apply scientific concepts and methods of inquiry to problems of the physical environment;
• Describe the influence of weather and climate on local and world-wide issues;
• Analyze environmental issues.

PHYSICAL SCIENCE: Transfer:
See assist.org and/or consult with a counselor.

PSCI 010 PHYSICAL SCIENCE SURVEY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course takes the student on a tour of physics, chemistry, geology and astronomy. It introduces major theories and concepts in these four fields and shows the interconnectedness of the many branches of science.

PSCI 020 WEATHER & CLIMATE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course studies local and global weather and climate and the processes that create them. Basic weather patterns, extreme weather and California weather are looked at in some detail.

PSCI 040 CLIMATE, ENERGY & A GREEN TOMORROW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course looks at global climate, governmental energy policy, the physics of energy, green buildings, green transportation and alternative fuels. Pass/No Pass Option

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

PHYS 001 INTRODUCTION TO PHYSICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: MATH 002D or MATH 002
Acceptable for credit: University of California, California State University
This course is designed specifically to prepare students for Physics 2A or Physics 4A. It covers basic principles/concepts in classical mechanics and introduces problem-solving skills that may be applied to a wide variety of problems.

PHYS 002A GENERAL PHYSICS - MECHANICS
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: MATH 002D or MATH 002
Recommended preparation: PHYS 001
Acceptable for credit: University of California, California State University
This is a trigonometry-based first course in Physics for majors in subjects other than engineering or the physical sciences. The course covers mechanics (motion, forces, torques, energy, momentum, angular momentum, and rotation), thermodynamics, fluid mechanics and sound. Concepts and problem solving are emphasized.

PHYS 002B GENERAL PHYSICS - ELECTRICITY & MAGNETISM
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PHYS 002A
Acceptable for credit: University of California, California State University
This is a trigonometry-based course in Physics for majors in subjects other than engineering or the physical sciences. The course covers electricity, magnetism, optics, atomic physics, nuclear physics and special relativity. Concepts and problem solving are emphasized.

PHYS 004A ENGINEERING PHYSICS - MECHANICS
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: MATH 002A
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 & MAGNETISM
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PHYS 004A and MATH 003B
Acceptable for credit: University of California, California State University
Electricity and magnetism is the second 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, HEAT & WAVES
5 units
Lecture 4 hours; lab 3 hours, lab 0 hours by arrangement
Prerequisite: PHYS 004A and MATH 003B
Acceptable for credit: University of California, California State University
Light and Heat is the third course in the engineering physics series. Topics to be studied include wave motion, heat, the first and second laws of thermodynamics, the concept of entropy, the nature and propagation of light, the laws of reflection and refraction for plane and spherical waves, interference, diffraction, and modern physics including wave-particle duality, matter waves, and special relativity. Problem solutions using calculus are emphasized.

PHYS 004D MODERN PHYSICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PHYS 004B
Acceptable for credit: University of California, California State University
This course is an introduction to modern physics, emphasizing the fundamental principles of relativity and quantum mechanics. Topics to be covered include: the Lorentz transformations, special and general relativity, wave-particle duality, the Bohr atom, line spectra and atomic energy levels, the Schrödinger equation, potential barriers and wells, the hydrogen atom, spin and angular momentum, elementary particles, and solid-state physics.

PHYS 010 CONCEPTUAL INTRODUCTION TO PHYSICS
4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course takes a conceptual approach to physics. Topics include mechanics, heat, fluids, solids, waves, electricity, magnetism, light, atomic physics, nuclear physics. A lab is included with the course to experience the phenomena discussed in lecture.

PHYS 091, 092, 093 DIRECTED STUDIES IN PHYSICS
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Acceptable for credit: California State University
UC transfer credit of directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

This course will explore aspects of physics topics, lab work, research, etc. which are related to regular physics courses but are not included in them. These courses may be repeated once. Pass/No Pass Option

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Political Science

THE FACULTY
Patricia Andrews
Nichola Gutierrez
Tim Kelly

DIVISION Social Science
DIVISION CHAIR Stephen Juarez
DEPARTMENT CHAIR Nichola Gutierrez
PHONE 408-741-2557
EMAIL nichola.gutierrez@wvm.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
After completing courses in Political Science, or an A.A. degree in Social Science with an emphasis in Political Science, a student will be able to:
- Describe the structure and functions of American government;
- Explain the ideas of the great political thinkers and how those ideas apply to our democracy and to our world today;
- Identify the institutions, players and processes in American national and state governments;
- Analyze the exercise of power in governmental institutions;
- Analyze how public policy is formulated, legislated, implemented and evaluated within our democratic framework;
- Compare the U.S. political system to others in the world;
- Describe the political relations among nations and the transnational relations practiced by people, organizations, and institutions across national boundaries.

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 assist.org and/or consult with a counselor.
#### POLITICAL SCIENCE (A.A. Degree)

See Social Science A.A. Degree with option in Political Science.

**POLIT 001 AMERICAN GOVERNMENT**

3 units

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

Acceptable for credit: University of California, California State University

This course covers the structure and functions of the American national, state and local governments. Emphasis is placed on the development of democratic institutions through historical and contemporary studies. Students will have an opportunity to understand what has shaped the United States Constitution, its amendments, and with study, the operation of and one’s role in democratic government. Pass/No Pass Option

**POLIT 002 COMPARATIVE GOVERNMENTS**

3 units

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

Acceptable for credit: University of California, California State University

Political Science 2 explores the government and politics of some of the major world powers as well as developing nations. Structures, functions and policies are compared with each other and with the U.S. government. Particular consideration is given to contemporary world problems. Pass/No Pass Option

**POLIT 003 INTRODUCTION TO POLITICAL SCIENCE**

3 units

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

Acceptable for credit: University of California, California State University

Political Science 3 is an introduction to political theory. The course analyzes the ideological origins of nation-states from direct democracy to totalitarian forms of government. Political Science 3 may be used to meet Social Science Series I or II requirements in the General Education pattern for transfer to the California State University system. Pass/No Pass Option

**POLIT 004 INTERNATIONAL RELATIONS**

3 units

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

Acceptable for credit: University of California, California State University

Political Science 004 is a survey of the ways and means by which the contemporary international scene has developed. Included will be consideration of such subjects as nationalism, imperialism, war, the world economy, the environment and developing nations. The student should gain a fuller understanding of the political, social and economic relationships among nation-states. Particular emphasis is given to the foreign policies of the U.S. and their relationship to foreign powers. Pass/No Pass Option

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**PORTUGUESE**

**DIVISION** Language Arts

**DEPARTMENT CHAIR** Randy Fujishin

**PHONE** 408-741-4011

**EMAIL** marc.accornero@wvm.edu

**COUNSELING** 408-741-2009

**Learning Outcomes**

See World Languages

**PORTG 001A BEGINNING BRAZILIAN PORTUGUESE**

5 units

Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement

Co requisite PORTG 011A

Acceptable for credit: University of California, California State University

The course focuses on the basic structures of the language: listening, speaking, reading and culture. Emphasis is placed on communication and relevancy. Students are exposed to various aspects of the Brazilian Portuguese culture. Pass/No Pass Option

**PORTG 001B BEGINNING BRAZILIAN PORTUGUESE**

5 units

Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement

Prerequisite PORTG 001A

Co requisite PORTG 011B

Acceptable for credit: University of California, California State University

In this course, the student will continue to develop his/her listening, speaking, reading and writing skills, and increase his/her vocabulary and knowledge of grammar. Emphasis is placed on self-expression and communication on topics of interest. Pass/No Pass Option

**PORTG 011A BRAZILIAN PORTUGUESE LAB**

.5 units

Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement

Co requisite: PORTG 001A

Acceptable for credit: California State University

In this course the student will practice the language skills and expand his/her fluency of skills learned in PORTG 001A.

**PORTG 011B PORTUGUESE LAB**

.5 Unit

Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement

Co requisite: PORTG 011B

Acceptable for credit: California State University

This is a course designed to accompany the PORTG 011B course. It is a continuation of PORTG 011A, although PORTG 011A is not a prerequisite. In this course the student will practice and increase his/her fluency of the skills learned in PORTG 011B. The student will practice the language skills and expand his/her knowledge of the Brazilian culture in the language lab with the aid of language skill building technology. Pass/No Pass Option

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**Psychology**

**THE FACULTY**

Jose Bautista

Michelle D. Reed

**DIVISION** Social Sciences

**DEPARTMENT CHAIR** Stephen Juarez

**PHONE** 408-741-2492

**EMAIL** jose.bautista@wvm.edu

**COUNSELING** 408-741-2009

Psychology is the scientific study of human and non-human behavior as well as the neurophysiological mechanisms that underlie sensations, perceptions, emotions, motivation, memory, cognitive, and motor functions constituting our mental processes and higher states of consciousness. Psychologists are concerned with the human experience relative to culture, ethnicity, work, health, development, and psychopathology. The field involves both pure science and practical application to matters of everyday life. Those who pursue one of psychology’s 55 sub-fields, as identified by the American Psychological Association, will find a wonderful variety of career options with the common goal of improving human life and understanding as well as the world in which we live.

**Highlights**

- Exemplary instructional staff, with many years of experience, representing different specializations and areas of interest
- A wide range of course offerings: Psychology of Addiction and Substance Abuse, Life-Span Developmental Psychology, Physiological Psychology, Psychology of Women, Experimental Psychophysiology, Social Psychology, and Abnormal Psychology
- Transferable courses to the CSU and UC systems, as well as numerous private universities

**Learning Outcomes**

After completing an Associate Arts degree in Psychology, a student will be able to:

- Describe the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology;
- Apply the scientific method and critical thinking skills to formulate valid hypotheses, operationally define constructs, and evaluate claims;
- Analyze data by selecting the appropriate methods, accurately evaluate and interpret the results, and communicate the results including the proper use of tables and graphs;
- Describe the anatomy and function of the major components of the nervous system, and the physiological basis of neuronal communication, including how drugs, stress, nutrition, interpersonal attraction and other exogenous factors affect the function of the nervous system;
- Specify how psychological principles are applied to real-life situations in business, industry, child rearing, and social interactions;
- Explain how psychosocial factors influence behavior and attitudes, and recognize the complexity of sociocultural and international diversity

**Recommended Preparations in Basic Skills**

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

**Note**

Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
## 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>
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</tbody>
</table>

Choose two additional courses from those listed below (6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</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 017  Social Psychology</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>
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</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>3</td>
</tr>
<tr>
<td>SOC 001  Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

### Required Electives (below 6 units)

Choose two additional courses from those listed above to meet the college graduation requirements.

**PSYCH 001 GENERAL PSYCHOLOGY**

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

Acceptable for credit: University of California, California State University

Introduction to general psychology as a behavioral science. Course emphasis is placed upon the scientific foundations of psychology, including the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental and cultural factors in behavior, psychological tests and measurements, learning, and personality theory.

### PSYCH 002 EXPERIMENTAL PSYCHOPHYSIOLOGY

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

**Prerequisite:** PSYCH 001

**Prerequisite or co-requisite:** MATH 101

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

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

**Prerequisite:** PSYCH 001

Acceptable for credit: University of California, California State University

An introduction to the physiological substrates of behavior. Among the areas covered are neurophysiology, the functional nervous 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

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

Acceptable for credit: University of California, California State University

The course introduces the student to the sex-role development of women in terms of the biosocial and cultural factors involved in intellectual and personal-emotional functions. Examinations of psychological research and theory focus on multicultural factors, that is gender as it relates to race, class, culture and ethnicity in United States society. (Satisfies the Cultural Diversity requirement for the Associate Degree). Pass/No Pass Option

### PSYCH 012 HUMAN GROWTH & DEVELOPMENT

3 units

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

**Prerequisite:** PSYCH 001

Acceptable for credit: University of California, California State University

An introduction to the psychological, physiological, cultural and other environmental forces affecting human growth and development through the lifespan. Emphasis is placed on normal psychological development (physical, cognitive and psychosocial) both within and across cultures. Theoretical models and research into the development of cognitive, perceptual, physical, personality, emotional and social abilities and disabilities will be presented and discussed. Pass/No Pass Option

### PSYCH 017 INTRODUCTION TO SOCIAL PSYCHOLOGY

3 units

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

Acceptable for credit: University of California, California State University

This course will introduce the student to the field of social psychology, and will explore its relevance to many life situations of professional and personal relevance. Students will cover the following topics, among others: Understanding others, Thinking about the social world, Attitude formation, Genes, culture, and gender, Prejudice, Interpersonal attraction (What is love?), Persuasion, Aggression, and Helping and prosocial behavior. These topics have high applicability in the legal system, and clinical settings.
PSYCH 025 INTRODUCTION TO ABNORMAL PSYCHOLOGY
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PSYCH 001
Acceptable for credit: University of California, California State University
This course deals with various categories as well as social criteria of “deviant” or “abnormal” behavior patterns. Course content deals with mildly maladaptive behavioral syndromes to grossly psychotic reactions, both functional and organic. Characterological or personality disorders, including sexually maladaptive behavior, are included in the course content together with behavioral dysfunctions from childhood to senility. The course is of value to students majoring in any area of behavioral science and to paraprofessional trainees in such areas as law enforcement, community health and social services. Pass/No Pass Option

PSYCH 030 PSYCHOLOGY OF ADDICTION & SUBSTANCE ABUSE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is an introduction to the physiological, psychological, and social processes of addiction and how they relate to the abuse of legal and illegal substances. Pass/No Pass Option

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

Public Relations
PUBLIC RELATIONS: Transfer:
See assist.org and/or consult with a counselor.

Reading
THE FACULTY
Whitney Clay
Michelle Francis

DIVISION
Language Arts

DIVISION CHAIR
Randy Fushin

DEPARTMENT CHAIR
Whitney Clay

PHONE
408-741-2619

EMAIL
whitney.clay@wvm.edu

COUNSELING
408-741-2009

Learning Outcomes
After completing courses in Reading, a student will be able to:
- Demonstrate literal comprehension of readings at the appropriate course level;
- Analyze and evaluate readings at the appropriate course level;
- Monitor positive and negative comprehension signals and apply appropriate strategies to correct incomplete comprehension.

READ 053 CRITICAL & EFFICIENT READING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: READ 961 or assessment
Acceptable for credit: California State University
This course is designed to enable students to improve their comprehension and critical reading of college-level texts. It also offers students the opportunity to increase reading efficiency and enjoyment of recreational reading. Satisfactory completion of this course can meet the West Valley College graduation requirement.

READ 060 READING FUNDAMENTALS
(Formerly Read 160)
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: READ 961 or assessment
Acceptable for credit: University of California, California State University
This course is designed to improve vocabulary and reading comprehension to prepare students to function at the college preparatory level. Pass/No Pass Option

READ 960 READING FUNDAMENTALS
(Formerly Read 160)
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: READ 960 or assessment or LS 932
Recommended preparation: READ 960 or assessment. Beginning Fall 2008, Reading 961 (or appropriate placement scores) became a prerequisite for English 1A for all incoming students. Since English 1A is a graduation requirement, continuing students have catalog rights. However, all students must still pass the reading proficiency test for graduation or Reading 53. This course is designed to prepare students for college-level reading. Students can expect improvement in reading comprehension, vocabulary, and study skills. Pass/No Pass Option

Real Estate
(See Business Administration/Real Estate)
Russian

DIVISION Language Arts
DIVISION CHAIR Randy Fuishin
DEPARTMENT CHAIR Marc Accornero
PHONE 408-741-2489
EMAIL marc.accornero@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
See World Languages

RUSS 001A BEGINNING RUSSIAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: 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. Pass/No Pass Option

RUSS 001B BEGINNING RUSSIAN
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: 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. Pass/No Pass Option

RUSS 011A RUSSIAN LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: 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. Pass/No Pass Option

RUSS 011B RUSSIAN LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: 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. Pass/No Pass Option

RUSS 050A BASIC RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Option

RUSS 050B BASIC RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: RUSS 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. Pass/No Pass Option

RUSS 051A INTERMEDIATE RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: RUSS 050B
Acceptable for credit: California State University
Review and continuation of basic grammar studied in Russian 050AB, with increased conversation and discussion of the customs and culture of Russia and the implications for business and travel in Russia. Pass/No Pass Option

RUSS 051B RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: RUSS 051A
Acceptable for credit: California State University
This course is a continuation of RUSS 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic 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 can be repeated twice. Pass/No Pass Option

RUSS 091, 092, 093 RUSSIAN DIRECTED STUDIES
1, 2 or 3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

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

Sales
(See Marketing and Sales)

Sign Language
(See American Sign Language)
Social Science

DIVISION Social Science
DIVISION CHAIR Stephen Juarez
PHONE 408-741-2556
EMAIL stephen.juarez@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing an Associate of Arts degree in Social Sciences, a student will be able to:
- Relate knowledge in the social sciences to cultural or global perspectives;
- Identify varying worldviews on the same issues and occurrences;
- Demonstrate critical thinking about how biological and environmental factors interact to influence behavior, attitudes and experience;
- Demonstrate knowledge of empirical research design and statistical analyses as applied in the social sciences;
- Explain how and why promoting health demands personal and collective responsibility at both the local and global levels;
- Describe core civic values which generate socially responsible behavior;
- Explain the interconnectedness of global decisions and events;
- Analyze the interdependence among people, groups, societies, governments, and nations in finding solutions to current worldwide problems and conflicts.

SOCIAL SCIENCE: Transfer:
See assist.org and/or consult with a counselor.

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
POLT 001   American Government 3
POLT 002   Comparative Governments 3
POLT 003   Intro to Political Science 3
POLT 004   International Relations 3
PSYCH 001   General Psychology 3
PSYCH 002   Experimental Psychophysiology 4
PSYCH 007   Physiological Psychology 3
PSYCH 009   Intro to Psychology of Women 3
PSYCH 012   Human Growth and Development3
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 areas, 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 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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

Sociology

THE FACULTY
Tom DeDen

DIVISION Social Science
DIVISION CHAIR Stephen Juarez
DEPARTMENT CHAIR Tom DeDen
PHONE 408-741-2543
EMAIL tom.deden@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing an Associate of Arts degree in Sociology, a student will be able to:
- Recognize major dimensions of the diversity of human social experiences;
- Distinguish scientific from non-scientific discourse on human social behavior;
- Distinguish the sociological perspective from the perspectives of other social sciences;
- Specify and contrast the major theoretical perspectives within sociology;
- Contrast the merits and limitations of various social science research methodologies with emphasis on the role of sampling and surveys in sociological research.

SOCIOLGY: Transfer:
See assist.org and/or consult with a counselor.

SOCIOLGY: Transfer (A.A. Degree)
Major Requirements (a total of 18 units are required)
Course                  Units
SOCI 001   Introduction to Sociology 3
(Mandatory)
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
SOC 045   Sociology of Human Sexuality 3
ANTHR 003   Introduction to Cultural Anthropology 3
Electives from recommended list 6
Up to 6 units from the following list may be applied to the major:

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. And additional units to meet the college graduation requirements.
**SOC 001 INTRODUCTION TO SOCIOLOGY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
*Acceptable for credit: University of California, California State University*
This course is an introduction to the field of sociology as a scientific discipline; an examination of human society from various sociological perspectives; analysis of the relationship between personality development and the sociocultural environment; the presentation of social institutions and possible influences on behavior. Pass/No Pass Option

**SOC 002 SOCIAL PROBLEMS**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
*Acceptable for credit: University of California, California State University*
This course is an introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging, and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems will be explored. Pass/No Pass Option

**SOC 003 SOCIAL PSYCHOLOGY: A SOCIOLOGICAL PERSPECTIVE**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
*Acceptable for credit: University of California, California State University*
Social psychology examines how individuals can resist and enact social influence in immediate social situations. It examines how social groups and individuals influence one another, and how the self is socially constructed via human social interaction. This course does not fulfill the major requirements for the Psychology AA degree. Check with four-year schools for Psychology transferability. Pass/No Pass Option.

**SOC 020 AMERICAN RACE RELATIONS**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
*Acceptable for credit: University of California, California State University*
This is a survey course studying the experiences, problems and the contemporary way of life of the minority people in the U.S. This course focuses on racial conflicts and inter-group tensions from a minority perspective. It is designed to create a context through which better race harmony may be achieved. Pass/No Pass Option

**SOC 040 MARRIAGE & THE FAMILY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
*Acceptable for credit: University of California (Proposed), California State University*
This course gives students the opportunity to study marriage in contemporary American society. Problems of mate choice and courtship and dating practices; adjustment to marriage; some aspects of parenthood and child training, and investigation of some possible problem areas of marriage are explored. Pass/No Pass Option

**SOC 045 SOCIOLOGY OF HUMAN SEXUALITY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
*Acceptable for credit: University of California, California State University*
This course 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. Pass/No Pass Option
SPAN 001B BEGINNING SPANISH
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Co requisite: 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. Pass/No Pass Option

SPAN 002A INTERMEDIATE SPANISH
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: SPAN 001B or three years of high school Spanish
Acceptable for credit: University of California, California State University

SPAN 002B INTERMEDIATE SPANISH
5 units
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Option

SPAN 003A, B ADVANCED SPANISH ORAL & WRITTEN COMPOSITION
5 units each
Lecture 5 hours; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Option

SPAN 001A SPANISH LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: SPAN 001A
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of the Spanish-speaking world through a variety of media. The student will review the customs and cultures of Spanish-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing Spanish language and pronunciation drill are also available. The course provides an excellent supplement to SPAN 001A. Pass/No Pass Option

SPAN 011B SPANISH LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co requisite: SPAN 001B
Acceptable for credit: California State University
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of the Spanish-speaking world through a variety of media. The student will review the customs and cultures of Spanish-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing Spanish language and pronunciation drill are also available. The course provides an excellent supplement to SPAN 001B. Pass/No Pass Option

SPAN 0049 SPANISH FOR THE SPANISH-SPEAKING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: Fluent in speaking and understanding Spanish.
Acceptable for credit: University of California, California State University
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. Pass/No Pass Option

SPAN 051B INTERMEDIATE CONVERSATIONAL SPANISH & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: SPAN 051A
Acceptable for credit: California State University
This course is a continuation of SPAN 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles, as well as the finer points of Spanish grammar. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option

SPAN 050B BASIC SPANISH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: SPAN 050A
Acceptable for credit: California State University
SPAN 050B 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
Acceptable for credit: California State University
SPAN 050A 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
Pass/No Pass Option

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

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

THE FACULTY
James Callner
William Clay
Brad Weisberg

DIVISION
Fine Arts

DIVISION CHAIR
Chris Cryer

DEPARTMENT CHAIR
Brad Weisberg

PHONE
408-741-4012

EMAIL
brad.weisberg@wvm.edu

408-741-2009

COUNSELING

The Theatre Arts Department provides a comprehensive program of theatre/film analysis and theory, acting, design and theatre technology, and film/video production. Its primary goal is to develop student creativity and skills, supported by sound background in analysis, literature, and aesthetics. In an environment that encourages self-expression, each student has opportunities to participate in various Theatre Arts specialties: film/theatre analysis, film/video production, acting, costume/makeup, and stage technology. Students have the opportunity to perform regularly in the college's two performance facilities. Students are prepared to transfer to four-year institutions and conservatories or to pursue career options, described below.

Highlights
• Newly renovated 400 seat proscenium theatre
• Newly renovated 100 seat chamber theatre
• State-of-the-art television studio
• Fine arts computer lab
• Courses offered in telecourse format
• Hands-on performance experience with state-of-the-art equipment
• Learning opportunities with visiting professional artists

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

PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
RECOMMENDED preparations are ADVISORY.
This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
ThAThe ArtS

THEAR 005AB Intro to Film Making
THEAR 018B Lighting Design
THEAR 019A Movie Special Effects
ART 004 Art Appreciation
ENGL 048 Intro to Shakespeare
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.

COSTUME/MAKEUP EMPHASIS

(A.A. Degree)

Learning Outcomes
- Apply film and theatre terminology and language;
- Identify production components;
- Demonstrate mechanical production skills;
- Demonstrate collaboration and team-building skills;
- Creatively solve problems;
- Demonstrate communication skills.

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 Theatre Appreciation</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:

THEAR 014AB Survey of Film
THEAR 019A Movie Special Effects

and 3 additional units from the following:

THEAR 020A Technical Production
THEAR 030A Beginning Acting
THEAR 047A Costumes: Stage/Screen
THEAR 048A Television Production
THEAR 048B Lighting Design
THEAR 049A Studio Performance
THEAR 049B Reh/Perf: Technical
THEAR 049B Reh/Perf: Costumes and Makeup
THEAR 050A Stage Acting
THEAR 050B Costumes: Stage/Screen
THEAR 051B Television Production
THEAR 052A Studio Performance
THEAR 052B Reh/Perf: Technical
THEAR 052B Reh/Perf: Costumes and Makeup

and 6 additional units from the following:

THEAR 006A Writing for Film/Television 3-3-3
THEAR 007A TV/Film Acting
THEAR 020A Studio Performance 3
THEAR 021A Reh/Perf: Technical 1-3
THEAR 030A Playwriting
THEAR 040A Stage Acting
THEAR 041A Stage Acting 3
THEAR 047A Costumes: Stage/Screen
THEAR 047B Television Production
THEAR 048A Television Production
THEAR 049A Studio Performance
THEAR 050A Beginning Acting
THEAR 051A TV/Film Acting
THEAR 052A Studio Performance
THEAR 052B Reh/Perf: Technical
THEAR 052B Reh/Perf: Costumes and Makeup
THEAR 053A TV/Film Acting
THEAR 054A Television Production
THEAR 055A Television Production
THEAR 056A Stage Acting
THEAR 057A Stage Acting
THEAR 058A Studio Performance
THEAR 059A Studio Performance
THEAR 060A The French Movie 3

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

COURTROOM VIDEOGRAPHY (Certificate)

Learning Outcomes
- Apply film and theatre terminology and language;
- Identify production components;
- Demonstrate mechanical production skills;
- Demonstrate communication skills.

Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 038 Court and Disposition Procedures</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008A Intro to TV Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008B Production 2</td>
<td>3</td>
</tr>
</tbody>
</table>

STAGE TECHNOLOGY

(A.A. Degree)

Learning Outcomes
- Apply film and theatre terminology and language;
- Analyze literature;
- Identify production components;
- Demonstrate mechanical production skills;
- Demonstrate collaboration and team-building skills;
- Creatively solve problems;
- Demonstrate communication skills;
- Create and demonstrate informed and personal artistic choices in coursework and productions.

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 Theatre Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018A Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 022ABC 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 form the following:

THEAR 006A Writing for Film/Television
THEAR 007A TV/Film Acting
THEAR 008A Television Production
THEAR 020 Studio Performance
THEAR 022ABC Reh/Perf: Costumes and Makeup 1-3
THEAR 030 Playwriting
THEAR 040B Stage Acting
THEAR 047B Costumes: Stage/Screen
THEAR 070 Mainstage Performance

Other Recommended Courses:

THEAR 001 Intro to Media Arts
THEAR 014AB Survey of Film
THEAR 015 Intro to Film
THEAR 019A Movie Special Effects
THEAR 044A Makeup: Stage/Screen
ART 004 Art Appreciation
ARCH 047 History of Modern Architecture
ARCH 051 Architectural Graphics: Drawing & Sketching
DRAFT 050 Beginning Drafting
ID 015 Interior Architectural Drafting
ID 035A History of Architecture
ID 020 Color Theory and Application

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

VIDEO/FILM

(A.A. Degree)

Learning Outcomes
- Apply film and theatre terminology and language;
- Identify production components;
- Demonstrate mechanical production skills;
- Demonstrate mechanical production skills;
- Demonstrate communication skills.

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 009A Studio Performance</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 052B Reh/Perf: Technical</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 additional units from the following:

THEAR 006A Writing for Film/Television
THEAR 007A TV/Film Acting
THEAR 008A Television Production
THEAR 020 Studio Performance
THEAR 022ABC Reh/Perf: Costumes and Makeup
THEAR 030 Playwriting
THEAR 040B Stage Acting
THEAR 047B Costumes: Stage/Screen
THEAR 070 Mainstage Performance

Other Recommended courses:

THEAR 001 Intro to Media Arts
THEAR 014AB Survey of Film
THEAR 015 Intro to Film
THEAR 019A Movie Special Effects
THEAR 044A Makeup: Stage/Screen
ART 004 Art Appreciation
ARCH 047 History of Modern Architecture
ARCH 051 Architectural Graphics: Drawing & Sketching
DRAFT 050 Beginning Drafting
ID 015 Interior Architectural Drafting
ID 035A History of Architecture
ID 020 Color Theory and Application

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

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer or winter sessions, please see the schedule of classes, or go to westvalley.edu and look under MyWebServices.
THEAR 003A CONFIDENCE/SELF ESTEEM BUILDING 3
*THEAR 004 EDITING THE NARRATIVE FILM 3
THEAR 007B TV/FILM ACTING 3
THEAR 008B TELEVISION PRODUCTION II 3
THEAR 014AB SURVEY OF FILM 3
THEAR 018A LIGHTING DESIGN 3
THEAR 019A MOVIE SPECIAL EFFECTS 3
THEAR 021BC REH/PERF: TECHNICAL 2-3
*THEAR 022BC REH/PERF: COSTUMES 2-3
THEAR 030 PLAYWRITING 3
THEAR 040A BEGINNING ACTING 2
THEAR 044A MAKEUP: STAGE/SCREEN 3
ART 004 ART APPRECIATION 3
ART 055 INTRODUCTION TO COMPUTER ARTS 3
ART 057 COMPUTER ANIMATION 3
DMIS 057A DIGITAL VIDEO EDITING: PREMIERE PRO 3
ENGL 041 LITERATURE AND FILM 3
FRNCCH 006A THE FRENCH MOVIE 1

Additional units to meet the college graduation requirements.

*A repeatable course taken to fulfill a category may be taken again to fulfill another category.

THEAR 001 INTRODUCTION TO MEDIA ARTS 3
units Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
A preview of theatre arts curriculum for non-majors, and a basic survey for majors/minors in stage, film and television. Theories and skills of these performance arts are compared and contrasted in practical application to career or a vocational goals. Recommended for all first-time students in Theatre Arts Department. Pass/No Pass Option

THEAR 002A TECHNICAL PRODUCTION 3
units Lecture 3 hours; lab 1 hour, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Introduction and practical experience in all technical phases of dramatic production. Emphasis on scenery, lighting and costumes required in all theatrical productions. Pass/No Pass Option

THEAR 003A COMEDY & CONFIDENCE 3
units Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed to introduce the student to the process of developing self confidence, self-esteem and self image in performance and life situations. Lecture and discussion, as well as individual/group exercises, are combined to help the student acquire confidence within the performance environment. Pass/No Pass Option

THEAR 004 DIGITAL EDITING OF THE NARRATIVE FILM 3
units Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
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 Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A preview of theatre arts curriculum for non-majors. This course provides an introduction to the basic elements and terminology of filmmaking. In addition to studying visual aesthetics, techniques of filmmaking and the duties of the filmmaking team are demonstrated. Pass/No Pass Option

THEAR 005B INTRODUCTION TO FILM MAKING 3
units Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: THEAR 005A
Acceptable for credit: University of California, California State University
This course is for the student who has completed Theatre 005A. Students have the opportunity to continue developing skills and techniques used in filmmaking. Lecture, discussion and individual/group projects are combined to help the student acquire a more advanced knowledge of producing, directing and editing.

THEAR 006A WRITING FOR FILM & TELEVISION 3
units Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
An introductory course in script writing for film and television designed to provide students with the skills needed to write various length TV/Film scripts, including commercials, narrative and educational screenplays. Pass/No Pass Option

THEAR 006B WRITING FOR FILM & TELEVISION 3
units Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
A continuation of 006A, concentrating on screenplay writing techniques, forms and concepts. Development of screenplays and teleplays for various media markets will be examined. Pass/No Pass Option

THEAR 007A ACTING FOR FILM & TELEVISION 3
units Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
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. Pass/No Pass Option

THEAR 007B ACTING FOR FILM & TELEVISION 3
units Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: THEAR 007A and THEAR 040A
Acceptable for credit: University of California, California State University
This is a follow-up course to THEAR 007A. It includes continued participation in film acting projects and television production. Students will apply television terminology to their behind-the-scene activities. Pass/No Pass Option

THEAR 007C ADVANCED ACTING FOR FILM & TELEVISION 3
units Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: THEAR 007A or 007B and 040A
Acceptable for credit: University of California, California State University
This course provides a continuation of the acting theories and techniques studied in THEAR 007A and 007B. It includes continued participation in film acting projects and television production. Pass/No Pass Option

THEAR 008A INTRODUCTION TO TV PRODUCTION 3
units Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
An introductory course in the technique and skills necessary for basic television production. Study of production process, principles, aesthetics and styles. Television theory and application will be examined and practiced in a studio environment. Pass/No Pass Option

THEAR 009 FILM/VIDEO PRODUCTION - THE MUSIC VIDEO 3
units Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is a comprehensive study of the music video. In addition to examining the history and aesthetics of music videos, students have the opportunity to learn the production and performance skills to make their own short musical films. Pass/No Pass Option

*PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
*Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
*RECOMMENDED preparations are ADVISORY.
*This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
THEAR 010 THEATRE APPRECIATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
A general overview of the world of theatre, including dramatic literature, technical theatre, production techniques and the critical evaluation of productions. Pass/No Pass Option.

THEAR 014A SURVEY OF FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in Horror and Science Fiction. Critical analysis from an audience perspective includes readings, lectures and discussions covering conventions, history, evolution, terminology, and technique. Pass/No Pass Option

THEAR 014B SURVEY OF FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in Westerns and Musicals. Critical analysis from an audience perspective includes readings, lectures and discussions covering conventions, history, evolution, terminology, and technique. Pass/No Pass Option

THEAR 014C SURVEY OF FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Survey of film is an introductory film course in which primary focus is placed on the cinematic development of gangster and detective films. Critical analysis from an audience perspective includes readings, lectures, and discussions covering genre conventions, history, evolution, terminology, and technique. Pass/No Pass Option

THEAR 015 FILM APPRECIATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is intended as a critical analysis of the film media from an audience perspective. Elements of film production from cinematic structure, style and historical perspective are explored. Included in the course are readings, Lecture and discussions on the theory and practice of filmmaking with an emphasis on producers, directors, actors and critics.

THEAR 018A INTRODUCTION TO STAGE LIGHTING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This is an introductory course in the theory, methods and application of stage lighting. The course involves the study of different approaches to light design, the study of the physics of stage lighting and color in light. The course also serves as an introduction to the lighting instruments themselves and the practical work involved in lighting a staged production.

THEAR 019A MOVIE MAGIC: CONTEMPORARY SPECIAL EFFECTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
The students in this course study specific film effects, such as sound, blue screening, animation, morphing, and computer digital effects. This course also traces the way in which early filmic techniques have inspired the creation of special effects by today’s filmmakers and screenwriters. This course is West Valley College Degree and GE applicable under Area C: Humanities. Pass/No Pass Option

THEAR 020 STUDIO THEATRE WORKSHOP
3 units
Lecture 0 hours; lab 9 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This performance class offers the student experience in rehearsing and performing in a limited space. It includes the study of acting techniques which are required for performances in an intimate studio environment. Audition is required.

THEAR 021A, B, C REHEARSAL & PERFORMANCE (TECHNICAL)
1-3 units
Lecture 0 hours; lab 3, 6 or 9 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Courses for students enrolled in stagecraft and involved in the major productions in a technical (crew) capacity. Involves sets construction, lighting, sound, properties, theatre management before, during and after the actual run of the play. These courses may be repeated three times.

THEAR 022A, B, C REHEARSAL & PERFORMANCE (COSTUMES/MAKEUP)
1-3 units
Lecture 0 hours; lab 3, 6 or 9 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
These courses apply the technical and creative aspects of costume and makeup design concepts in regularly scheduled public productions.

THEAR 026A IMPROVISATIONAL THEATRE WORKSHOP
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Exploration of methods and techniques used to develop spontaneous performance skills in the actor. Pass/No Pass Option

THEAR 027 SELECTED TOPICS FOR THE ACTOR
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
This course offers instruction and practical experience in a variety of specialized areas within actor training. Two or more of the following subjects will be covered: audition skills, makeup technique, improvisation, musical comedy, theatre movement, stage combat, period style, stage diction and dialect, scene study, acting for television, and professional theatre practices. Pass/No Pass Option

THEAR 030 INTRODUCTION TO PLAYWRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This introductory course in play righting is designed to provide students with the skills needed to write various length plays for the stage. All theatrical genres are explored. The basic steps of structuring scenes and dialogue are discussed and developed. These plays are written for possible production in the summer Alpha Project in the Theatre Arts Department. Pass/No Pass Option

THEAR 033B MUSICAL COMEDY WORKSHOP
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Theory, method and practical experience in movement techniques required by theatrical literature which includes straight plays and musical theatre. Pass/No Pass Option

THEAR 035A VOICE PRODUCTION & ARTICULATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Instruction in and study of vocal development and control in standard American stage speech with an emphasis on delivery of contemporary literature, Shakespeare, Scripture and classical prose. Pass/No Pass Option
THEAR 040A BEGINNING ACTING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides an introduction to acting with an emphasis on one’s personal connection to the character and the scene. The course introduces students to techniques on how to become comfortable in front of an audience. Also, movement and vocal exercises that prepare students for performance are introduced. Other topics that are explored include techniques of scene study and provisg.

THEAR 040B BEGINNING ACTING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: THEAR 040A
Acceptable for credit: University of California, California State University
This course focuses on the externals an actor uses to create a role. There is continued training in acting skills introduced in THEAR 040A with detailed script and character analysis. The course also introduces auditioning and improvisational skills.

THEAR 041A INTERMEDIATE ACTING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: THEAR 040A and 040B
Acceptable for credit: University of California, California State University
This course provides advanced scene study through detailed work on character and scene analysis, acting theory and technique. Students are introduced to Shakespearean literature. They also are introduced to formal audition techniques and preparing an actor’s resume.

THEAR 041B INTERMEDIATE ACTING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: THEAR 041A
Acceptable for credit: University of California, California State University
This course provides continued advanced scene study through character and scene analysis, acting theory and technique. Students are introduced to Shakespearean literature and begin work with directorial technique as they continue their studies on both formal and informal auditions.

THEAR 044A MAKEUP FOR STAGE & SCREEN
3 units
Lecture 3 hour; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to the basic techniques and materials of stage and cinematic makeup. The student has the opportunity to gain an understanding of the process through actual makeup application in the classroom environment. Pass/No Pass Option

THEAR 044B MAKEUP FOR STAGE & SCREEN
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement
Recommended preparation: THEAR 044A
Acceptable for credit: University of California, California State University
Lecture and laboratory practice in advanced techniques of theatrical makeup. Pass/No Pass Option

THEAR 045B INTERMEDIATE STAGECRAFT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis on theory and practical application of construction and rigging of theatrical scenery. Pass/No Pass Option

THEAR 047A COSTUMES FOR STAGE & SCREEN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Emphasis on theory and practical application of construction and rigging of theatrical scenery. Pass/No Pass Option

THEAR 059 THEATRE ARTS PRACTICE LAB
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: University of California, California State University
Laboratory practice applying and utilizing knowledge and techniques gained in theatre arts production and technique classes. This course allows students to work in scene shop, costume shop, lights, sound, properties, makeup, publicity, and house management, as well as attendance and critique of assigned public performances.

THEAR 069 PRESENTATIONAL AMERICAN THEATRE 1980-PRESENT
3 units
Lecture 0 hours; lab 9 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational American Theatre (1980-Present). Students participate in rehearsal and regularly scheduled performances.

THEAR 070 MAINSTAGE PRODUCTION WORKSHOP
3 units
Lecture 0 hours; lab 9 hours, lab 2 hours by arrangement
Acceptable for Credit: University of California, California State University
This course provides the student an opportunity to perform in a large proscenium style theatre. Blocking choices and vocal projection are key elements for study in the course. Students participate in rehearsals and regularly scheduled performances of plays and musicals. Admission to the course requires an audition.

THEAR 071 MUSICAL THEATRE
3 units
Lecture 0 hours; lab 9 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the analysis and dramatization of acting techniques necessary for performance of Musical Theatre. Students participate in rehearsal and regularly scheduled performances.

THEAR 072 AVANT-GARDE THEATRE
3 units
Lecture 0 hours; lab 9 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides the analysis and dramatization of acting techniques necessary for performance of Avant-Garde Theatre. Students participate in rehearsal and regularly scheduled performances.

THEAR 091, 92, 93 DIRECTED STUDIES
1-3 units
91 - Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
92 - Lecture 0 hours; lab 0 hours, lab 6 hours by arrangement
93 - Lecture 0 hours; lab 0 hours, lab 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*UC transfer credit 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

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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
Tutoring

DIVISION Student Services
DIVISION CHAIR Carol Pavan
PHONE 408-741-2311
COUNSELING 408-741-2009

Learning Outcomes
After accessing tutorial services, a student will be able to:
• Demonstrate skills and characteristics of a self-directed learner;
• Evaluate the need for tutoring services.

IS 040 TUTOR TRAINING
1.5 units
Lecture 1.5 hours; lab 0 hours, lab 0 hours by arrangement
Recommended preparation: Math; Faculty recommendation if tutor wishes to assist with Math
Acceptable for credit: California State University
The purpose of this course is to train tutors to help students as peers to maximize their learning potential. However, this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/lecture discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach. Pass/No Pass Only

Typing
(See Computer Applications)

Women’s Studies

THE FACULTY
Leigh Burrill, English
Rebecca Cranston-Diaz, English
Mae Conroy, CalWorks Program
Dulce Gray, English
Julie Maia, English
Ann Malmuth-Onn, Dance
Joe McDevitt, Student Recruitment
Maryanne Mills, Library Services
Becky Perelli, Student Health Services
Michelle Reed, Psychology
Cynthia Reiss, Art History
Susan Schultzer, English

DIVISION Language Arts
DIVISION CHAIR Randy Fujishin
DEPARTMENT CHAIR Leigh Burrill
PHONE 408-741-4054
EMAIL leigh.burrill@wvm.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing an Associate of Arts degree in Women’s Studies, a student will be able to:
• Identify and analyze women’s contributions to the sciences and humanities;
• Analyze gender roles using cross cultural and historical perspectives;
• Analyze cultural attitudes about sexuality throughout history and across cultures;
• Analyze the influence of gender, class, culture, race, ethnicity, and sexuality on the experiences of women and men in different societies;
• Analyze women’s access to power throughout history and across cultures;
• Participate in dialogue about fairness and justice in matters related to gender, race, class, culture, ethnicity and sexuality.

WOMEN’S STUDIES: Transfer:
See assist.org and/or consult with a counselor.

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 AA degree in Women’s Studies, students must complete 20 units from Groups 1, 2, 3. All majors must complete the 4-unit core course.

Group 1. Core Course (4-7 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>WS 001 Introduction to Women’s Studies: Knowledge, Gender and Power</td>
<td>4</td>
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<tr>
<td>WS 002 Women in the Arts</td>
<td>3</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 004* Art Appreciation: Women’s Studies Emphasis</td>
<td>3</td>
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<tr>
<td>ART 014 Women in Art History</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001A* English Composition: Women’s Studies Emphasis</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001B* English Composition: Women’s Studies Emphasis</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001C* Clear Thinking in Writing: Women’s Studies Emphasis</td>
<td>3</td>
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<tr>
<td>ENGL 046* Contemporary Multicultural Literature: Women’s Studies Emphasis</td>
<td>3</td>
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<tr>
<td>FRNCH 040A Women of France</td>
<td>1</td>
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<tr>
<td>FRNCH 040B Women of France</td>
<td>1</td>
</tr>
<tr>
<td>PSYCH 009 Psychology of Women</td>
<td>3</td>
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</tbody>
</table>

*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 intertwined.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHS 005 Childhood and Culture</td>
<td>3</td>
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<tr>
<td>COUNS 050 Cross-Cultural Perspectives</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 018 Asian American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 046 Contemporary American Multicultural Literature</td>
<td>3</td>
</tr>
<tr>
<td>PE.TH 051 Dance in America: A Cultural Perspective</td>
<td>3</td>
</tr>
<tr>
<td>POLT 005 American Ideals and Institutions</td>
<td>3</td>
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</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 requirement.
WS 001 INTRODUCTION TO WOMEN’S STUDIES: KNOWLEDGE, GENDER, & POWER
4 units
Lecture 4 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces students to the study of women and gender. Each semester, a faculty team will design the course around an interdisciplinary theme. Students will use this theme to examine how new scholarship is changing fundamental assumptions about women’s roles, both globally and locally. Men and women are equally welcome in this course, as all students can benefit from investigating the influence of gender in their lives and work. Students should consult the Schedule of Classes for a description of the theme for the current semester. Pass/No Pass Option

WS 002 WOMEN IN THE ARTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces students to the study of women's creative work in literature, the visual arts, and the performing arts. The course presents an overview of new theories and methods of scholarship, including the use of gender, race, culture, and class as lenses of analysis. Students have opportunities to examine how this new scholarship is changing appraisals of women’s contributions to the arts. Men and women are equally welcome in this course. Pass/No Pass Option

COURSES ON WOMEN

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

FRNC 040B WOMEN OF FRANCE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course will focus on the lives of ten important French women of the 20th century, and will explore their contributions in history, music, art and literature to the culture of France. Pass/No Pass Option

PSYCH 009 INTRODUCTION TO PSYCHOLOGY OF WOMEN
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PSYCH 1 or concurrent enrollment
Acceptable for credit: University of California, California State University
This course introduces the student to the gender-role development of women in terms of the bi-social and cultural factors involved in intellectual and personal-emotional functions. Examination of psychological research and theory will focus on multicultural factors; that is, gender as it relates to race, class, culture and ethnicity in United States society. This course will satisfy the 3-unit Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

Courses Offered with a Women’s Studies Focus
To make knowledge of new scholarship on women available to students, many departments have developed special emphasis sections of general education courses. Listed along with the traditional sections in the Schedule of Classes, these Women’s Studies sections will have a special notation calling attention to their unique approach. Students will learn fundamental principles as they gain knowledge about gender, race, and class—issues that are often ignored in traditionally taught courses. Students should read the Schedule of Classes carefully to ensure that they enroll in the section appropriate for their interest.

During 2011-2012, courses offered with a Women’s Studies focus may include the following:

ART 004 Art Appreciation; Women's Studies Emphasis
CHS 005 Childhood and Culture
COUN 024 Personal Growth: Gender 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
ENGL 049 Modern Fiction

For general descriptions of these courses, see the specific department listings in this catalog. For an overview of how these special emphasis courses differ from the traditional ones, students may examine the file of course syllabi maintained by the Women’s Studies Program coordinator.

Work Experience

DIVISION Career Programs
FACULTY ADVISOR Heide Hughes
PHONE 408-741-2114
EMAIL heide.hughes@wvm.edu
CAREER PROGRAM CENTER 408-741-2098

Learning Outcomes
After completing units in Work Experience, a student will be able to:
• Demonstrate personal and professional standards for responsibility, honesty, and decision-making;
• Demonstrate verbal and written communication skills;
• Set and manage priorities;
• Employ technology to enhance educational and career opportunities;
• Demonstrate interpersonal skills in various settings;
• Demonstrate flexibility and be adaptive to changing demands;
• Apply academic skills and concepts to the workplace.

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 sixteen (16) units of general work experience may be counted toward the associate degree.

Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit. One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort. Each student participating in Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, develop and write measurable learning objectives in developing short- and long-range career goals. Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities.

Determination of the units is based on the following schedule of hours.

<table>
<thead>
<tr>
<th>Units</th>
<th>TOTAL HOURS OF CREDIT</th>
<th>AVERAGE HOURS WORK PER WEEK REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>150</td>
<td>10 - 14</td>
</tr>
<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.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 6 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
WRKEX 301-304 OCCUPATIONAL WORK EXPERIENCE EDUCATION

2 - 4 units
302 - Lecture 0 hours; lab 0 hours, lab 10 hours by arrangement
303 - Lecture 0 hours; lab 0 hours, lab 15 hours by arrangement
304 - Lecture 0 hours; lab 0 hours, lab 20 hours by arrangement

Acceptable for credit: California State University

These courses involve the supervised employment of students in positions which are related with their selected field of study, thereby extending the learning experiences of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and explore their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. No more than sixteen (16) units that are directly related to occupational work experience, whether from one department or from multiple departments, may be counted toward the associate degree. No more than sixteen (16) units of occupational work experience, whether from one department or from multiple departments, may be counted toward the associate degree.

WRKEX 301G, 302G, 303G GENERAL WORK EXPERIENCE EDUCATION

2 - 3 units
302G - Lecture 0 hours; lab 0 hours, lab 10 hours by arrangement
303G - Lecture 0 hours; lab 0 hours, lab 15 hours by arrangement

Acceptable for credit: California State University

These courses involve the supervised employment of students in positions which will develop the student’s general job skills, vocational awareness and understanding of the requirements for successful employment. The program will assist the student in developing a foundation for future career choice and exploration. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. General Work Experience courses can be taken for a total of 16 units. No more than sixteen (16) units of general work experience may be counted toward the associate degree.

World Languages

THE FACULTY
Marc Accornero - Spanish
Ana Brichko - French

DIVISION
Language Arts

DIVISION CHAIR
Randy Fuishin

DEPARTMENT CHAIR
Marc Accornero

PHONE
408-741-2489

EMAIL
marc.accornero@wvm.edu

COUNSELING
408-741-2009

Learning Outcomes
After completing courses, a certificate, or an Associate of Arts degree in a language, a student will be able to:

• Communicate at the respective level on common daily topics;
• Respond with written and spoken expressions of the target language according to the level of study;
• Speak and convey information with accuracy and pronunciation acceptable to native-speakers of the language;
• Explain aspects of diverse cultural and global awareness;
• Customize the mode of communication appropriate to the specific audience.

See Specific Language for AA or Certificate requirements

Note: Only French and Spanish offer AA and Certificate Programs

WORLD LANGUAGE: Transfer:
See assist.org and/or consult with a counselor.

Zoology

PRINCIPLES OF ZOOLOGY
(See Biology)
West Valley Mission Community College District

Mission Statement
"The West Valley-Mission Community College District is committed to achieving student success through innovative and effective lifelong education and career opportunities, which include associate degrees, certificates, transfer, occupational programs, workforce development, pre-collegiate, global, and community education programs. The District strives to maintain and support institutional integrity, mutual respect, diversity, tolerance, rigorous evaluation, an exceptional workforce of faculty and staff, and partnerships between students, faculty, staff, administrators, the Board of Trustees, and the community. The District promotes an environment conducive to open dialogue and the free exchange of ideas leading to the achievement of successful student learning outcomes."

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

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

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

Our vision of success is to continually strive to be:
• Student Centered...
• Linked to our Partners and Communities
• A Clear Focus on the Future

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

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

History of the District
The first public meeting convened to address the formation of the West Valley Joint Community College District was held in July 1962. In October 1962, the California State Board of Education approved the District's formation, and in January 1963, the voters residing within the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts established the District. The District's first college, West Valley Junior College, became operational in September 1964, at the 12 1/2-acre remodeled Campbell Grammar School in Campbell. The 1964-65 academic year began with an enrollment of 3,203 students and a staff of 10 administrators and 53 instructors. One hundred courses were offered that first year. The following year the name was changed to West Valley College. In 1964, the 143-acre Fruittale-Allendale site in Saratoga was purchased. Funding from the State Junior College Construction Act was obtained, and between 1964 and 1974 the campus was developed. The first building was completed in 1968, and the first classes began in fall of that year. In 1966-67, 12 acres of land were purchased in Santa Clara north of the Bayshore Freeway between Lawrence Expressway and Coffin Road for the construction of Mission College. The total 164-acre parcel was acquired in 1970, the first phase of construction at the Santa Clara site was completed in 1979, and the College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors. In September 1985, the name of the district was changed to West Valley-Mission Community College District to reflect the status of Mission College.

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

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

West Valley/Mission Colleges Foundation
The West Valley/Mission Colleges Foundation was established in 1971 toadminister an endowed scholarship fund provided by the Sunsweet Growers Association. Since then it has broadened the scope of its activities to reach out to students and to the community itself. Its four main purposes are:
• To provide scholarships and assistance to students
• To administer and manage the Olympiad of the Arts
• To support programs and services of West Valley and Mission 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
West Valley-Mission Community College District

Board Policies

The following sections give pertinent Board policies related to student services, students eligibility and admissions, enrollment and registration, fees, student records, academic standards, student equity, matriculation, counseling and advising, health services, disabled students program, child care services, financial aid programs, athletics, student organizations and activities, free speech (time, place, manner), student publications, drug-free campus, student conduct policy, student discipline policy, student grievance and appeal policy, non-discrimination policy and sexual harassment policy. In some cases there are italicized notes that help clarify the policy or give a reference for finding further information on the topic in the schedule or student handbook. In general, policies will be found in the catalog and procedures will be found in the schedule of classes.

5.1 STUDENT SERVICES POLICIES

(Chapter 5 of Board Policy Manual)

5.1.1 The Colleges of the West Valley-Mission Community College District shall maintain a comprehensive program of student services to assist students in the realization of their individual potential. Specifically, these services shall include, but not be limited to, the following objectives:

a. Facilitate the registration of students at the Colleges;

b. Advise students of their educational and career opportunities;

c. Ensure their welfare while attending the Colleges;

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 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 or College Advantage programs.

b. The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

c. Denial of Requests for Admission

1. The Chancellor shall establish procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted.

2. If the Board denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

3. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

d. Claims for State Apportionment for Concurrent Enrollment

1. Claims for state apportionment submitted by the District based on enrollment of 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 transfers from other institutions of higher education; however, the following provisions shall apply:

a. A transfer student whose academic record reflects either a grade point average below 2.0 or status on probation may apply for and be accepted for enrollment. However, the applicant shall be required on academic probation, which shall remain on the student’s academic record until the cumulative grade point average reflects overall progress of 2.00 or more.

b. A transfer student whose academic record reflects recent disqualification and/or dismissal as a result of attendance at another college/university may not be admitted to a College of the District in the semester immediately following dismissal without the prior approval of the designated academic appeals body. After fulfilling the mandatory one semester waiting period, a student may be readmitted on probationary status, which shall continue until the cumulative grade point average reflects progress of 2.00 or more.

5.2.4 Each College may admit students who are non-California residents, subject to the rules and regulations outlined above and in the Education Code and the California Code of Regulations, Title 5. These students shall be required to pay non-resident tuition.

a. Determination of “Resident” Status

1. Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

2. A student who is a full-time employee of the District, or who is a child or spouse of a full-time employee of the District, shall be classified as a resident until the student has resided in the state the minimum time necessary to become a resident as defined in Code (Education Code §68079).

b. Authority to Determine Residence

1. The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

2. The Director of Admissions and Records, or a designee of the responsible Vice President, shall evaluate information presented by an applicant for admission and make determinations of residency.

3. Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

4. The student shall have the right to make a written appeal regarding residency determinations in accordance with District Policy, 5.21. (Student Grievances and Appeals)

c. 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 a residence. A resident is a person 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 preceding the first day of instruction for each semester or session.

2. The Board authorizes the publication of rules to be applied in determining California residence.

Note: (Additional information to policy) Rules for determining California Residence and admission to the college: A person entering a California public community college is subject to the residency requirements as determined by the State of California, including payment of nonresident tuition and fees.
RESIDENCY RULES

1. There can be only one residence.

2. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which one returns in seasons of repose.

3. A residence cannot be lost until another is gained.

4. In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the permanent home.

5. A man or a woman may establish his or her residence.

6. The residence of the parent with whom an unmarried minor maintains his place of abode is the residence of the unmarried minor child. When the minor lives with neither parent his residence is that of the parent with whom he maintained his last place of abode, provided the minor may establish his residence when both parents are deceased and a legal guardian has not been appointed.

7. The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

8. An unmarried minor who is entirely self-supporting may be entitled to resident classification for attendance.

9. A member of the armed forces of the United States on active duty, or certain stated dependents, may be entitled to resident classification for attendance.

10. Migratory agricultural workers, under certain conditions, may be entitled to resident classification.

11. A student who is an adult alien shall be entitled to resident classification upon documentation of his/her legal admission to the United States for permanent residence in accordance with all applicable laws of the United States, provided that he/she has had residence in the state for more than one year after such admission prior to the residence determination date for the semester or session.

12. A refugee (parolee), as defined by the 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 recategorization 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 Counseling 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 Counseling 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. See the Counseling Office for information.

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.

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. International students must:

a. Demonstrate proficiency in the use of the English language to a degree which will enable them to profit from instruction.

b. Offer evidence of a standard degree of academic aptitude and achievement equivalent to an American high school education with recommended 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 challenge, which shall comply with California Code of Regulations, Title 5.

5.4.2 Registration

a. Prior to the beginning of each semester, the Colleges shall jointly establish registration dates and procedures that shall appear in appropriate College publications.

b. The District shall document all course enrollment, attendance and disenrollment information pursuant to California Code of Regulations, Title 5. Students can check for their priority to register date on MyWebServices.

Note: Continuing students will register by priority based upon the number of units completed in the District.

STUDENT CODE OF CONDUCT

To access the Student Code of Conduct go to: westvalley.edu/services and click on the Student Code of Conduct link.

STUDENT IDENTIFICATION

All students are required to have a West Valley College Student ID Card. These cards are provided by the College free of charge. ID cards are available in the Admissions Office. Students are required to present ID Cards to transact business and gain access to certain facilities on campus.
REQUIRED NOTE OF AUTHORIZATION
If you are 18 years of age or older and you would like someone else to conduct business for you, you must provide that person with a signed note of authorization. A note must be presented each time a transaction is requested.

REGISTRATION OPTIONS
Students can use the web registration system.

COURSE OVERLAP
A student may not register for more than one class during the same time period. A petition can be filled out and a contract between the student and the instructor needs to be completed for special approval. (See Admissions & Records Office for forms.)

DUPLICATE REGISTRATION/COURSE OVERLAP
A student may not register for more than one section 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 6).

ADMISSIONS & REGISTRATION FOR SUMMER & WINTER SESSIONS
Students wishing to accelerate their academic program, 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 credit. 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, title 5, chapter 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.

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 $36.00 per unit per semester*. Exemption from the enrollment fee will be allowed for low-income students through the Financial Aid Office using the BOG Waiver.

*subject to change

BASIC FEES
Fees are established by the California State Legislature and the West Valley Mission Community College District Board of Trustees. Students are charged a mandatory health fee at the time of registration, or when requesting certain documents from the College. Included in required fees are transcript or document fees, a WEB registration fee, a campus center fee, an Associated Student Services Card fee, and a health fee. The amount of each of these basic fees is published each semester in the Schedule of Classes. (For financial aid information, see the “Student Financial Assistance” section of this catalog.)

$36 per unit Enrollment Fee
$204 per unit Nonresident Tuition
$17 Health Services Fee
$6/12 Campus Center Fee
$4 Associate Student Services Fee
All students, resident and non-resident, must pay the basic enrollment fee of $36 per unit each semester.

CAMPUS CENTER USE FEE*
A Campus Center Use Fee is required of all students, except those taking online classes who reside outside of Santa Clara county.

$12.00 6 or more units
$6.00 .5 to 5.5 units

*This fee is mandatory for all students who have the opportunity to use this facility. Students who feel they should not be assessed this fee, must petition the Academic Appeals Committee early in the semester.

ASSOCIATED STUDENT SERVICES CARD (ASSC) FEE*
This membership fee supports a wide range of student services, activities, and programs. All students enrolled are automatically assessed a membership fee of $4.00 per semester (excluding summer and winter sessions). Should a student choose not to be a member, the fee is completely refundable. To obtain a complete listing of the benefits available through ASSC membership, please visit the Student Activities Office in the Campus Center.

STUDENT HEALTH FEE
A health education/services fee is required of all students. The fee per semester is:

Fall or Spring $17.00
Summer Session $14.00

This fee is mandatory for all students who have the opportunity to use this facility. Students who feel they should not be assessed this fee, must contact the Financial Aid office in the Admissions and Records Building.

STUDENT HEALTH FEE
A mandatory health fee is charged to all students. The student health fee supports Student Health Services. The health fee is not a replacement for personal health insurance. Students exempted from the health fee are: 1) students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization; 2) students who are attending a community college under an approved apprenticeship training program (Ed Code Section 76355). Any student who either requests an exemption of the health fee or is determined by a Student Services program to warrant review for exemption, will be referred to the Financial Aid Director and at least one Financial Aid supervisor/technician, who will review requests on a case by case basis.

PARKING FEE
A semester-length student parking permit may be purchased at the Admissions and Records Office or online. Four-wheel vehicle (auto, truck, van) permits are $40.00 for fall and spring semesters and $20.00 for summer. Daily permits may be purchased at any of the daily permit dispensers located in each of the student parking lots. Yellow daily permit dispensers will accept $1.00 bills, quarters, dimes and nickels. Red dispensers will only accept quarters. Motorcycles do not need to display a parking permit, however, they are required to park only in designated motorcycle parking areas. Vehicles properly displaying a valid Disabled Parking Placard, issued by the California Department of Motor Vehicles, may park in student or staff parking stalls without displaying any other permit.

NONRESIDENT TUITION
Nonresident tuition is a mandatory fee of $204 per semester unit (plus the enrollment fee of $36 per unit) for each student whose legal residence is other than the state of California. This fee is due and payable at the time of registration.

TRANSCRIPTS
Students may secure official transcripts through the College Records Office (West Valley College, 14000 Fruitvale Avenue, Saratoga, California 95070-5698). A transcript sent to another educational institution at the request of the student is sent directly from the Records Office and will be an official transcript. Transcripts sent to other colleges or universities include only courses taken at West Valley College and Mission College. Students may receive two official transcripts at no charge. A charge of $4.00 will be made for subsequent requests for transcripts. “Rush” transcripts are available within one hour for $20.00 (to be picked up only) or 24 hours for $15.00, $5.00 for additional orders placed 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.

REFUNDS
Dropping Classes and Refund Policies, Procedures, and Guidelines
A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of length of the course for a short-term course, unless the program changes are a result of action by the district to cancel or reschedule a class or to drop a student pursuant to Section 58106(g) where the student fails to meet a prerequisite.

A. Semester Length Classes - Refund of enrollment fees: Full refund for semester length classes(s) dropped within the deadline dates. Drop deadlines refer to: refunds, no notation on records, and last date to drop with a “W” –
5.5.1 Students shall have access to records directly related to the student and shall be provided an opportunity to challenge such records on the grounds that they are inaccurate in accordance with the requirements of the California Education Code. A College shall obtain the written consent of the student before releasing student records to any persons and these rights extend to present and former students of the District with certain exceptions specified in Education Code §76243.

a. Student records include any item of information related to an identifiable student which is maintained by a community college or required to be maintained by an employee in the performance of his/her duties. Such student records shall not include those records defined in Education Code §76210.

b. The 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.

c. If a student wishes to challenge any information in his/her record, he/she shall file a written request with the appropriate College President for review. The College shall publish and communicate appropriate procedures for the timely review of requests.

5.5.2 The College may release certain types of “directory information” unless the student submits a request to the College that certain or all such information is not to be released. “Directory Information” shall include only the following:

Yes, the student did attend
No, the student did not attend

5.5.3 Students shall be notified of their legal rights regarding access to student records and release of directory information through publication of this policy in the Schedule of Classes.

5.5.4 Each College shall maintain a log in the Office of Admissions and Records for each student’s record which lists all persons, agencies, or organizations requesting or receiving information from the record and legitimate interests thereof.

5.5.5 A copy of District policy, the Family Educational Rights and Privacy Act, appropriate sections of the California Education Code, and other pertinent information and forms shall be available for inspection in the Admissions and Records Office.

5.5.6 A fee shall be charged for furnishing copies of records, except that the first two copies of a transcript shall be furnished without charge.

Note: See also Family Educational Rights and Privacy Act (FERPA)/Information Disclosure in current class schedule.

5.6 ACADEMIC STANDARDS

5.6.1 Students are expected to attend all classes until the decision is made.

5.6.2 Standards for Probation

a. A student shall be placed on probation if the student is enrolled are first class meeting. 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.

b. A student on probationary status shall be subject to dismissal if in three consecutive semesters either or both of the following criteria are applicable:

1. The student’s cumulative grade point average is less than 1.75 in all units attempted.

2. The cumulative total of units in which the student has been enrolled for which entries of “W,” “I,” and “NP” have been recorded reaches or exceeds 50 percent.

c. If a student wishes to challenge any information in his/her record, he/she shall file a written request with the appropriate College President for review. The College shall publish and communicate appropriate procedures for the timely review of requests.

5.6.3 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 grade points of “W,” “I,” and “NP” categories drops below fifty percent (50%).

b. Students who believe that their placement on probation is the result of an error may petition the appropriate College appeals body for appeal.

5.6.4 Standards For Dismissal

a. A student on probationary status shall be subject to dismissal if in three consecutive semesters either or both of the following criteria are applicable:

1. The student’s cumulative grade point average is less than 1.75 in all units attempted.

2. The cumulative total of units in which the student has been enrolled for which entries of “W,” “I,” and “NP” have been recorded reaches or exceeds 50 percent.

c. If a student wishes to challenge any information in his/her record, he/she shall file a written request with the appropriate College President for review.

5.6.5 Academic Record Symbols And Grade Point Analysis

a. Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive 4 points and the lowest grade shall receive 0 points, using only the following evaluative symbols, except as provided in subsection (b):

Symbol Definition Grade Point
A Excellent 4
B Good 3
C Satisfactory 2
D Passing, less than satisfactory 1
F Failing 0
P Pass (at least satisfactory, units awarded not counted in GPA) NP No Pass (less than satisfactory, units not counted in GPA)

A student’s grade point average on this 4.0 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. (a) This symbol is to be used in cases of incomplete academic work for unfore-seeable, 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 for the computation of the grade point average.

   b. (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. (a) This symbol is to be used in the student's permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is "In Progress" and that unit credit and a grade will be assigned when the course is completed.

   b. (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. (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. (b) The "RD" grade shall not be used in the computation of the grade point average.

4. W - Withdrawal
   a. (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. (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. (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. (d) A student is only allowed to receive a W grade in the same course three times. The student will have to petition to repeat the course a fourth time.

5. MW - Military Withdrawal
   a. (a) "Military Withdrawal" occurs when a student who is a member of the active or reserve United States military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of "MW" shall be assigned. Military Withdrawals shall not be counted in "satisfactory progress" probation and dismissal calculations. Further, the following courtesies are available to the student:

      i. In lieu of an "MW" symbol, a student may directly petition the faculty member for an Incomplete ("I") grade. If granted, the student will receive an "IMW." This grade will default to a "W" grade as opposed to one of the standard letter grades if the student fails to ever complete the class.

      ii. In the case of a student who is an active or inactive member of the military service and who receives orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.

   b. (b) Appeals of Withdrawal Decisions

      A student may appeal a decision regarding withdrawal in accordance with District policy, 5.21 (Student Grievances and Appeals) and the California Education Code. The District shall maintain procedures for such appeals and those procedures shall be published and widely available to students.

5.6.6 Inclusion/Exclusion of Units Attempted

a. The determination of the applicability of the policy on academic probation and dismissal will be based on the inclusion of:

1. All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or non-evaluative symbol of "W", "MW", "F", "NP", "I", "RD", or "IP" when computing grade point average.

2. All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of "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 Averaging

   1. A student who has earned a grade of "D," "F," or "NP" in a credit course at any College in the District may repeat the course for the purpose of grade averaging.

   2. A student may repeat a credit course for purposes of grade averaging in the case of extenuating circumstances. 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 last grade earned in the repeated course is 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, repetition of credit courses other than those for which substandard work has been recorded may be permitted.

   2. A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations, Title 5, §§ 55762-3.

5.6.8 Academic Renewal

Pursuant to The California Code of Regulations, Title 5, §§55764 and 55765, a student may request that substandard academic work (D, F) be disregarded from his/her grade point average when such work does not reflect current demonstrated ability.

A student who wishes to quality for a degree, certificate, or transfer may petition the appropriate College appeals body to disregard up to two semesters of completed work.

Academic renewal does not guarantee that other colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

a. A maximum of two semesters of work which is substandard (i.e., less than a 2.0 grade point average) and not reflective of the student's present scholastic level of performance may be alleviated and disregarded in the computation of grade point average under the following conditions:
1. A semester is defined as all work attempted during a single academic term. The terms need not be consecutive;

2. A period of at least two semesters must have elapsed since the most recent work to be alleviated was completed;

3. Subsequent to the semester(s) for which academic renewal is sought, the student must have completed an additional 12 semester units of study in the District or at another accredited institution with a cumulative grade point average of at least 3.00 or 24 semester units of work with a cumulative grade point average of at least 2.00; and

4. A student may not pick and choose from among the courses in a given semester, but must declare 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 assure that all entries are legible and that a true and complete record is maintained.

5.6.9 Pass/No Pass

a. Courses may be offered in either or both of the following categories (as referenced in The California Code of Regulations, Title 5 §55752):

1. Courses in which all students are evaluated on a "Pass/No Pass" basis.
   (a) When a course is offered in which credit is awarded on the basis of a single satisfactory standard of performance, the "Pass/No Pass" grading standard must be utilized. Pass (P) shall be awarded for meeting that standard and No Pass (NP) for failure to do so.
   (b) Transfer of Credit Units: a student is responsible for checking with a counselor or transfer institution to determine any limitations on the transfer of credit units.
   (c) Maximum Number of Credit Units: A maximum of 20 credit units of the "Pass/No Pass" type may be applied toward the completion of the associate degree; units earned on a Pass/No Pass basis shall not be used to calculate grade point averages.
2. Courses in which a student may elect on registration, or within a prescribed period, not to exceed the first 30 percent of the term, whether the basis of evaluation is to be "Pass/No Pass" or a letter grade.
   (a) Courses in which such option exists will be so designated by the Department Chair in consultation with appropriate members of the Division faculty within each College.
   (b) The utilization of courses graded on a "Pass/No Pass" basis to satisfy major or certificate requirements must be approved by the Department Chair in consultation with appropriate members of the Division faculty within each College.
   (c) A maximum of 20 units toward an Associate degree may be applied from courses in which the student has elected a "Pass/No Pass" option.

5.6.10 Credit by Examination

a. Credit may be earned by examination (in accordance with The California Code of Regulations, Title 5 §55753), provided:
   1. The student is registered at the College and is in good standing;
   2. The student can demonstrate that he/she is especially qualified, through previous training or instruction, to successfully complete 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 challenging by exam by the Department Chair in consultation with appropriate members of the department faculty within each College; and
   5. The examination is approved or prepared, administered, and graded by faculty and other proper authorities of each College.

b. A maximum of 12 units toward an Associate degree may be earned by courses for which credit has been earned by examination.

c. Credits earned by examination cannot be used to satisfy the 12-units-residence requirement for the Associate degree.

d. The student’s academic record shall be clearly annotated to reflect that credit was earned by examination.

5.8 MATRICULATION POLICY

The District and the Colleges shall provide matriculation services to students in order to improve academic success. The Chancellor or designee shall ensure that matriculation policies and procedures comply with California Code of Regulations, Title 5, requirements and that procedures are maintained and made known to all students by prominent inclusion in College publications and Web sites.

5.8.1 Each nonexempt matriculating student has rights and responsibilities pursuant to Title 5, Article 4, §§ 55530 and 55750.

5.8.2 Students may be exempted from the assessment and/or orientation components of matriculation pursuant to Title 5, Article 4, §55532.

5.8.3 All courses shall be open to enrollment by any student who has been admitted to the colleges, provided that enrollment in specific courses or programs may be limited pursuant to the Model District Policy and Title 5, Article 4, §§ 55002, 55200, 55201, 55202, 58106, 58108.

Note: (Additional information to policy) Matriculation is a process which assists you in choosing, planning, and achieving your educational and career goals at West Valley College. It begins when you apply for admission, and it ends when you complete your studies at West Valley. Between the time you are admitted to West Valley and the time you leave, West Valley will provide you with services, resources, facilities, courses, programs, and contacts with skilled personnel to help you to understand your needs and to enable you to select and accomplish your educational and career goals. Matriculation is a partnership between YOU, the student, and US, your community college. There are mutual responsibilities for both partners.
West Valley College agrees to:
- assess your basic skills and your educational and career goals
- provide quality instruction and counseling
- offer support services
- monitor, assess, and evaluate your progress towards your goal

You agree to:
- express a broad educational intent upon admission
- complete orientation and assessment
- declare a specific educational goal by the time you complete 15 units
- develop an educational plan
- participate in advisement/counseling and make use of other support services as necessary
- attend class, complete assignments and maintain progress toward a goal

Assessment, orientation, and advisement exist because we believe they improve your chances for success. However, you have the right to:
- waive orientation, assessment, and advisement/counseling

Please note that non-exempt students who waive orientation may be assigned a later registration date than students who complete orientation.

- retake placement tests according to Assessment Office guidelines
- waive assessment recommendations
- challenge a prerequisite or corequisite or other limitation on enrollment, under certain conditions
- file a complaint of unlawful discrimination if you believe assessment, orientation, counseling, or any other matriculation procedure is being applied in a discriminatory manner

Also see current schedule of classes for information on Exemptions, Waivers, Challenges, and Complaints.

**ORIENTATION**

Orientation is a process which provides you with information about the college's programs and services, academic expectations and procedures, advising, and registration. Orientation 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)

Counselors and instructors can provide assistance in understanding placement results. In addition to appropriate placement, students benefit by:
- matching their needs and abilities with course requirements
- select courses appropriate to skill
- improve your chances for a strong foundation and academic success
- Gain a better understanding of prerequisites, corequisites, and recommended courses.

**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.

**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 unlawfully 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.

**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.

**COMPLAINTS**

If you feel that assessment, orientation, counseling or any other matriculation procedure is being applied in a discriminatory manner, you may file a complaint with the Human Resources Office.
Rights and Responsibilities

FACULTY

• General
Each instructor is responsible at the beginning of the course to inform students of the course’s learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request.

The instructor may, upon a student’s request, assign an Incomplete (“I”) grade when, in the instructor’s judgment, this action is warranted and appropriate.

• Instructor-Initiated Drops
An instructor may officially drop the student from the class rolls when it is determined that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences.

An instructor may drop from the class rolls a student who has not appeared in a class during the first 1/6 of the total class meetings scheduled.

• Final Examinations
A final examination, or alternative final assessment activity, is required of all students in all courses for which a letter grade can be awarded. Final examinations or assessments for full semester courses are scheduled for a two-hour period and will not be given in advance. The final examination or assessment activity will be administered at the last scheduled class meeting. Any exceptions to this policy must be approved in advance by the Vice President of Instruction.

STUDENTS

• General
Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled and giving evidence of such learning through examinations, essays, term papers, journals and such other requirements as the instructor may deem appropriate for demonstrating mastery of skills required in the course.

When a student receives an incomplete grade (“I”), he or she shall not be permitted to repeat the course in a subsequent semester unless the student fails to make up the incomplete as specified by the instructor and is subsequently awarded a substandard grade (“D,” “F” or “NP”).

Students are held fully responsible for following College procedures for adding, dropping or withdrawal, and for filing appropriate forms in the Admissions Office.

• Attendance
Students are expected to attend all sessions of each class. Instructors may drop students from the class if they fail to attend the first class meeting, or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

• Withdrawal from college
A student who must withdraw entirely from the College before the end of the semester should file a withdrawal notice in the Admissions Office. A student who withdraws from the College will receive those credits and grade symbols applicable on the date of withdrawal under the District’s grading system described earlier.

• Withdrawal from a class
It is the responsibility of the student to withdraw from a class prior to the published deadline in order to insure that a penalty grade will not be awarded for the course.

A student who withdraws from a class prior to the first class meeting of short-term classes or through the end of the third week for semester-length courses shall have no notation of enrollment in the class posted on the semester grade report or transcript. The schedule of classes lists exact drop dates.

From that point through the three-quarter point of the term (through the end of the twelfth week for semester length courses), a “W” grade will be posted on the final grade report and the transcript. After that deadline, a grade symbol other than a “W” will be posted.

• Release of Student Information
Students have the right and the responsibility to control the release of information about themselves. (See District Policy 5.5)

• Academic Dishonesty
Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarizing, or knowingly furnishing false information to College staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information.

These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student’s work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting it as original work to be regraded; or presenting the work of another as one’s own for a grade or points.

c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student’s own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

d. Furnishing false information: forgery, falsification, alteration or misuse of College documents, records, or identification in class or in laboratory situations.

• Classroom-Related Disciplinary Sanctions
When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

b. Issue a NP or a failing grade (“F”) or “0” for the assignment in question.

c. Refer the student to the CSSO for disciplinary action.

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject to regulations and procedures which are intended to preserve the integrity of the District and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual preference, or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the College. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-980).

It is the right guaranteed to each student that certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations and procedures of the District. Each student bears full responsibility for his or her actions and is expected to abide by district policies on student conduct (policy 5.19).

5.9 COUNSELING AND ADVISING SERVICES
Pursuant to Education Code §72620 and The California Code of Regulations, Title 5 §51018, the Board shall provide and publicize a counseling program in each College that shall include, but not be limited to, the following:

5.9.1 Academic counseling to assist the student in assessing, planning, and implementing his or her immediate and long-range academic goals;

5.9.2 Career counseling to assist the student in assessing his or her aptitudes, abilities, and interests and to provide advice concerning current and future employment trends;

5.9.3 Personal counseling to assist the student with personal, family, or other social concerns when such assistance is related to the student’s education; and

5.9.4 Coordination of other student services that may exist on the campus, including, but not limited to, services provided to students with special needs, skills testing programs, financial aid programs, and job placement services.

5.9.5 Other Student Services when counseling and advising services are provided may include:

a. approved student financial aid programs;

b. health and psychological services and/or referral;

c. support services for special student populations;

d. specialized assistance for international students;

e. employment assistance to current and former students; and

f. a program of student government and organizations to encourage student participation in College activities and in the District and College governance process.
5.10 STUDENT HEALTH SERVICES

5.10.1 The College maintains a Student Health 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 podiatric screening and consultation.

5.11 PROGRAMS AND SERVICES FOR DISABLED STUDENTS

5.11.1 The Disabled Students Programs and Services and Supported Education Programs are the primary programs 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 environment for students with disabilities recognizing that students are entitled to equal access to electronic information and technology. (Approved 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. As 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 also ensure that funds are distributed in accordance with approved criteria and that required records relating to eligibility and disbursement are maintained to verify the equitable and effective utilization of available funds.

5.13.4 Federal loans and College emergency loans that become delinquent shall be collected by each College in an appropriate manner as determined by the Colleges in partnership with District Administrative Services.

5.13.5 The Colleges shall withhold grades, transcripts, certificates and/or diplomas, or any combination thereof, from any student or former student who is in default on a loan or loans or failed to meet any other financial obligation to the District. The student must be notified in writing of the delinquency prior to taking such action. Restrictions will be removed when the financial obligation has been met.

a. The District may pursue other forms of collection to satisfy student debts.

b. Exceptions to the collection procedures adopted by the District may be authorized by the Vice President of Student Services in cases of special 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 enriches and enriches the student’s education. It shall be the policy of the District that the Colleges maintain organized, and financially responsible programs of student government and activities which conform to both college 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 76080. Each such ASB shall have as its purpose the conduct of its business on behalf of the students at the College. All such activities shall be approved and regulated by an employee of the College so designated by the College President.

a. Each ASB organization is governed by its College’s rules, policies and procedures as well as other appropriate laws and regulations. Especially significant is the Brown Act, which is applicable to the ASB organization and any of its standing committees. Each ASB organization shall utilize a Constitution and Bylaws ratified according to ASB policy. Constitutions and Bylaws must be in compliance with College policies and procedures. The ASB President should ensure that proposed changes are presented to the College President prior to formal action sponsored by the ASB. All constitutional changes must be ratified by the College President.

b. Each ASB organization shall encourage students to participate in shared governance at the College and District levels. Inasmuch as the Board may establish minimum standards for governing procedures to ensure faculty, staff, and students the right to participate effectively in college governance and the opportunity to express their opinions at the campus level to ensure these opinions are given every reasonable consideration, the Board recognizes the ASB organization at each College as the representative body of the students to offer opinions and make recommendations to the administration of the Colleges and the District as well as to the Board with regard to District and College policies and procedures that have or will have a significant effect on student organizations. The selection of student representatives to serve on College and District committees, task forces, or other governance groups shall be made, after consultation with appropriate College representatives, by each ASB organization.

5.15.2 Students at each College in the District are encouraged to form and participate in the student body association and other recognized student organizations. Membership in student organizations is open to all students. Denial of membership in any organization or participation in any activity on the basis of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factor is specifically prohibited. Membership in secret societies is prohibited.
5.15.3 The Vice President of Student Services for each College or designee shall certify that a student organization meets requirements for recognition set forth below and is entitled to the privileges accorded recognized student organizations. A list of all recognized student organizations shall be maintained in the Student Activities Office of each College.

5.15.4 A recognized student organization is one which:
   a. has a purpose compatible with the policies and educational objectives of the Colleges and the District;
   b. maintains an approved constitution and a current list of officers which is filed with the College;
   c. operates under appropriate College staff advisorship;
   d. holds meetings, all of which are announced to and open to the general student body; and
   e. is composed of a membership of which the majority are students currently enrolled in the College.

5.15.5 All student organizations must comply with policies and procedures adopted by the student organization, the Colleges, and the District.

5.15.6 No student enrolled in the District may engage in hazing activities as defined in § 32050 and § 32052 of the Education Code.

5.15.7 Terms of Financial Responsibility. Pursuant to Education Code 76085, all money collected by a student body association or by any student club or organization of the College shall be deposited in an account insured by the Federal Deposit Insurance Corporation and credited to the appropriate College. The District Administrative Services Office shall insure that the collection and disbursement of funds are consistent with accounting and auditing procedures and with established District policies and procedures.

5.16 SPEECH: TIME, PLACE, AND MANNER

5.16.1 The Colleges of the District are non-public forums, except for those areas designated as Free Speech Areas, which are limited public forums. The Chancellor or designee shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the limited public forums.

5.16.2 The administrative procedures issued by the Chancellor or designee shall prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the Colleges designated as Free Speech areas, and the wearing of buttons, badges, or other insignia.

5.16.3 Students shall be free to exercise their rights of free speech, 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.

5.16.6 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 passerbys, nor shall they force passerbys to take material.
- No person using areas generally available to students and the community shall touch, strike, or impede the progress of passerbys, except for incidental or accidental contact, or contact initiated by a passersby.
- 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 Petition Signatures To Students 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 persons distributing the material prior to their departure from the areas generally available to students and the community that day.
- A copy of all materials distributed shall be provided to the Student Activities Office by the distributor along with the name and address of the organization responsible for the material and the address (addresses) of the person(s) performing the distribution.

5.16.7 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 items.

5.17.2 The student newspaper should, when possible, be an independent corporation financially and legally separate from the College and the District.

5.17.3 The College should attempt to provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity and purpose as vehicles for free expression in an academic community.

5.17.4 Student editors and managers are to be governed by the canons of responsible journalism. At the same time, the editorial freedom of student editors and managers is protected by certain safeguards, such as:

a. Editors and managers of student publications will be protected from arbitrary suspension and from removal without proper cause (through orderly procedures).

b. All student publications, sponsored either directly or indirectly by the College and/or the District, shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the College and/or 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 on the institution’s property or institutionally sponsored activities as defined in the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). General and specific information and assistance is provided by Health Services for students and the Human Resources for employees. West Valley College students and employees are subject to sanctions as defined by the Student Handbook, Board policies and other local, State, and Federal laws.

SMOKING is prohibited in all areas of the [Mission and] West Valley campus except in parking lot areas that are at least twenty-five (25) feet away from buildings and pathways. It is the responsibility of all students and employees to observe the policy of non-smoking. Failure to comply with the Non-Smoking Policy will be treated in the same manner as other violations of the Student Conduct Policy (5.19) and may result in disciplinary action (5.19.2).

5.19 STUDENT CONDUCT POLICY

It shall be the policy of the District to enforce a student code of conduct of 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 willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority, or persistent abuse of, College or District personnel.
- b. Assault, battery, or any threat of force or violence upon a student or College/District personnel.
- c. Physical or verbal abuse or any conduct that intimidates, endangers, or threatens the health or safety of any person (either on campus or at any event sponsored or supervised by the College/District).
- d. Theft of or damage to property (including College/District property or the property of any person while s/he is on the College campus).
- e. Interference with the normal operations of the College/District.
- f. Unauthorized entry into, or use of, College/ District facilities.
- g. Forgery, alteration, or misuse of College/District records, or identification cards.
- 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, or the time, place, and manner of public expression.
- t. Acts of physical, verbal or sexual harassment.
- u. Acts of discrimination based on sex, color, religion, age (for individuals 40 years and over), physical or mental disability, ancestry, national origin, race, creed, medical condition, marital or parental status, or sexual orientation.
- v. Violation of 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 discipline hearing, or forward the matter directly to the College Hearing Board. Any disciplinary action taken, including warnings, temporary exclusion, censure, and cancellation of registration will be consistent with Education Code provisions.

Note: (Additional information to policy) Types of Disciplinary Action

Decisions regarding the following types of disciplinary action are the responsibility of the Vice President of Student Services or the Hearing Board. All the following actions will be documented in writing.

- WARNING - a faculty or staff member or administrator may give a notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
- TEMPORARY EXCLUSION
- EXCLUSION FROM CLASSES - CONDUCT
- 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 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.
- 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.
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 informed regarding the District’s rules, regulations, procedures, and standards of conduct are posted (California Code of Regulations, Title 5, §59320 et seq. and §59326; Education Code, §66281.5; 20 U.S.C. §1871 et seq.; and 34 C.F.R. §106.8(b)).

2.6.6 The District has identified the Vice Chancellor of Human Resources to the State Chancellor’s Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to California Code of Regulations, Title 5, §59328, and for coordinating their investigation. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

a. The Director of Human Resources or designee shall make arrangements for or provide training to employees of the District on the District’s non-discrimination and unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and all members of the support staff will be provided with a copy of the District’s written policy on non-discrimination and unlawful discrimination at the beginning of the first semester of the school year after the policy is adopted.

b. All District employees will be provided this training and a copy of the non-discrimination and unlawful discrimination policy and procedures during the first year of their employment. Considering their special responsibilities under the law, supervisors will undergo mandatory annual training. Thereafter, in years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

c. A training program or informational services will be made available to all students at least once annually. The student training or informational services should include an explanation of the policy, how to file a complaint, and how to file a complaint. In addition, a copy of the District’s written policy on non-discrimination and unlawful discrimination, as it pertains to students, will be provided as part of any orientation program conducted for new students at the beginning of each semester or summer session, as applicable.

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NON-DISCRIMINATION STATEMENT

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

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

For complaints of sexual harassment or discrimination:
Associate Vice Chancellor of Human Resources
West Valley College, Personnel Office
14000 Fruitvale Avenue
Saratoga, CA 95070-9698 (408) 741-2060

If you are a student seeking a reasonable accommodation under Section 504 or the ADA Act, See:
Coordinator
Disability and Educational Support Program (DESP)
14000 Fruitvale Avenue
Saratoga, CA 95070-9698
(408) 741-2010
or
Vice President of Student Services
(408) 741-2020
Student Services and Program Information

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.

ADMISSIONS & RECORDS
(408) 741-2001 westvalley.edu/admissions/
The Admissions & Records Office should be your first stop at West Valley College. Our informative college staff can provide application assistance and information, residency determination, process official and unofficial transcript requests, evaluate degree and certificate requests, create student identification cards and many other services. Check out our website for more information westvalley.edu/admissions.

Learning Outcomes
After accessing services of Admissions and Records, a student will be able to
• Process an application online;
• Use MyWebServices for processing adds, drops, change of address and transcript requests;
• Use degree audit to determine program requirements needed or completed.

ASSESSMENT
(408) 741-2035 westvalley.edu/assess/
West Valley College uses placement test, assessment, and other measures to assess students’ levels in basic skills including reading, writing, and mathematics.

Learning Outcomes
After completing placement testing, a student will be able to
• Locate placement scores in Datatel and determine related course placements.

ASSOCIATED STUDENT GOVERNMENT
(408) 741-2006 westvalley.edu/stuact/as.html
West Valley College believes that participation in co-curricular student activities enhances and enriches the student’s education. Associated Student Government at West Valley College which annually elects its own administrative officers, student senators, and directors who are provided with practical leadership training and education in the functions of government and leadership. In addition, the Associated Student Body elects its own student trustee to the District Board of Trustees. The Student Senate is afforded a variety of opportunities to participate in various College-wide committees and task forces. All these activities serve to provide students with opportunities to participate in the shared decision and policy-making processes of the College.

Learning Outcomes
See Student Activities

BOOKSTORE
(408) 741-2015 westvalley.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=28562&catalogId=10001
The West Valley College - Viking Bookstore - is professionally managed by Barnes & Noble College Bookellers, Inc. Located in the Applied Arts and Sciences (AAS) Building, the campus bookstore stocks all required and recommended textbooks and supplies as well as a wide array of West Valley College imprinted merchandise, gifts, and convenience items. The bookstore has a book buy back program the operates everyday during normal business hours. Although the bookstore is happy to offer 0-20% of book cost during the semester for your unwanted textbooks, we would prefer to pay up to 50% during Finals Week, provided the bookstore will be using the book in the subsequent term and have not reached quantity limits on the title. Refund deadlines on textbooks are the First 10 Days from the start of the Spring and Fall terms, with original receipt and in original condition, and 30 Days after the start of the term with the original receipt and drop slip.

CalWORKS PROGRAM
(408) 741-2098 westvalley.edu/careers/calworks/
If you are a student who receives CalWORKS/ TANF (Temporary Assistance to Needy Families), you may be 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.

Learning Outcomes
• Define personal and/or academic goals, short term or long term
• Identity on and off campus resources

CAMPUS CENTER/STUDENT ACTIVITIES
(408) 741-2006 westvalley.edu/stuact/campuscenter/
The Campus Center is the social, educational, and recreational center of West Valley College. Students, staff, faculty and visitors to the campus make the center a busy and exciting hub of activity. On average, 900 events each year are hosted by the Campus Center. Students, staff, faculty, administrators, and guests combine for nearly 275,000 annual visits to the Center.

Most people at WVC spend a lot of time in the Campus Center for a variety of reasons. The facility houses the Dining Hall, the Viking Bookstore, Drip Coffee Cart, the Police Department, the student Art Gallery, the 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. All Campus Center businesses are designated as non-smoking areas and are open to serve the college community’s needs. Free wi-fi internet is available throughout the Campus Center.

Learning Outcomes
After participating in Student Government and Activities, a student will
• Achieve a level of self-awareness and interpersonal sensitivity that aids in their effectiveness to work collaboratively with others in the campus community.

CAMPUS SAFETY
(408) 741-2092 wvm.edu/police/
The West Valley/Mission College District strives to maintain a safe environment for students, faculty, and visitors to pursue their educational objectives. However, a truly safe and secure campus can only be achieved with cooperation of all members of our college community. Please see the schedule of classes for further information on crime prevention.

The District takes great pride in being among the safest campuses in the South Bay area. A detailed campus safety brochure is available on request or at many on-campus student services locations. The West Valley/Mission College District Police Department submits monthly crime statistics to the Department of Justice. Current statistics are available from the Police Department and in the schedule of classes.

CAREER PROGRAMS CENTER
(408) 741-2098 westvalley.edu/careers/
The Career Programs Center, located in the Applied Arts and Sciences Building, Room 35, provides information on degree and certificate programs with career emphasis. 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:

CHILD DEVELOPMENT CENTER
(408) 741-2409 westvalley.edu/services/childcenter/
The Child Studies Department at West Valley College offers an early childhood program for children 2 to 6 years old. The Child Development Centers are open from 7:45 a.m. to 5:15 p.m. Children must be two years old prior to enrollment in the program. Students, staff, faculty and community families are eligible for the program. Tuition subsidy is available for low income families. Eligibility is determined based on family size, gross monthly income, and reason for needing child care.

This program is an integral part of our Child Studies Department Early Childhood Teacher Training Program and provides an exemplary opportunity for Child Studies students to observe and participate in a model early childhood classroom. The Child Development Center core staff are fully qualified teachers in early childhood education. For more information on availability and hours, contact the Child Development Center office or stop by Room 50 in the Applied Arts and Sciences building.

COUNSELING CENTER
(408) 741-2009 westvalley.edu/services/counselingservices.
html
The College maintains a Counseling Center staffed by competent, highly-trained and diversely experienced counselors, located behind Administration & Records. Counseling time is provided 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 seek assistance in resolving personal, relational, self-identity, or health-related problems which are limiting or interfering with the student’s ability to successfully pursue a college education.

**Career Development and Counseling Courses**
A variety of counseling courses covers such topics as College Survival Skills, Careers and Lifestyles, Job Search Methods, Study Skills, Cross Cultural perspectives, and a wide range of personal growth subjects including communication. The courses offer students an opportunity to explore academic, career and personal development within a structured group setting.

**Learning Outcomes Courses**
After completing courses in Counseling, a student will be able to:
- Identify and apply personal values and career preferences related to making effective career and major choices.
- Identify strategies for making wise choices, goal setting, taking responsibility, and thinking critically about life choices.

**Learning Outcomes Services**
After utilizing Counseling programs and services, a student will be able to:
- Select appropriate college courses, programs and services to meet individual needs and to support academic goals and success.

**DISABILITY and EDUCATIONAL SUPPORT PROGRAM (DESP)**
(408) 741-2010
westvalley.edu/desp/

The primary purpose of DESP at West Valley College is to facilitate the success of students with disabilities in classes and programs. A variety of services and special classes are provided in an effort to equalize educational opportunities for students as they move toward their educational or vocational goals. Course offerings are listed under Disability and Educational Support Program and Physical Education in this catalog.

**Learning Outcomes**
After completing one or more DESP program activities or services, a student will be able to:
- Specify, evaluate the benefits of, and access the program services and accommodations that relate to his or her disability.

**Support Services**
Support services are provided on an individual needs basis.
- Interpreters / RealTime Captioning
- Counseling
- Notetakers
- Alternate media / e-text
- Specialized equipment
- Readers
- Registration priority
- Mobility assistance
- Braille transcription
- Test-taking assistance

**Counseling Services**
Specialized counseling is available to assist students with the college application and registration process and to provide academic, career and personal counseling to aid student success.

**Learning Disability Services**
Assessment of learning problems and courses for students with learning disabilities are offered.

**Adapted Physical Education**
Physical education courses designed for students with disabilities are listed under Physical Education in this catalog.

**DSPS Computer Lab**
Computer assisted instruction and evaluation and training in the use of computer technology are available.

**Mobility Services**
An accessible tram is available to provide on-campus transportation.

**DISTRICT POLICE**
(408) 741-2092 West Valley College (Police office only)
(408) 299-2311 West Valley College (for non-emergency police officer response) 9-1-1 for emergency only
wwm.edu/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: wvmccd.cc.ca.us/police. “Student Right to Know” information is also available at the District Police Office.

**EDUCATIONAL TRANSITION FOR WOMEN AND MEN (ET)**
(408) 741-2022
westvalley.edu/et/
The Educational Transition (ET) Program is a re-entry program designed for adults. Re-entry students are:
- Adults whose college careers were interrupted because of work, family or personal circumstances.
Students interested in further information are encouraged to visit or call the EOPS Office, or see the EOPS recruiter.

Learning Outcomes
After participating in an EOPS New Student Orientation, a student will be able to
- Define personal and/or academic goals;
- Identify program requirements and services.

FINANCIAL AID - STUDENT FINANCIAL ASSISTANCE
(408) 741-2024 westvalley.edu/financialaid/
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 education 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: 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.

Learning Outcomes
After accessing Financial Aid Services, a student will be able to
- Submit applications and documentation for Financial Aid;
- Submit Financial Aid Appeals Packet;
- Submit Professional Judgment Packet for dependency override or adjustment of income;
- Complete loan application process.

Financial Aid Programs
Federal Programs
- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study
- Federal Direct Loans

State Programs
For more information about these programs, please contact the financial aid office.

Board of Governor’s Waiver (BOGW)
The Board of Governor’s Waiver (BOGW) is one of the financial aid programs available at the college. This program waives the enrollment fee and a portion of the parking fees. Applicants must be California residents and meet other criteria. Interested applicants should visit westvalley.edu/financialaid/ to fill out a Board of Governors Fee Waiver (BOGW) form and submit it to the financial aid office if the FAFSA has not yet been completed.

Scholarship Program
The West Valley College Scholarship Program is administered by the Financial Aid Office, and funds are provided by West Valley College Scholarship and Development Fund (Payroll Deduction Program Donors), the West Valley/ Mission Colleges Foundation, and various organizations and individual donors. Applications are usually available in December, through mid February. The awards will be announced in May of the current academic year to be used the following academic year (i.e., Feb. 2011 deadline for the 2011/2012 school year).

Learning Outcomes
After accessing one or more Health Services programs, services, and/or activities, a student will be able to
- Demonstrate knowledge of physical, social and emotional health issues including risk factors, prevention measures, and treatment options, to embrace healthy lifestyle behaviors.

HONORS
(408) 741-2614 westvalley.edu/acad/honorsprg/
The 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 course enrichment and accelerates the intellectual and creative development of high-ability students. This is accomplished by using an innovative curriculum model called a transdisciplinary unit, which expands the concept of team-teaching and interdisciplinary instruction. 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.

Students have the option of enrolling in one, two, or three courses depending on pre- and corequisites, the number and type of general education courses already completed, and the requirements of their majors. Honors Program students who wish to transfer under the terms of the transfer alliances with selected universities receive priority consideration. To qualify, students must complete six or more Honors courses (18 units) with a GPA of 3.3 or higher by the time they complete 60 or more transferable units. High school students can apply to the program with a 3.5 HS GPA. WVC students are eligible if they have a GPA of 3.3 or higher in a minimum of 9 University-transferable units. See Honors listing under classes.

INTERCOLLEGIATE ATHLETICS
(408) 741-2011 westvalley.edu/wvcSPORTS/
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, water polo, soccer, basketball, track and field, baseball, softball, swimming, 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.

JOB PLACEMENT
(408) 741-2508 westvalley.edu/careers/jobplacement/
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.

LIBRARY SERVICES
(408) 741-2028 westvalley.edu/library/
The Library offers a wide variety of resources and services. These include reference assistance, orientations and classes in how to use the library and do research. Online databases and a library catalog are accessible 24/7. Internet stations and printing are available for course-related work. Wireless Internet access is also available.
OUTREACH
(408) 741-2012
westvalley.edu/outreach
The Outreach team at West Valley College serves prospective students and existing students by introducing them to information and resources that will help improve their college experience and help eliminate obstacles to educational opportunity. We share information on college planning, admission requirements, degree and certificate programs, guaranteed transfer programs, financial aid, campus life, student services, and much more. Campus tours and high school visits are arranged through the Outreach Office.

Learning Outcomes
After participating in outreach services and/or activities, a prospective student will be able to:
• Demonstrate knowledge about the California systems of higher education and independent colleges and universities, including admissions requirements, transfer agreements, costs, scholarships and financial aid, and student support services.
• Demonstrate knowledge about the community college system and determine which community college meets his or her academic goal.
• Identify the benefits of higher education and evaluate the appropriateness of each educational option.

PARKING REGULATIONS
(408) 741-2814
westvalley.edu/parkinginfo/
A valid student or staff parking permit is required to park on campus. Student and Staff parking permit requirements are enforced seven (7) days a week between 7:00am and 10:00pm. Parking areas specifically marked for disabled parking, red zones, loading zones, time zones and other restricted areas are enforced everyday, 24-hours a day.

 Semester-length student parking permits may be purchased at the Admissions and Records Office or online. To be valid, the permit must be properly placed on the vehicle and be clearly visible from the outside. Improper or non-display of a permit will result in a parking citation.

 Disabled parking—All drivers who are disabled (as defined in the California Vehicle Code Section 25555) and use a designated disabled parking stall must display a valid placard or specialized license plates issued by the California Department of Motor Vehicles. Failure to display a valid placard or plate will result in a citation and fine of $280.
 Special parking and loading—Students or Staff members who have special parking or loading needs must contact the District Police in advance. Business cards or notes left on the vehicle are not acceptable and a citation will result. No warnings are issued.

This parking information was accurate at the time of publication. However, due to changes in legislation, procedure, or policy, these regulations or procedures are subject to change without written notice. This is a summary of District Parking Policies. Detailed information is available at the Police Business Office or Campus Information Desk located at the Student Center.

PUENTE PROJECT
(408) 741-2102
westvalley.edu/la/english/puente/index.html
The Puente Project is a year-long program that prepares students to compete academically in a university environment. It emphasizes the Mexican-American/Latino experience through English writing, counseling, and mentoring components. The Puente Program integrates:
• Two-semester English 905 & 1A linked classes.
• Two semester Counseling classes.
• Individual academic, personal, and career counseling.
• Transfer information, university tours, student motivational and transfer conferences, and assistance with the transfer process.
• Personal mentor relationships with professionals from the Mexican-American/Latino community.

Learning Outcomes
Through participation in the Puente Project, a student will:
• Develop a Student Educational Plan with the goal to transfer to a four-year college or university.
• Explore possible transfer institutions and specific requirements at the college/university for a chosen major.
• Compose essays that contain college-level writing and research, as well as MLA documentation.

Working together as a Puente team, an English instructor and a college counselor join with students to establish a foundation for the students’ academic and professional success.

The program starts in the fall semester and runs through spring semester. This program is only intended for 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, tutoring, and work site visits). For additional information and/or to join Puente, please contact Melissa Salcido at (408) 741-2102 or melissa_salcido@wvm.edu

SAFETY SERVICES & ASSISTANCE
(408) 741-2092
wvm.edu/police/
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).

SUCCESS
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 students with college, peer and community mentors.
• Connects students with support services on campus and with transfer institutions.
• Provides cultural events, social outings and visits to transfer institutions.

Learning Outcomes
After participation in courses and activities in the SUCCESS Program, a student will be able to:
• Develop a Student Educational Plan with the goal of an associate degree, certificate and/or transfer to a two year college or university.
• Evaluate the appropriateness of a university to meet particular transfer needs and academic goals.
• Demonstrate a sense of his/her own identity as an African American.
• Recognize critical issues facing African American people, particularly students.

TECHNOLOGY CENTER
(408) 741-2666
westvalley.edu/tc/
The Technology Center, located in the Applied Arts and Sciences (AAS) building, provides computer and related hardware for use in completing current WV college course assignments. The Tech Center provides general and course specific software, Internet access and printing capabilities on both PC and Mac platforms. The lab is open to all currently registered West Valley College students without charge except for printing. Printing is provided on a "pay-per-page" basis, requiring the purchase of a print card obtained at the Tech Center. The initial purchase price of $1.00 (a dollar bill is required) provides the card and $.50 credit. Additional credit can be added to the card as needed using paper monies. Students wishing to utilize the Tech Center must register by providing a current WV college ID card and agreeing to the terms and conditions of use published by the Tech Center.

Learning Outcomes
After accessing the technology center, a student will be able to:
• Access and use course specific computer software to complete assignments.

TRANSFER CENTER
(408) 741-2040
westvalley.edu/services/transfercenter/
The Transfer and Career Center is located in the Counseling building. The Center provides resources for students who want to transfer to 4-year schools and tools to assist with their major and career exploration.

Transfer Center Resources
• Free UC and CSU application workshops
• Access to online tools that outline the courses and requirements necessary to transfer
• Information regarding TAGs (Transfer Admission Guarantees) to UC, CSU, and Private Universities
Handouts that outline the UC & CSU GE requirements

An annual Transfer Day that hosts over 40 college and university representatives (every fall semester)

Campus visits from four-year universities (including individual appointments with university representatives)

Counseling appointments available

Career Center Resources
The Center hosts a career resource library which includes a collection of books, articles, catalogs, and computer-based materials to assist students in exploring career options. The Center also subscribes to EUREKA, a computerized up-to-date library of occupational and educational information.

Learning Outcomes
Through participation in Transfer Center activities, students will be able to:
  - Identify at least one 4-year college/university that they have an interest in transferring to that offers their major.
  - Research the requirements necessary to transfer to the college/university of their choice.
  - Demonstrate knowledge of Transfer Center resources.

TRIO Student Support Services
(408) 741-2022
westvalley.edu/trio/
The West Valley TRIO program is a federally funded program, focused on increasing the graduation and transfer rates for low-income, first generation and/or disabled students by providing support and resources to assist students in attaining their academic and career goals.

Services provided include:
  - Personal, career and academic counseling
  - Priority registration
  - Additional tutoring services
  - Financial aid and Scholarship assistance
  - College visits
  - Workshops on transfer, career, and financial literacy

Please call (408)741-2022 for additional information and/or visit our website at westvalley.edu/trio/

Learning Outcomes
  - Students will define their career and/or academic goals
  - Students will identify and know how to access college support resources and services

TUTORIAL SERVICES
(408) 741-2038
westvalley.edu/labs/tut.html
Tutoring is available, without charge, to West Valley College students. The service is provided by trained, qualified, students and professionals who have been recommended by faculty. Students are tutored in a drop-in, group, or individual environment depending on subject of interest. Most subjects are available. Students must be currently enrolled at West Valley college in the subject for which they request help. Study groups are welcomed and encouraged. To sign up for tutoring, come to the Tutorial Services office, or visit: westvalley.edu/ss/tutorial/tutie.html

Qualified students may become paid tutors by applying at the Tutorial Services office.

Learning Outcomes
After accessing tutorial services, a student will be able to demonstrate skills and characteristics of a self-directed learner.

WORK EXPERIENCE
(408) 741-2098
westvalley.edu/careers/workexperience.html
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.

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JOHN E. HENDRICKSON
B.A. (Honors in Political Science) from California State University, San Jose. M.A. in Educational Leadership from California State university, Hayward; an M.A. in Public Administration from California State university, Hayward;

Administrivia

ARAGON, GINNY, 1988
Dean, Student Support Services
B.A., Social Science, Colorado State University; M.A., Guidance and Counseling, Adams State College.

CHOW, FRED, 2001
Dean, Information Technology and Services
B.A., Accounting, University of Hawaii; M.B.A., Information Systems, San Francisco State University.

GASKIN, LORI 2009
President
B.A., Geography, University of California, Los Angeles; M.A., Geography, University of California, Los Angeles; Ph.D., Educational Leadership, University of Nevada, Reno.

KUNI HAY, 2011
Vice President, Instruction
B.A., Speech and Communication, University of Hawaii, Manoa; M.A., Human Development, Boston College.

HINDES, VICTORIA, 2009
Vice President, Student Services
B.A., English, California State University, Chico; M.A., English, California State University, Chico; Ed.D., International and Multicultural Education, University of San Francisco.

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., Social Welfare, Pennsylvania State University; M.S.W., West Virginia University; M.P.H., University of Pittsburgh; Ph.D., Social Work, University of Pittsburgh.

REZNI, MICHAEL JOHN, 2007
Vice President, Administrative Services
B.S., Political Science, Santa Clara University; Graduate, U.S. Army School of Finance and Accounting; J. D., Santa Clara University School of Law.
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; Ed.D. in Educational Leadership from University of California Davis.

Faculty

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

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 in 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.

BANGLE, ANGELICA, 1993
Counselor/Instructor Honors Program, Director of Matriculation
Academic Senate President 2005-2009
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.

BARTA, GAIL ANN, 1991
Instructor in English as a Second Language
B.A. in French, Eastern Illinois University; Diplome Annuel, University of Paris; MATESL, University of Illinois, Champagn-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 in 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 Sciences, Stanford University; additional graduate study, San Jose State University.

BOUDEAUX, PAULETTE, 1996
Instructor in English
B.A. in Journalism, Northeastern University, Boston; M.F.A. in English and Creative Writing, Mills College.

BOWERS-GACHESA, WENDY, 1999
Instructor in Nutrition Studies
Bachelor’s in General Studies (BGS), University of Michigan; Master of Public Health Nutrition (MPH), University of North Carolina, Chapel Hill; Registered Dietitian (RD), American Dietetic Association.

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.

BULLUT, CIDDEM, 2006
Instructor in Interior Design
B.F.A. in Interior Architecture and Environmental Design, Bilkent University, Turkey; M.A. in Interior Design, Iowa State University.

BURRILL, LEIGH, 2004
Instructor in 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.

BUTCHER, ALYSON, 2001
Instructor in Mathematics
B.S. in Mathematics, Sonoma State University; M.S. in Statistics, Oregon State University.

BYERS, MICHAEL, 1998
Counselor/Instructor, Articulation Officer
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.

CARDENAS, ALICIA, 2008
Counselor
B.S. Administration of Justice and Minor in Sociology, San Jose State University; M.A. Counseling Education, San Jose State University.
CAREY, KELLY, 1996  
Instructor in Digital Media/Internet Services  
B.A. in Organizational Behavior, MHROD in Organizational Development, Ed. D in Organizational Leadership/Pacific Leadership International, University of San Francisco.  

CASTELLO, RANDY, 1986  
Instructor in Accounting  
B.S. and M.S. in Accounting, University of Wyoming.  

CHALLAS, JASON, 2005  
Instructor in Art  

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, DON, 1995  
Instructor in Philosophy  
B.A. in Philosophy and English, San Jose State University; M.A. in Philosophy, San Jose State University.  

CISNEROS, REBECCA, 1999  
Instructor in English  
B.A. in English, St. Mary's College; M.A. in English, University of Vermont.  

CLARK, PAULINE, 1987  
Counselor/Instructor  
B.S. in Home Economics Education, Texas Technological University; M.A. in Marriage, Family, and Child Counseling, Santa Clara University; Licensed Marriage, Family, Child Counselor; Certificate in Drug and Alcohol Studies, San Jose State University; additional graduate study, University of California, Santa Cruz; San Jose State University.  

CLAY, WHITNEY, 2004  
Instructor in Reading  
B.A. in Comparative Literature, U.C. Santa Cruz; M.F.A. in Film Production, Ohio University; M.A. in English with a concentration in Composition, San Francisco State University; Certificate in the Teaching of Post-Secondary Reading, San Francisco State University.  

CLAY, WILLIAM, 2004  
Instructor in Theatre Arts  
B.A. Film & Video, Middlebury College; MFA in Film Production, Ohio University.  

COLSON, JUDITH, 1995  
Instructor in DESP, Learning Specialist  
A.A. in Social Science, Canada College; B.A. in Liberal Arts, California State University Chico; M.A. in Education with emphasis in Special Education, Santa Clara University.  

CORNEJO, ROBERT, 2002  
Instructor in Music  
B. Music, in Composition, University of British Columbia; Professional Development Program, Teacher Certification, Simon Fraser University; M. Music, in Choral Conducting, Central Washington University. Additional graduate studies in Orchestral Conducting, Orchestration, Theory and Composition at McGill University, Montreal.  

CROSBY, ANNE, 2001  
Lab Faculty Specialist, Disability and Educational Support Program  
B.A. in History, Oberlin College; B.A. in East Asian Studies, Oberlin College; MIS in Information Science Indiana University at Bloomington.  

CRUMLEY, MAXWELL, 1991  
Instructor in Photography/Lab Faculty Specialist  
M.A. in Instructional Technology, San Jose State University.  

CRUZ, CHRISTOPHER, 1998  
Instructor in Park Management  
B.A. Spanish Culture and Civilization, Indiana University; M.A. Environmental Studies, Prescott College; Additional Graduate work in Public Administration, Florida International University; 26 years as National Park Resource Protection Ranger (EMT); 2 years with Miami-Dade County Parks; ESRI Authorized Instructor ARCGIS I.  

CRYER, CHRISTOPHER, 1997  
Instructor in Art  
B.A. in Art, C.S.U. Stanislaus, M.F.A. in Computers in Fine Art, San Jose State University.  

CUBIE, MICHAEL, 1993  
Counselor  
B.A. in Philosophy, San Jose State University; M.S. in Clinical Psychology, San Jose State University; Ph.D. in Psychology, Wright Institute at Berkeley. California Community College Credentials in Basic Education, Psychology, Counseling, and Supervision; Licensed Psychologist PSY20021  

DAVIS, HEIDI, 1999  
Instructor in Physical Education  
B.S. degree in Animal Science from Cal Poly, San Luis Obispo; M.A. degree in Kinesiology from San Jose State University; Ed.D. in Educational Leadership and Change from Fielding Graduate University. Health Fitness Instructor and Group Exercise Leader Certifications through the American College of Sports Medicine.  

DE LA ROSA, LOU, 2004  
Instructor in Music  

DEDEN, TOM, 2002  
Instructor in Sociology  
B.S. in Business Administration, University of Southern California; M.A. in Sociology, University of Michigan, Ann Arbor  

DIAMOND, HEIDI, 2004  
Instructor in Business  
B.S. in Industrial and Labor Relations, Cornell University; M.B.A. in Business Administration and Policy, Baruch College; additional graduate study, New York University.  

DUNDURS, KARINA, 1996  
Instructor in Computer Applications  
B.S. in Business Management, University of San Francisco.  

DYER, CHRIS, 2010  
Instructor in Mathematics  
B.S. in Mathematics, University of California, Davis; M.S. in Mathematics, University of California, Davis and California State University, Northridge; additional graduate work in Applied Math and Statistics, University of California, Santa Cruz  

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.  

EITELGREGOR, SCOTT, 2008  
Instructor in Physical Education, Basketball Coach  
B.A. in History, St. Mary’s; M.A. in Health, Physical Education & Recreation, St. Mary’s  

EPPERSON, DOUGLAS, 2004  
Instructor in Physics  
B.S. in Physics, Sonoma State University; M.S. in Physics, San Francisco State University; Ph.D. in Physics, University of California, Santa Cruz; Research in High Energy Particle Physics, HERA Accelerator, Hamburg, Germany. Taught Physics at Cal Poly, San Luis Obispo.  

FARRELL, MEG, 2004  
Instructor in Communication Studies  
B.A. in Speech Communication with Minor in Broadcast Journalism, San Diego State University; M.A. in Communication Studies, San Jose State University.  

FENTON, J. PATRICK, 1983  
Instructor in Computer & Information Systems  
B.S.C. in Accounting, University of Santa Clara; M.B.A., University of Santa Clara.  

FINCH, JEAN  
Counselor, Disability and Education Support Program  
BS in Education from Kutztown State College in Pennsylvania and an MA in Counseling Psychology (concentration Marriage Family and Child Counseling) from the College of Notre Dame in Belmont.  

FOREHAN, JEFF, 2005  
Instructor in Music  
M.A. in Music w/ Emphasis in Recording Arts & Electronic Music, California State University, Chico.; BA in Music w/ "With Distinction" Sonoma State University; Additional Music Study: Dick Grove School of Music; Diploma: Composition and Arranging Program; Additional Music Study: Berklee College of Music  

FUJISHIN, RANDY M., 1978  
Division Chair, Instructor in Communication Studies  
B.A. in Speech Communication, University of California at Santa Barbara; M.A. in Speech Communication, San Jose State University; M.A. in Counseling Psychology, Emphasis in Marriage, Family, and Child Therapy, University of San Francisco.  

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; Ed.D. in Educational Leadership, Saint Mary’s College of California  

GALLARDO, LETICIA 2007  
Instructor in Biology  
A.A. in Natural Sciences, A.A in Liberal Arts and Sciences from College of Marin; B.S. in Integrative Biology from the University of California, Berkeley; M.S. in Biology from Arizona State University  

GARCIA-SCHEPER, MARIA 1999  
Counselor  
B.S. in Business Administration, concentration in Management; San Jose State University; M.A. in 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

GHAHRAMANI, SOROUSH, 2006
Instructor in Architecture, Department Chair
Master of Architecture, Ph.D., Monument Restoration, University of Rome "La Sapienza" Rome Italy; Licensed Architect in Italy; International Member of the AIA.

GHODRAT, NANCY, CPA, 2005
Instructor in Accounting
M.S., Taxation, San Jose State University; B.S.; Business Administration (Accounting), Phi Kappa Phi, San Jose State University; California Certified Public Accountant (CPA)

GOLAW, TINA, 1999
Instructor in English
B.A. in English, Santa Clara University; M.A. in American and British Literature with a minor in Jewish American and Holocaust Literature, Kansas State University; Credential in Technical Writing, Kansas State University.

GOLBETZ, TOM, 1998
Counselor
B.A. in Psychology, UC Santa Barbara; M.A. in Counseling, San Diego State University; additional graduate study, University of California, San Diego.

GRAY, DULCE, 2004
Instructor in English
B.A. in English and Secondary Education, Lehman College; M.A. in English, City University of New York; Ph.D. in English, Indiana University, Bloomington.

GUTIERREZ, NICHOLA, 2005
Instructor in Political Science
B.A. in International Affairs, Eastern Washington University; M.A. in Government, New Mexico State University.

GUZMAN, RON, 2002
Instructor in Art
B.A. in Studio Art/Art History, Sonoma State University; M.A. in Pictorial Arts, San Jose State University; M.F.A. in Pictorial Arts, San Jose State University.

HACKWORTH, CHERYL, 2006
Instructor in Biology
B.S. in Molecular, Cell, and Developmental Biology, UCLA; Ph.D. in Plant and Microbial Biology, UC Berkeley.

HANDA, LARRY S., 1985
Instructor in Mathematics
B.S. in Mathematics, Harvey Mudd College; M.A. in Mathematics, Claremont Graduate School.

HANNIGAN, JOHN, 2002
Instructor in Communication Studies
A.A. in Liberal Arts, West Valley College; B.A. in Communication Studies, San Jose State University; M.A. Communication Studies, San Jose State University; Ph.D. in Organizational Management, Capella University.

HARRIS, LENORE, 2002
Instructor in English
B.A. in Social Science, University of California, Berkeley; M.A. in Writing, University of San Francisco.

HARRISON, BLAINE, 1998
Instructor in Chemistry
B.S. in Bio-Chemistry, Cal Poly State University (San Luis Obispo); Ph.D. in Chemistry, University of California, Santa Cruz; additional graduate work, Sacramento State University.

HASTY, JOE, 2003
Instructor in Geography/Dept. Chair
B.A. in Geography and History, Chico State University; M.A. in Geography, San Jose State University.

HENDERSON, JIM, 2001
Division Chair/Instructor in Business and Accounting
B.A. in Accounting, San Francisco State University, a Community College teaching credential, and 34+ years experience in business.

HERNANDEZ, LETICIA SANCHEZ-MENDOZA, 1993
Counselor and Instructor
B.A. in Biological Sciences, Santa Clara University and San Jose State University; California Community College Teaching Credential (Basic Education), U.C. Berkeley; M.A. in 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

HOTTA, LESLIE, 1996
Instructor in Child Studies
A.A., Early Childhood Education from West Valley College B.A. in Computer Mathematics from San Jose State University, M.A. Human Development from Pacific Oaks College.

HURD, DIANE TSUKAMOTO, 1993
Instructor in Interior Design

JAVAN, FARANEH, 1998
Instructor in Health Care Technologies
MD, Tehran Tehran University, Tehran/Iran

JOHNSON, ELISE, 2005
Counselor, ET Coordinator, TRIO Director
M. Ed. University of Virginia; B.S. Psychology, James Madison University, Virginia.

JUAREZ, STEPHEN, 2002
Instructor in History
A.A. In History, Riverside Community College; B.A in European History, University of California, Berkeley; ABD in U.S. History, Stanford University; additional graduate study in European, U.S. Labor Intellectual History at Yale University.

KAAZ, LISA, 1999
Lab Faculty Specialist
B.S. in Organizational Management, University of San Francisco; M.A. in Instructional Technology, San Jose State University.

KALIVITIS, VASILIUKI, 2004
Instructor in English

KAMBEITZ, GUS, 2002
Instructor in Music
B.A. in Jazz Performance (bass), San Jose State University; M.A. in Jazz Composition, Washington State University; additional graduate study, Washington State University, University of Miami

KEA, JANIS YF, 2002
Instructor in Economics
B.A. with Distinction in Economics, University of Hawaii, Manoa; M.A. in Economics, University of Hawaii, Manoa; Ph.D. in Economics, University of Hawaii, Manoa.

KELLER, TINA, 2005
Department Chair / Instructor, Fashion Design and Apparel Technology
Born and raised in Finland, Hame Polytechnic Wetterhoff, Hameenlinna Finland, 1979 Associate of Arts Degree, Fashion Design and Textile Arts, 1982 Bachelor of Science Degree, Fashion Design and Textile Arts; 1991 College Teaching Credential 
Work experience: entrepreneur in custom tailoring, industry experience in production and designing, retail merchandising of high end fashion. Living and working in Finland, Egypt and United States. Teaching Fashion Design in West Valley College since 1999.

KELLY, JON TIMOTHY, 2002
Instructor in History and Political Science
B.A. in History, University of California, Irvine; M.A. in U.S. Area Studies (Politics and Foreign Policy), Institute of United States Studies, University of London; Ph.D. in U.S. History, University of California, Irvine

KERWIN, JENNIFER, 1996
Instructor in Physical Education, Soccer Coach
B.S. in Physical Education and Athletic Training, Canisius College, Buffalo, New York; M.S. in Physical Education and Health, University of New Mexico.

KIM, YANGHEE, 1997
Librarian
B.A. in Education, Yonsei University (Seoul, Korea); M.L.S. in Library Science, Kent State University.

KINDON, ANDY, 2004
Instructor in Anthropology, Department Chair
B.A. with Distinction in Anthropology, Kenyon College; M.A. in Anthropology, University of California, Los Angeles; Ph.D. in Anthropology, University of California, Los Angeles.

KNIGHT, CAROL, 1999
Instructor in Physical Education
B.S. in Kinesiology and Physical Education, California State University, Hayward. California Community College Instructors Credential.

LEMA, 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.A. in Physics, National Taiwan Normal University, Taiwan, 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, California State University, Northridge; Master in Public Health (MPH), 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.

MADDUX, FAUN, 2010
Instructor in Mathematics
B.A. Mathematics, San Jose State University; M.S. Mathematics, 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.

MALTHUS-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, Universityof Delaware, Ed.D. in Organization and Leadership, University of San Francisco; additional graduate study at California State University, Hayward.

McINTOSH, JEAN, 2002
Instructor in Digital Media/Internet Services
B.A. in Sociology, University of Saskatchewan, Canada; B.F.A., in Digital Graphics, CSU East Bay; M.A. Liberal Arts, Stanford University

MENDELSOHN, BENJAMIN MARK, 1996
Instructor in Astronomy
Director of the Planetarium
B.S. Electrical Engineering and Computer Science, University of California at Berkeley; M.S. Aeronautics and Astronautics Engineering, Stanford University; CFI & AGI, Federal Aviation Administration; additional graduate study in Mechanical Engineering, Santa Clara University, Planetarium Professional, Alexander F. Morrison Planetarium at the California Academy of Sciences, Charles F. Hagar Planetarium at San Francisco State University, Holt Planetarium at the Lawrence Hall of Science, Minolta Planetarium at De Anza College.

MILLER, CHERYL, 1995
Director of DESP, Learning Specialist
B.A. in Speech Pathology and Audiology, University of Vermont; M.A. in Speech and Language Pathology, Northwestern University.

MILLS, MARYANNE, 2004
Librarian

MIN, KYUNGHJ KAE, 1995
Instructor in Fashion Design & Apparel Technology

MOORE-WINES, KATHERINE, 2001
Instructor in Child Studies
B.S. in Education, Child and Family Studies, Bowling Green State University, Bowling Green, Ohio M.A. Human Development, the Merrill-Palmer Institute of Wayne State University, Detroit, Michigan. Additional graduate study, Pacific Oaks College.

MORA-EVANS, MARTA, 2002
Counselor/CaWORKS Program Coordinator
A.A. Liberal Arts, West Valley College; B.S. Organizational Behavior, University of San Francisco; M.A. Counseling Education, San Jose State University

NASH, CAROLYN, 1981
Counselor
B.A. in Social Science, San Francisco State University; M.S. in Counseling, California State University, Hayward; additional graduate study, University of California, Berkeley; Golden Gate University.

NORRIS, NATHAN, 1996
Instructor in Biology
B.S. in Aeronautics, San Jose State University; M.A. in Biology (Physiology), San Jose State University; additional graduate study, University of Washington.

ORTega, SYLVIA, 2004
Instructor in English as a Second Language
B.A. in Spanish, Special Emphasis in Ethnic Studies, Santa Clara University; M.A. in Teaching English as a Second Language, San Jose State University.

OVERSTREET, SUZANNE, 1995
Instructor in English as a Second Language
B.A. in English, Texas A & M University; M.A. in Teaching ESL, University of California, Los Angeles.

PAPE, RONALD, 2001
Instructor in English
Antiope College; B.A., California State University, Northridge, M.F.A., Louisiana State University; Ph.D. A.D.B., Louisiana State University.

PATTERSON, SARA W., 2004,
Counselor, International Student Counselor/ PDOS, Athletics Counselor, Department Chair Counseling
AA General Education, Chabot College, Hayward, CA., B.S. in Child Development, Child Development Emphasis,California Polytechnic State University, San Luis Obispo, CA; M.A. in Education, specializing in Counseling and Guidance, California Polytechnic State University, San Luis Obispo, CA. NAFSA Member; NAFSA, NAA, 3CA member

PAVAN, CAROL, 2001
Counselor, Division Chair Student Services
A.A. in Early Childhood Education, Cabrillo College; B.A. in Sociology, San Jose State University; M.A. Counseling Psychology, Santa Clara University; Licensed Marriage, Family, Child Therapist; additional graduate study at JFK University and Santa Clara University.

PERELLI, ELIZABETH “Becky”, 1999
Coordinator, Student Health Services
B.S. in Nursing, Boston University; M.S. in Community and Mental Health Nursing,University of California, San Francisco; additional study includes participation in the 2005 California Community College Leadership Institute; Health Services Association of CCC Past President 2005-2006.

PHAM, KIM MAN, 1992
Instructor in Mathematics
B.S. in Mathematics, University of California, Davis; M.A. in Mathematics, University of California, Davis.

PRITCHARD, MELVIN HUGO, 2004
Instructor in History
BA in History, San Francisco State University; MA in History, San Francisco State University; additional graduate study, Graduate and University Center, City University New York.

RASCIV, JEFF, 1998
Instructor in Computer Applications, Digital Media
B.S. in Graphic Design, La Roche College; M.F.A. in Computer Graphics, Rochester Institute of Technology.

REED, MICHELLE, 2000
Instructor in Psychology
B.S. in Psychology, Santa Clara University; M.A. in Counseling Psychology, University of San Francisco; additional graduate study, University of California, Santa Cruz; University of California, Berkeley, Certification in Advanced Relapse Therapy (RPT).

REISS, CYNTHIA NAPOLE-ABELLA, 2005
Instructor in Art History
B.A. in Comparative Literature and Art History, University of California, Irvine; M.A. in Art History, San Francisco State University; Ph.D. Candidate, Art History, University of California, Irvine.
RUDY, DIANE, 1983  
Instructor in Physical Education  
B.S. in Physical Education, Athletic Training  
Emphasis, Arizona State University; M.A. in  
Human Performance, San Jose State  
University; Certification: National Athletic Trainers  
Association.  

RYAN, DAVID, 2004  
Instructor in English as a Second Language  
B.A. in Comparative Literature, minor in French,  
University of California, Irvine; M.A. in English,  
Certificate in Teaching English as a Second  
Language, Holy Names College; adult teaching  
credential in ESL/Basic Skills.  

SAITO-LIU, LESLIE, 1997  
Instructor in English,  
B.A. in Communications, UC San Diego, M.A.  
in English (American Literature emphasis), San  
Diego State University.  

SALCIDO, MELISSA J., 2004  
Counselor / Puente Co-Coordinator  
B.A. in Spanish with an emphasis in Chicano  
Studies, Stanford University; M.S. in Counseling  
with an emphasis in College, San Francisco State  
University.  

SANDERS, PAUL D., 1981  
Instructor in Communication Studies  
B.A. in Political Science/Business Minor,  
Wittenberg University; M.B.A., University of  
Dayton; M.A. in Speech Communications, San  
Jose State University.  

SANDFORD, BETSY, 1997  
Librarian  
A.B. in History, Washington University in St.  
Louis; M.S. in Library and Information Science,  
University of Illinois at Urbana-Champaign.  

SANDOVAL, RACHEL, 2006  
Librarian  
B.A. in Anthropology and Latin American Studies,  
University of California, Riverside; M.A. in Latin  
American Studies, Stanford University; M.L.I.S.,  
Simmons College.  

SANFORD, THOMAS, 2001  
Instructor in Engineering  
B.S. in Mechanical Engineering, Santa Clara  
University; M.S. in Mechanical Engineering, San  
Jose State University; M.B.A. San Francisco State  
University; J.D. in Law, Stanford University.  

SCHREY, MOLLY, 2001  
Instructor in Biology  
A.A.S. in Liberal Arts/Social Sciences, Niagara  
Community College; B.S. in Biology Education,  
Buffalo State College; M.S. in Science Education,  
Buffalo State College.  

SCHULTER, SUSAN, 1997  
Instructor in English  
B.A. in Literature, University of California;  
Santa Cruz; MFA in English; University of  
Massachusetts Amherst Teacher Consultant for  
San Jose Area Writing Project.  

SERNA, IRENE, 2006  
Director, EOPS/CARE  
San Jose State University, M.A. Counselor  
Education  

SHAGOURY, RICHARD, 1995  
Instructor in Chemistry  
A.S. in Chemical Engineering, Franklin Institute  
of Boston; B.S. in Chemistry, Suffolk University;  
M.S. in Organic Chemistry, Boston College; M.S.  
in Medicinal Chemistry, Northeastern University;  
additional graduate study at University of the  
Pacific, Stockton.  

SHERRILL, SUSAN, 2007  
Instructor in DESP, Learning Specialist  
B.S. in Business Administration, International  
Business; California State University at  
Sacramento; Single Subject Teaching  
Credentials in Business Education, Combined  
Social Sciences and Economics; California State  
University at Sacramento; M.A. in Intrdisciplinary  
Education - Curriculum and Instruction (Special  
Education); Santa Clara University  

SHOEMAKER, LANCE, 2004  
Instructor in Business / Real Estate  
B.A. in Political Science, Phi Beta Kappa, UC  
Berkeley; M.A. in Political Science, UCLA; Master  
of City Planning, UC Berkeley; J.D., Order of the  
Cot, Boat Hall School of Law, UC Berkeley  

SHUE, TERRY, 1997  
Instructor in Child Studies  
Master of Human Resource and Organizational  
Development, University of San Francisco; B.A.  
in Speech Pathology and Audiology, San Diego  
State University.  

SILVEIRA, GASPAR, 2002  
Instructor in Physical Education  
B.S. in International Business, Chico State  
University; M.S. in Physical Education, Saint  
Mary's College of California  

SMITH, JAMES E., 1993  
Instructor in Administration of Justice  
A.A. in Administration of Justice, Moorpark  
College; B.S. in Public Administration,  
Pepperdine University; M.A. in Communications,  
Pepperdine University, Malibu. Retired Los  
Angeles County Sheriff's Department.  

SMITH, ROSS, 2004  
Counselor, Disability and Educational  
Support Program  
A.A. in Liberal Arts, Foothill College; B.A. in Social  
Welfare, California State University, Long Beach;  
M.S. in Rehabilitation Counseling, San Francisco  
State University; Licensed Marriage and Family  
Therapist.  

STANTON, CHRISTINE, 1997  
Instructor in Biology  
B.S. in Biology and M.S. in Physiology, UC  
Riverside.  

STARKS, PAUL, 2004  
Head Athletic Trainer/Instructor, Physical  
Education Division  
West Valley College Classified staff 1999 -2004  
as assistant athletic trainer.A.A. in Liberal Arts,  
West Valley College, B.S. in Kinesiology, Cal Poly,  
San Luis Obispo; M.A. in Kinesiology (movement  
science) San Jose State University; Certified as  
An Athletic Trainer (ATC) by the National Athletic  
Trainers’ Association; Licensed Physical Therapist  
Assistant (PTA); and certified by the National  
Strength and Conditioning Association as a  
Strength and Conditioning Specialist (CSCS) and  
Personal Trainer (CPT).  

SVENSSON, PETER, 2000  
Instructor in Biology  
B.S. in Biology, University of Lund (Sweden),  
M.A. in Biology, University of California, Santa  
Cruz.  

TEMKIN, DOUGLAS, 1990  
Instructor in English  
B.A. in English Language and Literature, DePaul  
University; M.A. in English Language and  
Literature, New York University. Postgraduate  
study, University of California, Berkeley; University  
of California, Santa Barbara.  

TRAMONTANA, BRIAN, 2004  
Department Chair, Photography  
Instructor in Photography  
B.A. Brooks Institute of Photography, Santa  
Barbara  

UPTON, BARBARA, 2006  
Instructor in Philosophy  
B.A. in Philosophy, U.C. Berkeley; M.A. in  
Philosophy, San Jose State University.  

VAUGHN, MELVIN J., 2005  
Instructor in Physics  
B.S. in Physics, University of California, Riverside;  
M.S. in Physics, University of California, Santa  
Cruz  

VLAHOS, JOHN, 2001  
Instructor in Physical Education  
B.S. in Business Administration, Santa Clara  
University; M.S. in Sport Leadership, Virginia  
Commonwealth University.  

VU, AMY, 2006  
Instructor in Mathematics  
B.A. Psychology, San Jose State University; B.A.  
Mathematics, San Jose State University  
M.S. Mathematics, San Jose State University  

WAGNER, JENNIFER, 2002  
Instructor in English  
B.A. in English, University of California, Los  
Angeles; M.A. in Teaching of Writing, Humbolt  
State University; M.A. in Literature, Humbolt State  
University (forthcoming)  

WASSERBAUER, ANN MARIE, 1994  
Instructor in English as a Second Language  
B.A. in History and German, Xavier University;  
German Studies, Universität, Augsburg,  
Germany; M.A. in TESOL, Monterey Institute of  
International Studies.  

WATSON, BRUCE, 1990  
Instructor in Physical Education, Aquatics  
Director, Water Polo and Swimming Coach  
B.S. in Physical Education, San Jose State  
University; M.A., in Education, National University;  
graduate study in Human Performance, San Jose  
State University.  

WEINER, SUSAN A., 1970  
Instructor in Chemistry  
B.S. in Chemical Engineering, Technical  
University of Budapest, Hungary; M.S. in Physical  
Chemistry, New York University; additional  
graduate study, San Jose State University.  

WEISBERG, BRAD, 1997  
Instructor in Theatre Arts  
A.A. in theatre Arts, Crafton Hills College; B.A.  
in Dramatic Literature/Theatre Arts, CSU San  
Bernardino; M.A. in Theatre History, San Diego  
State University. Professional Affiliation with  
the La Jolla Playhouse and The Center Repertory  
Company  

WEISS, BETTY, 1994  
Instructor in Mathematics  
B.S. in Mathematics, Carnegie-Mellon University;  
M.S. in Mathematics, New York University;  
additional graduate study, University of California,  
Los Angeles;
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.
Instructor in History (1970-2002)

BARRETT, GORDON E.
Instructor in English (1970-2003)

BENNETT, PATRICIA
Dean of Human Resources Mgmt. (1967-1993)

BENSON, BART
Instructor in English (1967-2001)

BERRY, SANDRA M.
Instructor Computer Lab Faculty (1966-1992)

BLAIR, JOAN
Instructor in Home Economics (1975-1994)

BLANKENSHIP, DON M.
Instructor in English (1985-1996)

BONE, LANA
Instructor in Accounting (1968-2003)

BONFIGLIO, JOSEPH F.
Counselor (1969-1992)

BONNET, JANICE
Librarian (1977-2005)

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BORDI, STEPHEN W.,
Physical Education (1968-2002)

BRAINARD, DAVID G.
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Vice Pres. of Administration Services (1987-2005)

BULLOCK, TOM,
Instructor in Astronomy (1969-1998)

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BURTON, ROBERT

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Instructor in Mathematics (1980-2009)

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Instructor in Foreign Languages (1979-2009)

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COLSON, KENNETH M.
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CONSTANT, GWENDOLYN
Instructor in English (1969-1994)

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CRANDALL, JERRY R.
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GOSS, JAMES H.
Business Administration (1966-2002)

GRATON, PAUL
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GREEN, THOMAS
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President (2004-2009)

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Counselor (1975-2009)

HEARN, LESTER C., JR.

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HERNANDEZ, JOSEPHINE
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HOPPER, DIANA.
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HOWARD, LAURA, M.
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HUGHMANICK, MICHAEL D.
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HUSTON, VIVIAN
Counselor (1966-1979)

HUNTER, GLENN
Instructor in Allied Health and Business (1977-1993)

JAMES, JANE
Instructor in Art (1965-1968)

JANKE, EDWARD
Instructor in Architecture (1993-2009)

JOHNSON, DONALD M.
Instructor in Psychology (1965-2000)

JOHNSON, WALTER E.
Instructor in English (1965-1991)

KING, LINDA B.
Instructor in Anthropology (1971-2004)

KINGSLEY, WESTON H., JR.
Instructor in Technical Drafting (1964-1993)

KROTH, ANYA, 1984
Instructor in Mathematics (1964-1993)

KURSAR, EDWARD R.
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KERRIS, SANDRA
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LAW, VIRGINIA L.
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LAWLOR, JOANN,
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LEWIS, CAROLYN
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LIVINGSTONE, JOSEPH T.
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LIANIDES, SYLVIA P.
Instructor in Biology (1975-1996)

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LOFLAND, DONALD
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LORIMER, MICHAEL

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LODSC, EDWARD A
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LUNDE, ARNE
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MANDELL, JOSEPH D.

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Instructor in Electronics (1965-1990)

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McCRRAHON, BETTY
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McGOYDRICK, LARRI
Student Health Coordinator (1979-1987)

MILLER, GEORGE
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MIRCH, EDWARD C.
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MORGAN, ALEX
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MORTENSEN, GWENNA
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MORRIS, L. RONALD
M.S., Instructor in Biology (1968-1999)

MOUNTER, K. GENE
Instructor in English (1969-1994)

MOWATT, WILLIAM D
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MURPHY, DONN
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NERENBERG, LILLIAN
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NYQUIST, GENE
Instructor in Physical Education (1967-1989)

O'BRIEN, BETTY
Instructor in Reading (1985-1994)

O'BRIEN, PAUL
Instructor in Chemistry (1978-1998)

OGLE, DAVID
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ORTON, GEORGE
Instructor in English (1970-1993)

OLIVER, JENNIFER
Program Manager, Center for Excellence (1998-2009)

OTT, BILL
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PARSONS, ALICE
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PEARCE, FRANK
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PEASE, JACK G.
Instructor in Mathematics (1964-1992)

PECK, R. "JIM"
Learning Specialist (1975-2006)

PECKHAM, DONALD
Instructor in Physical Education (1969-1988)

PELTZ, STEPHEN K.
Program Director, Distance Learning and Instructional Technology (1976-2008)
PERRY, WILLIAM J.
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PETERS, EDWARD
Instructor in Chemistry (1965-1987)

PIROFSKI, FLORENCE
Instructor in Child Studies (1981-2010)

PRUCHA, ISABEL
Instructor in Foreign Languages (1966-1993)

PUGNO, DAVID
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RANKIN, JOHN
Instructional Lab Faculty (1982-1992)

REASONS, DON
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ROIZEN, JUDY
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ROOT, JAMES F.
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ROSE, RICHARD G.

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RUSSELL, ROBERT G.
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SABIN, PETER S.
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SAMUELS, JOE
Vice President, Instruction (1986-2006)

SARLO, JOAN
Instructor in Physical Education (1964-2005)

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SCHREIBSTEIN, LEN
Coordinator, Disability & Educational Support Program (1992-2009)

SCHWENDINGER, DICK
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SCOTT, MARVIN
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SEEFIELDT, GUNTER
Instructor in Foreign Languages (1969-1993)

SEQUIST, JACK

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Counselor (1975-2006)

SHERWOOD, PATRICIA
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SIMPSON, CLAUDINE H.
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SCHAILE, LINDA
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SILAN, DEBOYD
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SMITH, JIM

SMITH, LESTER
Instructor in Interior Design (1969-1985)

SOHNS, FIONA L.
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)

STUMM, VIRGINIA
Instructor in English (1964-1979)

SULLIVAN, A. FAY
Instructor in English (1967-1987)

SUTTER, ROBERT
Instructor in Physical Education (1965-1983)

SWENSON, LARRY G.
Instructor in Psychology (1964-1998)

TANG, CLAYTON
Instructor in Business and Accounting (1964-1989)

THELIN, PETER
Instructor in Economics (1970-2006)

THOMAS, LEWIS
Instructor in Journalism (1964-1979)

TORRES, CARMEN
Instructor in English (1990-2009)

TREBBE, EDWIN S.
Counselor (1965-1993)

TRULSSON, BERTON
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T筳UTSU, DIANE Y.

TUSCHER, MELVIN F.
Instructor in Mathematics (1964-1993)

VAN HOOK, CATHLEEN
Instructor in Mathematics (1992-2009)

VARTY, DANIEL G.
Instructor in History (1970-2002)

VIRDEHN, FRED
Instructor in Mathematics (1981-2002)

WALLACE, KAREN
Instructor in English (1985-2011)

WEBB, JAN A.
Instructor Computer Specialist, Lab Faculty Specialist (1968-1998)

WEISBERG, EVELYN
Instructor in Early Childhood Education (1968-1980)

WELBORN, HAROLD
Instructor in Administration of Justice (1967-1979)

WHEELER, SIV
Instructor in History (1967-2002)

WILCZAK, JAMES
Instructor in Mathematics (1984-2009)

WILSON, WOODROW
Instructor in Business (1964-1986)

WINTON, JAN
Instructor/Advisor (1964-1991)

WHITNEY, WILLIAM E.
Instructor in Political Science (1966-2005)

ZIEGLER, DON
Dean of Admissions and Records (1964-1983)
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AIMONETTI, CATHY, 2002  
Senior Administrative Assistant, Career Programs

AMIN, MARYAM, 2005  
Office Assistant, EOPS
Degree in Pure Mathematics, Melli University, 1989, Tehran, Iran; M.A. in Educational Counseling, San Jose State University

ARCHER, ESTHER, 2010  
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B.A. University of California, Berkeley; M.M. University of Michigan, Ann Arbor

BABAKAN, AZAR, 2001  
Senior Administrative Assistant, Student Services  
M.S. Statistics, Virginia Polytechnic Institute & State University; B.S. Business, Purdue University

BALDWIN, DANIEL, 1998  
Student Services Technician, Financial Aid

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BOND, INGE, 2007  
Institutional Research Analyst  
B.A. in Sociology, University of California at Santa Cruz; M.A. in Education Policy and Administration, Stanford University

BRIEN, DIANE, 2001  
Student Services Technician, Admissions and Records

BUTTERFIELD, COLLEEN, 1995  
Office Coordinator, Senior, Student Services, Disability Education and Support Programs

CANTARERO, MARITZA, 1995  
Director, Financial Aid  
Undergraduate work in Industrial Engineering, Central American University (UCA) Nicaragua

CARREIRO, MICHELLE, 2004  
Library/Media Technician  
AA in Library Technology Science, Foothill College

CARTER, CHRISTOPHER, 2009  
Lab Technician, World Languages/ESL

CARTER, GERALD, 1998  
Performing Arts Technical Director, Theatre Arts

CARTER, SANDRA, 2000  
Senior Administrative Assistant, Information and Technology Services

CERESA, MELISSA, 2001  
Program Specialist, Advanced Transportation Technology

CHAIDES, VICTORIA, 1998  
Child Development Center, Specialist, III  
M.A. in Human Development, Pacific Oaks College

CHOU, JULIE, 2002  
Financial Analyst, Budget and Planning

CLOMAN, GARY, 1998  
Server Systems Administrator, Information Technology & Services

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  
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B.A. in Communication Studies, Sonoma State University; M.A. in Higher Education Administration, Indiana University of Pennsylvania; Advanced graduate studies, Educational Leadership, California Polytechnic State University, San Luis Obispo

DUNCAN, DAVID, 2005  
West Valley College Webmaster  
B.S. in Fine and Applied Arts, University of Oregon, Eugene; Certificate in Digital Media Design and Production, West Valley College, Saratoga, CA; Certificate in Web Content Design, West Valley College, Saratoga, CA; Undergraduate studies in Electronic Engineering, California Polytechnic State University, San Luis Obispo, CA

EBRAHEMI, 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

FLYNN, PAULA, 2010  
Office Coordinator, Senior, Language Arts

FRANKLIN, MARTA, 2000  
Financial Aid Advisor, Financial Aid  
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FRENCH, JENNIFER, 2009  
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GAGLIASO, LAURA, 1998  
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GAULT, MAX, 2008  
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GRIFFIN, JEFF, 2001  
Instructional Lab Technician, Tutorial Services  
A.A. in Liberal Arts, DeAnza College, Certificate in Data Communication, Foothill College

HAMP, HERLISA, 2011  
Director, Enrollment/Admissions & Records/Assessment/Testing Center  
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HANTON, TANYA, 2007  
Senior Administrative Assistant, Dean of Instruction and Library

HARP, BEVERLY, 2005  
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HERNANDEZ, ALICIA, 2000  
EOPS Specialist  
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HOPKINS, ROGER, 2001  
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HSAIN, LAMIA, 2005  
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B.S. in Business, Accounting concentration, San Jose State University

JAYADE, SUSEELA, 2001  
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JOHNSON, KENNETH, 2002  
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JOHNSON, MICHAEL, 1999  
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B.S. in Engineering Mathematics, Tulsa University; M.S. in Applied Mathematics, North Carolina State University; Postgraduate study in Art, University of California, Santa Cruz

JONES, CARL, 1989  
Graphic Designer, Instructional Development  
B.A. Rhetoric/Communications, University of California Davis; M.A. in Special Education, San Jose State University; M.A. in Educational counseling, San Jose State University; Additional extension courses in Graphic Design, University of California, Santa Cruz

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A.A. in Psychology, Solano Community College; B.S. in Marriage, Family and Human Development, Brigham Young University; Human Development emphasis and minor in Psychology

KINLEY, LAUREL, 1998  
Administrative Specialist - Personnel  
A.A. Women’s Studies, West Valley College; B.A. Social Sciences, San Jose State University

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Veterans Certifying Official  
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LAI, CHUNG, 2006  
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LAKEW, YALEWORK, 2001  
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LANE, PETER, 1994  
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LANGWORTHY, TERESA, 1995  
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LUDWIG, SCOTT, 2000
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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
Supervisor, Administrative Services
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MAGELES, GEORGE, 2002
Community Resource 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 Contracts
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-Supervisor,
Student Support Services
B.A. in Spanish Literature and Government, Skidmore College; M.A. Counseling Psychology, University of San Francisco

McMAHON, LORETTA, 2001
Student Services Technician, Student Support Services

McNIVEN, LISA, 2006
Senior Office Coordinator, Physical Education
A.S. in Computer Applications, West Valley College

MENESES, JULIE, 2007
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METZ, RACHEL, 2003
Office Coordinator, Student Health Services

MIRANDA, LYDIA, 2001
Program Assistant, Community Education

NAVA, ELISA, 1998
Specialist III-Child Development Center
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NGUYEN, DONNA, 2011
Library/Media Technician, Library
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NGUYEN, THUONG, 1987
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Student Services Technician, Financial Aid
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OCHOA, ELIZABETH, 2005
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OGILVIE, BARBARA, 1998
Supervisor, Admissions & Records
A.A. Speech Comm., West Valley College; B.S. Corporate Comm., Bellevue University; M.A. Organizational Mgmt.; Bellevue University

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Library/Media Technician, Library
A.S. Biology, West Valley College
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PETERSON, GERI, 1997
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Financial Aid System Supervisor, Financial Aid
A.S. in Biological Science, West Valley College, Saratoga

QWAN, DIANE, 1979
Library/Media Technician, Library

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Student Services Technician, Admissions and Records

REEVES, MARK, 2002
Custodian, Campus Center

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Office Coordinator, Senior, Science/Math
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RobertSON, MARSHA, 2002
Specialist II, Child Development Center
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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.

RUa, NICOLE, 2010
Instructional Laboratory Technician, Writing Center

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Program Specialist, Disability and Educational Support Program, Student Services
B.A. Interdisciplinary Studies

SEEGER, YORI, 2009
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Library/Media Technician, Library
B.A. English, Jundi Shapour University, Iran

SiAS, ANGELA, 2007
Office Coordinator, Counseling

SiAS, JEREMY, 2009
Assessment Testing Technician
B.A. Dramatic Art, UC Santa Barbara

SpeCHt, DARLENE, 2010
Senior Office Coordinator, Business Division

SwALEn, MARY, 1994
Instructional Assistant, Court Reporting

SwANSON, TAMMY
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TRAN, THUY, 2001
Administrative Specialist, Instruction

TRINH, TU-LAN, 1997
Student Records Advisor, Admissions and Records
A.A. in Business, West Valley College

VAUGHN, MEGAN, 2006
Program Assistant, CDAAP

WALKER, BERNADETTE, 1999
Office Coordinator, Education Transition
A.A. West Valley College; A.S. Mission College, Graphic Design

WATKINS, CYNTHIA, 1997
Office Assistant, Office of Budget and Planning
B.S. Community Service and Public Affairs, University of Oregon

WEST, DIANA, 2005
Receptionist, Student Health Services

YEE, ALFRED, 2008
Classroom Technology Specialist

YU, LI, 2006
Student Services Technician, Admissions and Records
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Please check the web for hours of operation

Extended Opportunity Programs & Services (EOPS) And Cooperative Agencies Resources for Educational Care (CARE) 741-2023

EOP&S offers educational and support services to students who are low-income and educationally disadvantaged. CARE students must be at least 16 years of age and single heads of household receiving CalWorks/TANF/AFDC.
westvalley.edu/eops

Health Services 741-2027

The health fee paid at registration supports a variety of free and low-cost health services for students. This includes mental health services.
westvalley.edu/services/health

International Students 741-2528 & 741-2694

Students who plan on attending West Valley College on a student visa (F1). Requires special application to the college, application fee ($100) and bank statement as well as TOEFL minimum of 500 paper or 61 internet based TOEFL score. To see other requirements for admission please call or visit our website.
westvalley.edu/services/international/

Library Services
Reference Desk 741-2029

The Library offers a wide variety of resources and services. These include reference assistance, orientations, and classes in how to use the library and do research. Online databases and a library catalog are accessible 24/7.
westvalley.edu/library

Student Employment - in the AAS Building, Career Programs, Room 35 741-2506

The Career Programs Center offers employment resource information and job search assistance. Appointments are encouraged.
westvalley.edu/careers/jobplacement

Student Financial Aid - in the A & R Building 741-2024

The purpose of financial aid is to assist eligible students in meeting education costs while attending school. The Board of Governor's Waiver (BOGW) is one of the financial aid programs available at the college. This program waives enrollment fees and a portion of the parking fees for eligible students. Applicants must be California residents and meet other criteria.
westvalley.edu/financialaid/links.html

Technology Center - in the AAS Building 741-2666

The Technology Center, located in the AAS Building, has high-end PCs and Macintosh computers with high speed Internet access. The Technology Center is open to ALL current West Valley College Students.
westvalley.edu/tc

Transfer Center - in the Counseling Building 741-2040

The Center assists students in preparing to transfer to four-year schools and provides detailed information on transfer-institution requirements and assists with completing Transfer Admission Agreements.
westvalley.edu/services/transfercenter

TRIO/Student Support Services 741-2503

Student Support Services/TRIO provides extensive academic and personal support services to eligible students as determined by federal guidelines. The goal is to increase the retention and graduation of students, and to transfer.
westvalley.edu/trio

Tutorial Services - in the Library Building 741-2038

Tutoring is available, without charge, to West Valley College students in both academic and vocational subjects. Students are also assisted in forming their own study groups.
westvalley.edu/ss/tutorial

Veterans Support Services - in the A & R Building 741-2601

West Valley College is committed to helping active duty members of the military and veterans of military service attain their educational goals.
westvalley.edu/veterans

Work Experience - in the AAS Building 741-2114

See Career Programs for details.