West Valley College
2002-2003 Catalog

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West Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3202 Mendocino Avenue, Santa Rosa, CA 95403 (707)569-9177, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

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Welcome to West Valley College!

Last year, West Valley College shared the devastating experience and aftermath of September 11 and grieved with our nation. We also suffered our own personal sorrow, with student Nicole C. Miller and former student Mark Bingham going down on United Airlines Flight 93. In the interim, we have learned to deal with devastating loss and overwhelming grief and to cope with increasing stress related to events beyond our control. We have provided forums and invited guest speakers to discuss the roots of terrorism and to promote global understanding. We have learned about the foibles of human nature that occur, even with the best of intentions, and the predilection of some individuals to rely on faulty assumptions, to stereotype, or to jump to conclusions without proof. We have seen diverse patriotic responses, some subtle and some flashy, but all sincere.

Even more important is the fact that West Valley students, faculty, staff and administrators reconnected with the shared values the College holds dear. We have developed an increasing trust and confidence in our academic community and the purposes we serve. And most important, West Valley College has steadfastly continued the significant educational work of its mission in developing a citizenry that understands and lives by the democratic principles upon which this nation was founded. West Valley College will face the challenges of the Academic Year 2002-03 in much the same way – together in community spirit and actively engaged.

Each semester, more than 11,000 students, representing all groups in the cultural mosaic of Santa Clara County, choose to study with us in West Valley’s day, evening, off-campus and distance learning courses. When you join us, you will find what others have found. You will discover that learning at West Valley College takes place in a great environment conducive to optimum learning. We have a beautiful campus and great people.

To assist students in the complex higher education process, West Valley provides a variety of support services. We have also developed transfer agreements, which guarantee qualifying students with admission to many four-year colleges and universities. Our career programs focus on upward mobility in the job market and have been developed to provide students with the skills necessary to be successful in a globally competitive workforce environment. The state-of-the-art Technology Center continues to demonstrate our commitment to innovation, computer technology and distance learning.

West Valley College programs have been carefully crafted to meet the varied needs of students who are looking for convenient learning opportunities, ranging from an occasional course for personal growth to full-time study. We realize that almost every student in college today is also working. The college wide learning@westvalley.edu initiative provides students with a variety of electronic and distance learning options to support busy Silicon Valley lifestyles. In addition, West Valley has alternatively located many of its traditional courses out in the neighborhoods at Leigh and Branham High Schools.

Whether you are considering enrollment for only one personal interest course, a technical skills upgrade, or a whole program of study, I encourage you to peruse this catalog. You will discover, as many others before you have, that there are a variety of opportunities available and waiting for you at West Valley College. When you join us on campus, you will soon be a part of a legacy of students, faculty and staff who have experienced the special quality in education that West Valley offers.

I look forward to greeting you on campus.

Sincerely,

Dr. Marchelle S. Fox
President
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Programs</td>
<td>4</td>
</tr>
<tr>
<td>Academic Regulations &amp; Standards</td>
<td>200</td>
</tr>
<tr>
<td>Admission to the College</td>
<td>196</td>
</tr>
<tr>
<td>Advisory Boards</td>
<td>13</td>
</tr>
<tr>
<td>Advanced Placement Program</td>
<td>11</td>
</tr>
<tr>
<td>Assessment</td>
<td>197</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>10,16</td>
</tr>
<tr>
<td>Basic Skills/Pre-Collegiate Courses</td>
<td>17</td>
</tr>
<tr>
<td>California State University (CSU)</td>
<td>8</td>
</tr>
<tr>
<td>Career Programs</td>
<td>13</td>
</tr>
<tr>
<td>Certificates</td>
<td>13</td>
</tr>
<tr>
<td>Challenges</td>
<td>198</td>
</tr>
<tr>
<td>Community Education</td>
<td>2</td>
</tr>
<tr>
<td>Complaints</td>
<td>198</td>
</tr>
<tr>
<td>Conduct Code</td>
<td>203</td>
</tr>
<tr>
<td>Counseling</td>
<td>210</td>
</tr>
<tr>
<td>Course Repetitions</td>
<td>18</td>
</tr>
<tr>
<td>Descriptions Of Courses</td>
<td>22</td>
</tr>
<tr>
<td>Faculty</td>
<td>215</td>
</tr>
<tr>
<td>Fees &amp; Charges</td>
<td>200</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>213</td>
</tr>
<tr>
<td>Graduation Requirements for the Associate Degree</td>
<td>10</td>
</tr>
<tr>
<td>Index</td>
<td>224</td>
</tr>
<tr>
<td>Intersegmental General Education Transfer Curriculum (IGETC)</td>
<td>6</td>
</tr>
<tr>
<td>Lower Division Requirements for Selected California Colleges &amp; Universities</td>
<td>4</td>
</tr>
<tr>
<td>Matriculation</td>
<td>197</td>
</tr>
<tr>
<td>Orientation</td>
<td>197</td>
</tr>
<tr>
<td>Pre- and Corequisites</td>
<td>17,198</td>
</tr>
<tr>
<td>Registration</td>
<td>199</td>
</tr>
<tr>
<td>Rights &amp; Responsibilities</td>
<td>202</td>
</tr>
<tr>
<td>Student Services</td>
<td>210</td>
</tr>
<tr>
<td>Transfer</td>
<td>4, 196</td>
</tr>
<tr>
<td>University of California (UC)</td>
<td>5</td>
</tr>
<tr>
<td>Waivers</td>
<td>198</td>
</tr>
<tr>
<td>West Valley College—General Information</td>
<td>2</td>
</tr>
<tr>
<td>West Valley-Mission CCD—General Information</td>
<td>3</td>
</tr>
</tbody>
</table>
West Valley College

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

Mission

West Valley College is a public community college whose primary purpose is to facilitate successful learning. It is committed to the education of the individual along with fostering the economic development of the communities it serves. West Valley College provides students with opportunities to participate in a wide spectrum of educational experiences designed to fulfill their academic and career needs. Encouraged to seek knowledge and wisdom as lifelong learners, our students are motivated to expand their human potential, enrich the quality of their lives, and develop the job skills and other competencies necessary to function in contemporary society.

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

College Strategic Goals

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

We will continue to support student success by:
   - Developing, evaluating, and improving our educational programs and services
   - Assisting students in setting their educational goals and evaluating progress toward them
   - Utilizing continual assessment to improve the student learning experience.

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

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

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

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

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

Accreditation

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

“Building Silicon Valley’s Future-One Student at a Time,” is the slogan of our District, which is comprised of West Valley College in Saratoga and Mission College in Santa Clara.

Mission Statement
The West Valley-Mission Community College District promotes lifelong learning, increased equity, and continued economic growth through instructional programs, student development activities, and community partnerships. A catalyst for change, the district reflects the Silicon Valley’s diverse composition and serves its dynamic needs. Through many degree, certificate, transfer, skill-building, and economic development programs, the Colleges and district provide comprehensive academic and business practices.

Our Values
• Student Success
• Diversity and Inclusion
• Engaged Learning
• Exploration and Creativity
• Stewardship and Accountability

Our Vision
• Student Centered
• Competitive
• Accessible
• Dedicated to Quality
• Effective Communication
• Stewardship

Our Guiding Framework
The West Valley-Mission Community College District is guided by our values, vision, and strategies for the future.

Our Values
• Excellence
• Service
• Effective Communication
• Partnerships

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 student and employees the foundation for our success.

Teaching and learning
Continually enhanced our ability to gauge student needs, goals, and performance, and develop teaching methods to respond to this assessment.

Student and employee development
Attract, develop, and reward highly qualified employees of diverse backgrounds and create an environment that promotes the development of all our students and employees.

Environment
We will create systems to support high levels of achievement.

Information technology
Provide students and staff the tools they need for success.

Facilities
Create classrooms and offices that support the most effective educational and business practices.

Community
We will maintain strong relationships and partnerships.

Community awareness
Deliver our programs and services to all who can benefit.

Collaborating with our educational partners
Provide a seamless educational experience for our students and leverage our resources through coordinated planning and purchasing.

Community partnerships
Deliver educational programs directly in the community and bring real-world resources and expertise into the classroom.

Organization
We will create a culture of service.

Research, planning, and development
Assess the community’s needs and deliver solutions.

Internal coordination and collaboration
Streamline processes to provide the highest level or service to students.

History of the District
The first public meeting convened to address the formation of the West Valley Joint Community College District was held in July, 1962. In October, 1962, the California State Board of Education approved the District’s formation, and in January, 1963, the voters residing within the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts established the District.

The District’s first college, West Valley Junior College, became operational in September, 1964, at the 12 1/2-acre remodeled Campbell Grammar School in Campbell. The 1964-65 academic year began with an enrollment of 3,203 students and a staff of 10 administrators and 53 instructors. One hundred courses were offered that first year. The following year the name was changed to West Valley College.

In 1964, the 143-acre Fruitvale-Allendale site in Saratoga was purchased. Funding from the State Junior College Construction Act was obtained, and between 1964 and 1974 the campus was developed. The first building was completed in 1968, and the first classes began in fall of that year.

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

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

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

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

West Valley/Mission Colleges Foundation
The West Valley/Mission Colleges Foundation was established in 1971 to administer an endowed scholarship fund provided by the Sun sweet 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 is 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 College
Non-Discrimination Statement
With respect to student rights and responsibilities, the West Valley-Mission Community College District affirms its commitment to maintaining an environment of equal opportunity which prohibits discrimination based on sex, color, religion, age (for individuals 40 years and over), physical or mental or parental status, or sexual orientation in any aspect of its educational programs and activities, as well as its commitment to maintain an environment free from sexual harassment and intimidation.

El Distrito de los colegios West Valley y Mission afirma su dedicación para mantener un ambiente de igualdad y prohibir discriminación basada en sexo, color, religión, edad, incapacidad física o mental, antepasado, origen nacional, raza, credo, condición medica, parentesco, orientación sexual en todos aspectos de sus programas educacionales y actividades. El Distrito se dedica a mantener un ambiente libre de acoso sexual e intimidación.
**Academic Programs**

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

**General Statement**

West Valley College offers two curricular programs for students: (1) transfer programs for four-year colleges and universities and (2) career programs. Transfer programs prepare students for junior standing at bachelor’s degree institutions, and career programs prepare students for immediate employment.

Information about transfer majors that parallel, as closely as possible, bachelor’s degree requirements at selected transfer institutions, is available in the Counseling Center.

Career programs offer two options: (1) Associate Degrees and (2) certificates. AA/AS major degree and Certificate requirements are listed in the “Associate Degree, Certificate, and Selected Transfer Programs” section in this catalog.

**Transfer Credit**

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

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

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

**California Articulation Number**

**CAN System**

West Valley College participates in the CAN System. This system uses a common number to identify some of the transferable lower division, introductory courses commonly taught within each academic discipline on California college campuses. The system assures students that CAN courses on one participating campus will be accepted in lieu of the comparable CAN courses on another participating campus. For example, CAN Economics 002 on one campus will be accepted for CAN Economics 2 on another participating campus. Each campus, however, retains its own number system. In this catalog the CAN list is located under CSU information and the CAN designator is found at the end of the course description of each approved CAN course (e.g., CAN Anthro 004, CAN 002).

**Guaranteed Admission to Four Year Colleges**

West Valley College participates in “Transfer Admission Agreements,” which guarantee qualifying students admission to many of the University of California and California State University campuses. To be eligible, students must have completed a minimum of thirty transferable units and have a grade point average that meets the acceptable admission requirements at the university of their choice.

For more information and/or to apply for a Transfer Admission Agreement, the student should contact a counselor, the Transfer/Career Advisor, or the Transfer Center Director.

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

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

**Santa Clara University**

**Admission to Advanced Standing**

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

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

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

Transfer students may apply for admission to any quarter. Course work taken at accredited community colleges, and universities is generally acceptable if similar to courses listed in the Santa Clara University Bulletin. The University accepts a maximum of 60 semester units of acceptable course work.

**Stanford University**

**Transfer Admission Policy**

Transfer students add significantly to the maturity, diversity, and academic excellence of the student body; hence, the University is committed to making them an integral part of the undergraduate program.

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

Courses which are substantially the same in content and quality to Stanford courses, and which are passed with grades of C– or better, are usually transferable. Credit granted by examination (CLEP and AP) and credit for work experience are not transferable, though,
University of California Admission Requirements for California Residents

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

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

Freshman Applicant: A student who has graduated from high school and who has been a resident student at another college or university, or who has attended a California community college before applying to the University. You may not disregard your college record and apply for admission as a freshman.

Transfer Applicant: A student who has completed high school and who has been a registered student at another college or university, or in college-level extension courses. (This does not include attending a summer session immediately after high school graduation.) A transfer applicant may not disregard his or her college record and apply for admission as a freshman.

Admission as a Transfer Applicant
The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at another college or university. You may not disregard your college record and apply as a freshman.

If you plan to attend a California community college before applying to the University, you should take courses that are transferable, that satisfy University and college requirements, and that fulfill prerequisites in your major. Advisors in the Admissions Office at the campus you wish to attend and community college counselors can help you with your planning.

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

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

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

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

3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must:
   a. Complete 90 quarter units or 60 semester units of UC transferable college credit with a grade point average of at least 2.4, and;
   b. Complete a course pattern requirement to include:
      • two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
      • one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
      • four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

Nonresidents
The minimum admission requirements for nonresident transfer applicants are the same as those for residents except that nonresidents must have a grade point average of 2.8 or higher in all transferable college course work.

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

Cooperative Admissions Program
The University of California, Berkeley and West Valley College, have entered into a Cooperative Admissions Program (CAP). The CAP provides alternative admissions options for regularly admissible high school students who cannot be accommodated in the College of Engineering, the College of Environmental Design and the College of Letters and Science (L&S) at Berkeley. CAP provides an opportunity for students to complete their lower division general education and major requirements and be guaranteed admission to Berkeley at the end of two years of study in a non-impacted major.
Intersegmental General Education Transfer Curriculum (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) consists of a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. For certification, all IGETC areas must be completely fulfilled. A minimum grade of “C” in each class is required.

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

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSUs general education requirements or those of a particular UC campus.

The following courses have been approved by the Intersegmental Committee as fulfilling the IGETC requirements.

Area 1. ENGLISH COMMUNICATION

- CSU – 3 courses required, 9 semester units, one from Group A and B and C
- UC – 2 courses required, 6 semester units, one from Group A and B

Course | Course Title | Units
--- | --- | ---
Engl 01A | English Composition | 3
Engl 01C | Critical Thinking | 3
Phil 003 | Intro to Problems in Ethics | 3
Phil 017 | Logic and Critical Reasoning | 3
Comm 001 | Public Speaking | 3
Comm 001(Hons) | Public Speaking | 3
Comm 010 | Persuasive Speech | 3
Comm 010(Hons) | Persuasive Speech | 3
Comm 020 | Argumentation and Debate | 3
Comm 020(Hons) | Argumentation and Debate | 3

Area 2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Course | Course Title | Units
--- | --- | ---
Math 001* | Pre-Calculus Algebra | 3
Math 002* | Pre-Calculus Algebra & Trigonometry | 5,5
Math 03A,03B | Analytic Geom & Calculus | 5,5
Math 04A | Intermediate Calculus | 4
Math 04B | Differential Equations | 4
Math 04C | Linear Algebra | 4
Math 05 | Finite Mathematics | 3
Math 05(Hons) | Finite Mathematics | 3
Math 010* | Elementary Statistics | 3
Math 012* | Calculus for Business Majors | 4
Math 019 | Discrete Mathematics | 4

Area 3. ARTS AND HUMANITIES

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

ARTS COURSES:

Course | Course Title | Units
--- | --- | ---
Art 01A | Survey of Western Art I | 3
Art 01A(Hons) | Survey of Western Art | 3
Art 01B | Survey of Western Art II | 3
Art 01B(Hons) | Survey of Western Art II | 3
Art 01D | Art of the 20th Century | 3
Art 01D(Hons) | Art of the 20th Century | 3
Art 004 | Appreciation | 3
Art 004(Hons) | Art Appreciation | 3
Art 010 | Art of the United States | 3
Art 012A | Art of Pre-Hispanic Mexico | 3
Art 012B | Art Colonial & Modern Mexico | 3
Music 001 | Music Literature | 3
Music 001(Hons) | Music Literature | 3
Music 002 | Music Literature | 3
Music 002(Hons) | Music Literature | 3
Music 03A,03B | Musicianship | 4,4
Music 04A,04B | Harmony | 3,3
Music 005 | Fundamentals of Music | 4
Music 007 | Counterpoint | 3
Music 009 | Jazz–Past & Present | 3
Music 010 | Music Appreciation | 3
Music 012 | Form & Analysis | 3
Thear 010 | Intro to Theatre | 3
Thear 010(Hons) | Intro to Theatre | 3
Thear 014A,014B | Survey of Film | 3,3
Thear 015 | Intro to Film | 3
Thear 015(Hons) | Intro to Film | 3

HUMANITIES COURSES:

Course | Course Title | Units
--- | --- | ---
Engl 06A,06B | Survey English Literature | 3,3
Engl 06A,06B(Hons) | World Literature | 3,3
Engl 07A,07B | American Literature | 3,3
Engl 012 | Black Literature | 3
Engl 013 | Survey Chicano Literature | 3
Engl 016 | Latin American Literature | 3
Engl 018 | Asian American Literature | 3
Engl 041 | Literature and Film | 3
Engl 043 | Classical Mythology | 3
Engl 043(Hons) | Classical Mythology | 3
Engl 044 | The Bible as Literature | 3
Engl 046 | Contemporary American Multicultural Literature | 3
Engl 046(Hons) | Contemporary American Multicultural Literature | 3
Engl 047 | Intro to Poetry | 3
Engl 048 | Intro to Shakespeare | 3
Engl 049 | Modern Fiction | 3
Engl 049(Hons) | Modern Fiction | 3
French 01B | Beginning French | 5
French 02A, 02B | Intermediate French | 5,5
French 03A,03B | Advanced French & Written Composition | 5,5
German 01B | Beginning German | 5

Area 4. SOCIAL & BEHAVIORAL SCIENCES

(3 courses, 9 semester units from at least two disciplines.)

Course | Course Title | Units
--- | --- | ---
Anthro 002 | Intro to Archaeology | 3
Anthro 003 | Intro to Cultural Anthro | 3
Anthro 003(Hons) | Intro to Cultural Anthro | 3
Anthro 004 | Intro to Linguistic Anthropology | 3
Econ 01A | Macroeconomics | 3
Econ 01A(Hons) | Macroeconomics | 3
Econ 01B | Microeconomics | 3
Econ 01B(Hons) | Microeconomics | 3
Econ 003 | Intro to Political Economy | 3
Econ 003(Hons) | Intro to Political Economy | 3
Geog 002 | Intro to Cultural Geography | 3
### B. BIOLOGICAL SCIENCE COURSES

(Courses underlined contain a laboratory component.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthro 001</td>
<td>Intro to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Bio 010</td>
<td>Intro to Biology</td>
<td>4</td>
</tr>
<tr>
<td>Bio 011</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>Bio 011(Honors)</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>Bio 012</td>
<td>Intro Wildlife Bio &amp; Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>Bio 018</td>
<td>Marine Biology</td>
<td>4</td>
</tr>
<tr>
<td>Bio 020</td>
<td>Genetics</td>
<td>3</td>
</tr>
<tr>
<td>Bio 021(Honors)</td>
<td>Genetics</td>
<td>3</td>
</tr>
<tr>
<td>Bio 024</td>
<td>Contemporary Biology</td>
<td>3</td>
</tr>
<tr>
<td>Bio 036</td>
<td>Animal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Bio 041</td>
<td>Principles of Zoology</td>
<td>5</td>
</tr>
<tr>
<td>Bio 042</td>
<td>Principles of Botany</td>
<td>5</td>
</tr>
<tr>
<td>Bio 043</td>
<td>Principles of Cells</td>
<td>5</td>
</tr>
<tr>
<td>Bio 045</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>Bio 046</td>
<td>Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>Bio 047</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>Bio 048</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>Psych 002</td>
<td>Experimental Psychophysiology</td>
<td>4</td>
</tr>
<tr>
<td>Psych 002(Honors)</td>
<td>Experimental Psychophysiology</td>
<td>4</td>
</tr>
<tr>
<td>Psych 007</td>
<td>Physiological Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Language Other Than English

(University of California only): Proficiency equivalent to two high school years study in the same language OR one course, either:
- French 01A
- German 01A
- Russian 01A
- Italian 01A
- Spanish 01A
- Japanese 01A

### California State University Graduation Requirement in U.S. History, Constitution, and American Ideals.

(Not part of IGETC; may be completed at CSU. Courses used to meet the American Institutions requirement may NOT be used to satisfy IGETC requirements.)

Complete one of the following options:
- History 012 and Political Science 001,001 (Honors)
- History 014 and Political Science 001,001 (Honors)
- History 016 and Political Science 001,001 (Honors)
- History 017A and Political Science 001,001 (Honors)
- History 017A and History 020, History 017A and History 017B (Honors)
- History 017B and Political Science 001,001 (Honors), 017B (Honors)

*Indicates that a UC course credit may be limited, for similar courses i.e.
- Math 03A and Math 012 combined maximum credit, one course.
- Bio 046, 047, and 048 combined maximum credit, 9 units.

### Completing IGETC After Transfer

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

**Courses excluded are those that are required for admission (see below):**
- English
- Critical Thinking
- Oral Communication (CSU only)
- Quantitative Reasoning

### Student Eligibility:

To be eligible for IGETC After Transfer, a student must demonstrate “good cause” as to why courses could not be completed prior to transfer. Examples of hardships include:
- Illness
- Unavailable or cancelled courses
- Military Service
- Unexpected hardships (e.g. family or employment problems)

**Note:** These hardships must be experienced the final term before transfer.

Students interested in IGETC After Transfer must go through a petitioning process where each case is reviewed by a designated campus official. For more information, please contact the Counseling Office at 741-2009.
California Articulation Number (CAN) System

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

**Transfer Requirements**

**Lower Division Transfer Requirements**—If you have completed fewer than 56 transferable semester (84 quarter) units, you will qualify for admission if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen, i.e., you have completed with a grade of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualifiable eligibility index. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Nonresidents must meet the eligibility index for nonresidents.

**Upper Division Transfer Requirements**—If you have completed at least 56 transferable semester (84 quarter) units, have a grade point average of 2.0 (C) or better in all transferable units attempted (nonresidents must have a grade point average of 2.4), and are in good standing at the last college or university attended, you may become eligible if you:

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

**Work Taken at Other Colleges**

The California State University accepts a maximum of 70 (semester) transferable community college units.
General Education Pattern for Bachelor Degrees at the California State Universities

Effective September, 1969, the California State University System authorized the “Certification” or “Partial Certification” of General Education (Degree) Requirements to its 23 campus locations. Outlined below is the Certification Program developed by West Valley College. Careful educational planning will enable students to complete not only the general education requirements for transfer, but also the general education required for the Associate Degree awarded by West Valley College. Consult a counselor for assistance in correlating these requirements.

Students must complete minimum of 39 units in the 5 categories listed below. A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. “Certification” or “Partial Certification” may be requested on a Transcript request form available in the Admissions and Records Office.

General Education for California State University Transfer Students (Independent College transfer students should consult a counselor)

A. Basic Subjects - Language and Rationality: 9 units minimum
   1. Oral Communication: Communication Studies 001, 001 (Honors) or Communication Studies 010 or 010 (Honors), 020 or 020 (Honors) (3 units)
   2. Written Communication: English 01A (3 units)
   3. Critical Thinking: English 01B, 01C or 01C (Honors) Philosophy 02, 03 or 017 (3 units)

Some California State Universities require English 01A and 01B. Check specific catalogs.

B. Natural Sciences - Mathematics: 9 units minimum
   I. Natural Science: 6 units minimum
      (a) Option I: Two lecture/laboratory classes, one from the Biological Sciences and one from the Physical Sciences.
      (b) Option II: Three classes, from both Biological and Physical Sciences. One of these must be a lecture/laboratory course or a laboratory course.

Lecture Courses

Biological Sciences
   Anthropology 001
   Biology 024, 036
   Psychology 007

Physical Sciences
   Astronomy 001 or 001 (Honors) or 010 or 011
   Geography 001
   Geology 01B, 010, 015
   Oceanography 001
   Physical Science 010, 020, 030
   Physics 001

Lecture/Laboratory Courses

Biological Sciences
   Biology 010, 011, 011 (Honors), 012, 014, 018, 020, 021 (Honors), 041, 042, 043, 045, 046, 047, 048
   Psychology 002, 002 (Honors)

Physical Sciences
   Chemistry 01A, 01B, 002, 005, 010, 012A, 012B, 030A, 030B
   Geology 01A, 01A (Honors), 03B, 005, 020
   Physics 02A, 02B, 04A, 04B, 04C, 010

Laboratory Courses

Physical Sciences
   Astronomy 002, 002 (Honors), 010L, 011L
   Geology 02B

II. Mathematics: One course required with a grade of "C" or better: Math D, G, 001, 002, 03A, 03B, 04A, 04B, 04C, Math 008, 038 (Honors), 010, 010 (Honors), 014, 018, 018 (Honors), 019

C. Arts, Literature, Philosophy, Foreign Language: 9 units minimum. Students must complete one course each from Series I, II and a third course from either Series I or II to total 9 units.

Series I
   Art 01A, 01B, 01D, 01A (Honors), 01D, 01D (Honors), 004, 007, 010, 012A, 012B
   Fashion Design 032
   Music 001, 001 (Honors), 002, 002 (Honors), 03A, 03B, 04A, 04B, 005, 007, 009, 010, 012
   Physical Education 051, 051 (Honors)
   Theatre Arts 001, 001A, 001B, 010, 010 (Honors), 014A, 014B, 015, 015 (Honors), 030

Series II
   English Language 05A, 05B, 06A, 06B, 06C, 06D, 06E, 06F, 06G, 07A, 07B, 012, 013, 016, 018, 041, 043, 044, 046, 046 (Honors), 047, 048, 049, 049 (Honors), 070A, 070B
   French 01A, 01B, 02A, 02B, 03A, 03B, 04A, 04B, 04C
   German 01A, 01B, 02A, 02B
   Humanities 01A, 01A (Honors), 01B, 01B (Honors), 002, 005
   Interdisciplinary Studies 012 (Honors)
   Italian 01A, 01B, 02A, 02B
   Japanese 01A, 02A, 02A, 02B
   Philosophy 001, 004, 004 (Honors), 005, 006, 008, 008 (Honors), 009, 012, 016, 021
   Photography 001
   Russian 01A, 01B
   Spanish 01A, 01B, 02A, 02B, 03A, 03B
   Women’s Studies 001

D. Social Sciences: 9 units minimum
   1. Complete one course from each Series I, II, and III.
      NOTE: The American Institutions and the Series I and Series II requirements may be fulfilled by selecting one of the options listed in item 2 below.

Series I
   History 004A, 004A (Honors), 008A, 012, 014, 016, 017A
   Political Science 001, 001 (Honors), 002, 003, 003 (Honors), 004

Series II
   History 003, 004B, 004B (Honors), 008B, 017B, 017B (Honors) 020
   Political Science 001, 001 (Honors), 002, 003, 003 (Honors), 004

Series III
   Administration of Justice 001
   Anthropology 002, 003, 003 (Honors), 004
   Business 061
   Economics 01A, 01A (Honors), 01B, 01B (Honors), 003, 003 (Honors)
   Geography 002, 002 (Honors)
   Political Science 005
   Psychology 001, 025
   Sociology 001

2. The American Institutions requirement of the California State University may be met by completing one of the following options:
   History 012, African-American and Political Science 001,
   History 014, History of the Native North American and Political Science 001,
   American Government (also Honors)
   History 016, Mexican American History and Political Science 001,
   American Government (also Honors)
   History 017A, United States History
   History 020, History and Geography of California
   History 017A, United States History and Political Science 001,
   American Government (also Honors)
   History 017B, 017B (Honors) United States History and Political Science 1,
   American Government (also Honors)
   History 017A, United States History and History 017B, 017B (Honors) United States History

E. Understanding and Development: 3 units minimum
   Counseling 05, 012, 012A, 012B, 012C (Note: The entire sequence of Counseling 012A, 012B, 012C must be completed for a total of 3 units.)
   Health Education 007, 008, 010, 012, 013
   Interdisciplinary Studies 004, 004 (Honors)
   Nutritional Studies 015
   Physical Education (Note: Not more than 1 unit of PE may be used in Area E.)
   Aquatics 2.1-2.7, Dance 3.01-3.33, Fitness 4.03-4.17, 4.19-4.31, 4.34 Combatives 3 unit of PE may be used in Area E.
   Interdisciplinary Studies 012, 012, 012A, 012B, 012C
   Political Science 001, 001, 001 (Honors), 002, 003, 003 (Honors), 004
   39 UNITS REQUIRED FOR FULL CERTIFICATION.
General Education Reciprocity

The West Valley-Mission Community College District has entered into a mutual agreement with seven other community colleges to accept the General Education of these colleges as completed.

The participating colleges are West Valley College (Saratoga), Gavilan College (Gilroy), San Jose City College (San Jose), Evergreen Valley College (San Jose), De Anza College (Cupertino), Foothill College (Los Altos Hills), and College (San Jose), Evergreen College (Saratoga), Gavilan College (Gilroy), San 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), and College (San Jose), Evergreen College (Saratoga), Gavilan College (Gilroy), San

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

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

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

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

Graduation Requirements for the Associate Degree

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

I. Associate of Arts and Associate of Science Degrees

A. Complete a minimum of 60 passing units of college work, 12 of which must be in residence. A maximum of 20 “CR” units may be applied toward the completion of the associate degree (see Grading Systems).
B. Achieve a “C” (2.00) grade point average in 60 units of work reflected on all college transcripts submitted for graduation.
C. Fulfill a major. Degrees are offered only in majors listed in the college catalog, upon completion of all the major requirements.
D. The Associate of Science degree is granted only in the areas of Engineering, Physics, Physical and Biological Science, and occupational curricula. All other majors are granted an Associate of Arts degree.
E. Proficiency in reading, writing, and mathematics is required for graduation with either associate degree.

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

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

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

II. Minimum Requirements: 25 units

A. Language and Rationale

1. English Composition (written composition) (3)
2. Communication and Analytical Thinking (3)
B. Natural Sciences (3)
C. Humanities (3)
D. Social and Behavioral Sciences (3-6)
E. Lifelong Understanding and Development (3) or select three (3) units from areas A, B, C, or D that are not part of the student’s major.
F. Intercultural Studies (3)
G. Physical Education Activity (1)

General Education Requirements

A. LANGUAGE AND RATIONALITY

A minimum of six (6) semester units.
A minimum of three (3) semester units is required in English Composition, 1A and a minimum of three (3) semester units in communication and analytical thinking courses:
CIS 002, 04A
Engineering 021, 021A
English 01B, 01C, 01C (Honors)
Mathematics 103/103R, 104, 105, 106/106R, 107, D, G, 001, 002, 03A, 03B, 04A, 04B, 04C, 008, 008 (Honors) 010, 010 (Honors), 012, 014, 018, 018 (Honors)
Park Management 016A
Philosophy 002, 003, 009, 017
Reading 053
Communication Studies 001, 001 (Honors), 010, 010 (Honors), 020, 020 (Honors)

B. NATURAL SCIENCES

A minimum of three (3) semester units to include inquiry into the physical universe and its life forms.
Anthropology 001
Astronomy 001, 002, 010, 010L, 011, 011L
Biology 010, 011, 011 (Honors), 012, 013, 014, 015, 018, 020, 021 (Honors), 024, 034, 035, 036, 041, 042, 043, 045, 046, 047, 048, 050
Chemistry 01A, 01B, 002, 010, 030A, 030B
Geography 001
Geology 01A, 01A (Honors) 01B, 02B, 03B, 005, 010, 015, 020
Health Care Technologies 004
Nutritional Science 001, 015
Oceanography 001
Park Management 014
Physical Science 010, 020, 030
Physics 02AB, 04A,B,C, 010
Psychology 002, 002 (Honors), 007

C. HUMANITIES

A minimum of three (3) semester units which cultivate the intellect, imagination, sensibility and sensitivity.
American Sign Language 060A, 060B
Chinese 050A

English 002 (Honors), 05A, 05B, 06A, 06B, 06A, 06B (Honors) 07A, 07B, 010, 012, 013, 016, 018, 041, 043, 043 (Honors), 044, 046, 047, 048, 049, 049 (Honors) 070A, 070B

French 01A, 01B, 02A, 02B, 030A, 050A, 051B, 062

German 01A, 01B, 02A, 02B, 050A, 050B, 051A, 051B

Greek 050A

Humanities 01A, 01A (Honors), 01B, 01B (Honors). 002, 005

Italian 01A, 01B, 02A, 02B, 050A, 051A, 051B

Japanese 01A, 01B, 02A, 02B, 050A, 050B, 051A, 051B

Latin 050A


Philosophy 001, 003, 004, 005 (Honors) 005, 006, 008, 008 (Honors), 012


Physical Education Theory 050

Physical Education 050A, 050B

Spanish 01A, 01B, 02A, 02B, 03A, 03B, 050A, 050B, 051A, 051B


D. SOCIAL SCIENCE

Series 1: Social and Behavioral Sciences:
A minimum of three (3) semester units dealing with human, social, psychological, political, and economic institutions and behavior and their historical background, selected from among the following:

Administration of Justice 001

Anthropology 002, 003, 003 (Honors), 004

Economics 01A, 01B, 01A, 01B (Honors)

Geography 002, 002 (Honors)

History 04B, 04B (Honors), 08A, 012, 014, 016, 020

Political Science 002, 003, 003 (Honors), 004

Sociology 001

Series 2: American History and Institutions

Demonstrate proficiency in American history or American government on a departmental examination OR complete the American History and Institutions requirement for the California State University OR complete three (3) semester units with a credit or a grade of C or better in either of the following:

History 017B, 017B (Honors)

Political Science 001, 001 (Honors)

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

E. LIFELONG UNDERSTANDING AND DEVELOPMENT

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

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

Business 061

CHS 053

Communication Studies 004, 008, 017, 018, 025

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

Fashion Design 027

Health Education 007, 008, 010, 012, 013

Interdisciplinary Studies 004, 009

Leadership 020A, 020B, 030A

Library 004

Psychology 012, 025, 030

CULTURAL DIVERSITY

A minimum of three (3) semester units to prepare students to work effectively and live harmoniously in a pluralistic society, acknowledge the experience, scholarship and accomplishments of the many cultures in our society, promote and foster a sense of inquiry about cultural diversity, and meet the needs of the culturally diverse student population. A course used to fulfill this requirement may not be used to fulfill another general education requirement. (Double counting is not permitted.)

Child Study 005

Communication Studies 012

Counseling 050

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

Philosophy 016, 021

Physical Education 051, 051 (Honors)

Political Science 005

Psychology 009

Sociology 020

Women’s Studies 001

G. PHYSICAL EDUCATION ACTIVITY

Effective the Fall 1993 Semester, a one (1) semester unit activity course in physical education (P.E. 1-10) will be required to receive an Associate Degree. A course used to fulfill this requirement cannot be used to fulfill another associate degree requirement. (Double counting is not permitted.)

Catalog Rights for Degree Consideration

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

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

Second Associate Degree

Students may earn a second Associate Degree which recognizes the previously completed general education and major requirements of the first degree. However, major requirements for the second degree must be completed within five years of the awarding of the first Associate Degree.

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

Students must complete all units required for the second degree. If fewer than 15 units are needed, additional units to total a minimum of 15 units must be completed in an area related to the major.

Double Major

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

Graduation Proficiency Requirement

Effective July 1, 1983, any student who is a candidate for an associate degree will be required to demonstrate proficiency in reading, writing and mathematics. Students who intend to complete an associate degree are advised to discuss the proficiency requirements with a College counselor.

Credit for Advanced Placement Tests

You may fulfill part of your degree requirements with credit allowed for the College Entrance Examination Board Advanced Placement Tests with scores of 3, 4, or 5. The Subject Area, Units Granted, and West Valley College Course Equivalents.

It is the student’s responsibility to check with other institutions to determine the acceptability of any credit earned by examination.

Students must apply for advanced placement credit through the Records Office.
West Valley College will grant college credit toward an AA/AS degree to students who earn scores of 3, 4, or 5 on advanced placement examinations given by the College Entrance Examination Board (CEEB).

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

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

<table>
<thead>
<tr>
<th>AP SUBJECT EXAM</th>
<th>WVC CREDIT</th>
<th>CSU GE* CREDIT</th>
<th>IGETC* CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art-Drawing</td>
<td>Art 31A</td>
<td>3 units</td>
<td>--</td>
</tr>
<tr>
<td>Art-General</td>
<td>Art 33A</td>
<td>3 units</td>
<td>--</td>
</tr>
<tr>
<td>Biology</td>
<td>Bio 10</td>
<td>4 units</td>
<td>3 units in Area B2 (Lab units ARE NOT awarded)</td>
</tr>
<tr>
<td>Chemistry (score 4 or 5)</td>
<td>Chem 1A</td>
<td>5 units</td>
<td>6 units in Areas B1 and B3</td>
</tr>
<tr>
<td>Computer Science-A</td>
<td>CIS 4A/4A.1</td>
<td>4 units</td>
<td>--</td>
</tr>
<tr>
<td>Computer Science-B</td>
<td>CIS 4B/4B.1</td>
<td>4 units</td>
<td>--</td>
</tr>
<tr>
<td>Economics-Macro</td>
<td>Econ 1A</td>
<td>3 units</td>
<td>3 units in Area D2</td>
</tr>
<tr>
<td>Engl Lang/Comp</td>
<td>Engl 1A</td>
<td>3 units</td>
<td>3 units in Area A2</td>
</tr>
<tr>
<td>Engl Lit/Comp</td>
<td>Engl 1A+ 3 units toward Area C of WVC GE</td>
<td>6 units in Areas A2 and C2</td>
<td>3 units in Area 1: Group A</td>
</tr>
<tr>
<td>European History</td>
<td>Hist 4B</td>
<td>3 units</td>
<td>3 units in Area D6</td>
</tr>
<tr>
<td>French-Lang</td>
<td>French 2A</td>
<td>5 units</td>
<td>6 units in Area C2 for each exam</td>
</tr>
<tr>
<td>French-Lit</td>
<td>French 2B</td>
<td>5 units</td>
<td>--</td>
</tr>
<tr>
<td>German Lang</td>
<td>Germ 2A</td>
<td>5 units</td>
<td>6 units in Area C2</td>
</tr>
<tr>
<td>U.S. History</td>
<td>No course equiv. 6 units</td>
<td>3 units in Area D6</td>
<td>--</td>
</tr>
<tr>
<td>Math Calc-AB</td>
<td>Math 3A</td>
<td>5 units</td>
<td>3 units in Area B4</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>
</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>
</tr>
<tr>
<td>Govt &amp; Pol-US</td>
<td>Polit 1</td>
<td>3 units</td>
<td>3 units in Area D8</td>
</tr>
<tr>
<td>Physics-B</td>
<td>Phys 2A</td>
<td>5 units</td>
<td>6 units in Areas B1 and B3</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>
</tr>
<tr>
<td>Psychology</td>
<td>Psych 1</td>
<td>3 units</td>
<td>3 units in Area D9</td>
</tr>
<tr>
<td>Spanish-Lang</td>
<td>Span 2A</td>
<td>5 units</td>
<td>6 units in Area C2 for each exam</td>
</tr>
<tr>
<td>Spanish-Lit</td>
<td>Span 2B</td>
<td>5 units</td>
<td>--</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.
Credit by Examination
NOTE: Units granted by examination may be subject to fees. Check with the Records Office. Credit by examination is available for many courses to encourage self study and to permit students to pursue programs at an accelerated rate. The following conditions must be met:
1. Each department will designate which courses within the department are available for credit by examination.
2. The student must be enrolled at West Valley College.
3. No more than twelve (12) semester units can be earned through challenged courses.
4. A student may take an examination only once and the grade received on the examination will be recorded on the permanent record of the student.
5. Each course for which credit is granted by examination will be so annotated on the student’s permanent record.
6. The units earned through such examination shall not count toward the minimum 12 semester hours of credit in residence required for earning an associate degree.
7. Examinations can only be given when an instructor is available.

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

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

College Level Examination Program (CLEP)
The College will allow academic credit, subject to certain limitations, upon the receipt of certification from any authorized CLEP testing center. Students may take the General Examinations or subject area tests. The result of these examinations may be used to meet the General Education requirements for students who are officially enrolled in the College. For specific limitations on acceptability of CLEP credit, students are advised to consult the Counseling Office. The History/Political Science Departments will not accept CLEP results.

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

Such credit must be requested on a Petition for Military Credit form available in the Records Office of the College and shall be determined on the basis of the “Guide to Evaluation of Education Experiences in the Armed Forces.” This publication sets forth the amount of credit which may be granted to 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 (CPS) Rating
Students who hold the Certified Professional Secretary (CPS) rating and wish to receive 24 units of academic credit for it must meet the following criteria before applying:
1. The applicant must have successfully completed 12 units at West Valley College.
2. The applicant must hold the CPS rating either by having been certified or recertified within the last five years.
3. The score report on the national exam verifying successful completion of the test must be sent directly from the test sponsor to the Records Office at the college and must contain the applicant’s name, test title, and test score.
4. The 24 units of credit may be granted only once.

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

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

The Associate of Science Degree programs require completion of a series of general education courses in addition to courses which are career oriented. Please refer to the Graduation Requirements for the Associate Degree in this catalog. Career programs are developed by the college in close cooperation with advisory committees composed of representatives from business, industry and the college. These advisory committees review course content to make certain that the instruction and curriculum provide current skills, and recommendations are made to update the curriculum. In this manner, students in these programs receive the most current information and skills to prepare them for employment in their chosen field.

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

All certificate programs require a C grade or better in each course.

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CAREER EDUCATION NONDISCRIMINATORY POLICY

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

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

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

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

POLIZA NO DISCRIMINATORIA DE EDUCACION VOCACIONAL

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

- Contabilidad
- Administración de Justicia
- Arquitectura
- Arquitectura de Jardines
- Negocios
- Administración de Empresas
- Estudios de la Niñez
- Aplicaciones de Computadoras
- Animaciones de Informática
- Sistemas de Computación e Información
- Transcripción Jurídica
- Publicación "Desktop"
- Medios Digitales/Servicios de la Red Mundial
- Diseño Interior
- Asistencia Legal
- Mercederatina
- Administración de Oficina
- Supervisión de Parques
- Administración de Ventas al por Menor

La Admisión al Colegio está abierta para los graduados de la Escuela de Secundaria y para las personas mayores de 18 años de edad o más que muestran evidencia de que pueden sacar provecho o beneficio de la instrucción, incluyendo aquellos que han pasado el Examen de Habilidad en la Secundaria o el Examen de Desarrollo General Educacional (GED). La prueba de elegibilidad debe ser incluida con la aplicación.

CHÍNH SÁCH KHÔNG KÉ THỊ CỦA CHƯƠNG TRÌNH HUẤN NGHIỆP

Nоng sinh viên theo học các chương trình Huấn luyện tại trường West Valley sẽ không bị kỳ thị bởi màu da, sắc tộc, phái tính hay tồn tại.

Chương trình Huấn luyện gồm có những môn học sau đây:

- Kế Toán
- Quản Trí Tư Phạm
- Kiểm Tra
- Quản Trí Kiểm Tra
- Anh NgữATIVE
- Đào Dạy và Tư Hộ
- Xây Dừng
- Tô Kỳ Viện Toán Án
- Họp Kỳ Kiết
- Thìn Trạng
- Kỹ Thức Sản Sắc Y Tế
- Trang Trí
- Pha Tá Lau Sai
- Quản Trí
- Thị Trưởng
- Quản Trí Văn Phòng
- Quản Trí Công và Làm Vận

Tự không hiểu được những học viên không thể tham gia chương trình nhưng họ vẫn được khuyến khích tham gia các hoạt động khác trong trường học.

Sự tham gia của những học viên không thể tham gia các chương trình Huấn luyện được khuyến khích.
## Associate Degree, Certificate and Selected Transfer Programs

### PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Transfer</th>
<th>AA</th>
<th>AS</th>
<th>Certificate of Proficiency</th>
</tr>
</thead>
</table>

- Accounting Clerk
- Administration of Justice (Law Enforcement)
- Anthropology
- Architecture
- Art
- Computer Arts: Animation—See Digital Media
- Aeronautics
- Behavioral Sciences
- Biological Science
- Business/Business Administration
- Administrative Management
- Advertising
- Business Administration
- Business Communication
- Business Leadership Skills
- Business Management
- Business Work Experience
- E-Commerce
- Human Relations in Business
- International/Foreign Language Emphasis
- Management Assistant Levels I & II
- Marketing
- Professional Selling
- Retail Management
- Retail Selling
- Small Business Startup
- Chemistry
- Child Studies/Early Childhood Education
- Child Development
- Early Childhood Education Certificate of Merit
- Early Childhood Education Proficiency I
- Certificate of Proficiency II
- Early Childhood Program Director
- Family Child Care
- Infant Toddler Child Care
- Parent Education
- School Age Childcare
- Communication Studies
- Computer Applications
- Microsoft Office
- Web Development Online
- Computer and Information Systems
- Business Applications Option
- Computer Science Option
- Local Area Network Administration (Cert)
- Programming Option
- Court Reporting
- Legal Secretarial Studies
- Legal Transcription Technology
- Note Reading and Scoping Technology
- Office Assistant/Transcription Technology
- Real Time Stenographic Interpreter
- Stenographic Computer-Assisted Medical Transcription
- Dietetics, Food, Nutrition
- Digital Media/Internet Services
- Desktop Publishing
- Desktop Publishing—Level 1
- Desktop Publishing—Level 2
- Digital Media and Production—Level 1
- Digital Media and Production—Level 2
- Digital Media Design and Production
- Digital Media Design and Production—Design Emphasis—Level 1
- Digital Media Design and Production—Design Emphasis—Level 2
- Internet Services
- Web Design and Production—Design Emphasis
- Web Design and Production—Development Emphasis
- Web Design and Production—Development Emphasis—Level 1
- Web Design and Production—Development Emphasis—Level 2
- Web Design and Production—Development—Production Emphasis
- Web Design and Production—Production Emphasis—Level 1
- Web Design and Production—Production Emphasis—Level 2
- Web Development—Online
- Drafting Technology
- Economics
- Education Credential
- Engineering
- Engineering Technology
- English
- Ethnic Studies
- Facilities Management Technician (see also Architecture)
- Fashion Design / Apparel Manufacturing
- Apparel Design—Level 1
- Apparel Design—Level 2
- Apparel Production—Level 1
- Apparel Production—Level 2
- Electronic Grading and Marker Making
- Electronic Pattern Making
- Foreign Language
- French
- Spanish
- Forestry
- Geography
- Geology
- Graphic Design—Mission College
- Health Care Technologies
- Clinical Assistant
- Insurance Billing Specialist
- Massage Therapy
- Medical Assisting
- Medical Office Administration
- Medical Office Laboratory Assistant
- Medical Office Reception
- Medical Transcription
- History
- Humanities
- Interior Design
- Computer Aided Drafting and Design
- IDER Interior Design
- Kitchen and Bath Design
- Facilities Planning and Design
- Journalism and Mass Communication
- Landscape Architecture
- Liberal Arts
- Mathematics
- Multimedia—See Digital Media/Internet Services
- Music
- Paralegal
- Park Management
- Geographic Information Science
- Philosophy
- Photography
- Electronic Imaging
- Physical Education
- Sports Medicine Emphasis
- Physical Science
- Physics, Applied Physics and Geophysics
- Political Science
- Pre-Dental
- Pre-Forestry
- Pre-Legal
- Pre-Medical
- Pre-Nursing
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary
- Professional Office Skills Training
- Psychology
- Public Relations
- Recreation
- Social Science (Anthropology)
- Economics, Geography, Political Science
- Sociology
- Theatre Arts
- Acting Emphasis
- Costume/Makeup Emphasis
- Courtroom Videography
- Film Studies
- Stage Technology Emphasis
- Theatre Studies Emphasis
- Video and Film Emphasis
- Women's Studies
- Word Processing/Office Automation
- Workplace Success Skills
- Zoology
- Community Education Non-Credit Programs
- Retail Florist—Mission College
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 01A with a grade of C or credit or better is required before Chemistry 01B. In year (A,B) sequence courses, the successful completion of the first (A) semester is prerequisite to the second (B) unless otherwise stated.

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

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

A **COREQUISITE** is a course which you must take at the same time as another course as a condition of enrollment. For example, if you want to take Architecture 035A, you must concurrently enroll in Math 03A.

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

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

### Basic Skills

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

- English 905
- Reading 970, or Reading 053, or ESL 050

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

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

### Courses

You may also find recommended courses. For example, Political Science 001 is recommended before you take Political Science 004. These recommendations are ADVISORY only.

### Basic Skills / Pre-Collegiate Courses

Basic Skills or pre-collegiate courses are designed to prepare students for college-level work. Students may be advised to take certain basic skills courses if the assessment process indicates they will benefit from 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cours 919A-C</td>
<td>Pre-Vocational Assessment for the Disabled</td>
</tr>
<tr>
<td>Engl 903</td>
<td>Basic Grammar and Sentence Structure</td>
</tr>
<tr>
<td>Engl 905</td>
<td>English Fundamentals-A Prep. course for Engl 01A</td>
</tr>
<tr>
<td>Engl 975A-D</td>
<td>Writing Skills</td>
</tr>
<tr>
<td>Engl 980A-D</td>
<td>Computer Assisted Writing</td>
</tr>
<tr>
<td>ESL 975A-D</td>
<td>English as a Second Language Skills</td>
</tr>
<tr>
<td>LS 960A-D</td>
<td>Assessment of Communication Skills</td>
</tr>
<tr>
<td>LS 961</td>
<td>Speech Production Skills Level I</td>
</tr>
<tr>
<td>LS 962</td>
<td>Speech Production Skills</td>
</tr>
<tr>
<td>LS 963</td>
<td>Language Comprehension and Expression I</td>
</tr>
<tr>
<td>LS 964A</td>
<td>Language Comprehension and Expression Level II</td>
</tr>
<tr>
<td>LS 964B</td>
<td>Language Comprehension and Expression Level II</td>
</tr>
<tr>
<td>LS 965</td>
<td>Auditory Perceptual Skills</td>
</tr>
<tr>
<td>LS 966</td>
<td>Advanced Auditory Perceptual Skills</td>
</tr>
<tr>
<td>LS 967</td>
<td>Oral Communication Skills</td>
</tr>
<tr>
<td>LS 970</td>
<td>Computer Lab for Speech and Language Development</td>
</tr>
<tr>
<td>LS 975</td>
<td>Successful Study Skills</td>
</tr>
<tr>
<td>LS 976</td>
<td>Adjunct Learning Strategies</td>
</tr>
<tr>
<td>LS 990</td>
<td>Beginning Lip Reading</td>
</tr>
<tr>
<td>LS 991</td>
<td>Intermediate Lip Reading</td>
</tr>
<tr>
<td>LS 992</td>
<td>Advanced Lip Reading</td>
</tr>
<tr>
<td>LS 901A</td>
<td>Adapted Computer-Assisted Instruction</td>
</tr>
<tr>
<td>LS 901B</td>
<td>Adapted Computer Assisted Instruction</td>
</tr>
<tr>
<td>LS 902A</td>
<td>Adapted Computer Assessment</td>
</tr>
<tr>
<td>LS 903A</td>
<td>Adapted Word Processing</td>
</tr>
<tr>
<td>LS 906</td>
<td>Adapted Internet Skills</td>
</tr>
<tr>
<td>LS 907</td>
<td>Introduction to Spreadsheets</td>
</tr>
<tr>
<td>LS 930A/B</td>
<td>Assessment for Learning Disabilities</td>
</tr>
<tr>
<td>LS 931A</td>
<td>Effective Learning-Reading Lab</td>
</tr>
<tr>
<td>LS 931B</td>
<td>Effective Learning-Math Lab</td>
</tr>
<tr>
<td>LS 931C</td>
<td>Effective Learning-Spelling Lab</td>
</tr>
<tr>
<td>LS 931D</td>
<td>Effective Learning-Writing Lab</td>
</tr>
<tr>
<td>LS 931E</td>
<td>Effective Learning: Learning Strategies Lab</td>
</tr>
<tr>
<td>LS 932</td>
<td>Effective Learning: Reading</td>
</tr>
<tr>
<td>LS 933A</td>
<td>Effective Learning: Emp. on Fundamental Arithmetic</td>
</tr>
</tbody>
</table>
Basic Skills 30 - Unit Limit

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

The State Legislature has imposed a restriction whereby students may enroll in a total of no more than 30 units of basic skills courses per Title 5, Section 55756(b). However, units earned in courses offered through the Supported Education Program (for students with a disability) or English as a Second Language Department are exempt from this limitation. In addition, all basic skills units in which a student is enrolled during a semester are exempt if the student is also enrolled in any 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.”

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 standard work (previous grade of D, F, or NC) or where there are special extenuating circumstances.

In course repetition for standard 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 standard work shall not be counted in calculating a student’s grade point average.

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

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

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

The following courses may be repeated a maximum of three times:

- AJ 009 Firearms
- AJ 010A Defensive Tactics
- AJ 010B Defensive Tactics
- AJ 037A Internship
- AJ 090A-B-C-D Safety Services Cadet
- Art 003A Workshop in Art Gallery and Museum Operations
- Art 037 Introduction to Computer Arts
- Art 038 Computer Arts: Color Design
- Art 039A Computer Arts: Modeling
- Art 039B Computer Arts: Animation
- Art 050A Critical Analysis in Oil Painting
- CA 010 Beginning Computer Keyboarding
- CA 046B Intermediate Microsoft PowerPoint
- COUNS 022A-D Personal Growth
- COUNS 023A-D Personal Growth
- COUNS 024A-D Personal Growth
- CTR 020 Lab
- CTR 022 Lab
- CTR 020X Lab
- CTR 022X Lab
- CTR 046 Current Workplace Practices in Court Reporting and Related Technologies
- CTR 050S Court Reporting Workshop-Night (Goal 83)
- CTR 050X, S-50X CTR Workshop (Goal 83)
- CTR 051X CTR Workshop (Goal 100)
- CTR 052X CTR Workshop (Goal 120)
- CTR 053X CTR Workshop (Goal 140)
- CTR 091 Directed Studies
- CTR 120 20-Hour Dictation
- DMIS 091.092,093 Directed Studies
- ESL 050 Reading Development in ESL
- ESL 061GW Basic Grammar and Writing 1
- ESL 062GW Basic Grammar and Writing 2
- ESL 063GW Sentence Development
- ESL 064GW Paragraph Development
- ESL 065GW Composition in English as a Second Language
- ESL 061LS Basic Listening and Speaking 1
- ESL 062LS Basic Listening and Speaking 2
- ESL 063LS Oral Communication 1
- ESL 064LS Oral Communication 2
- ESL 065LS Academic Listening and Speaking
- ESL 061RV Basic Reading and Vocabulary 1
- ESL 062RV Basic Reading and Vocabulary 2
- ESL 063RV Intermediate Reading and Vocabulary 1
- ESL 064RV Intermediate Reading and Vocabulary 2
- ESL 065RV Academic Reading and Vocabulary
- ESL 068 Pronunciation Skills
- ESL 070 Presentation Skills for ESL Students
- ESL 075A-D ESL Skills
- H-Ed 006 Adv First Aid, CPR & Emergency Care
- H-Ed 011 Cardiopulmonary Resuscitation
- HTech 054A Internship
- HTech 054B Internship
- HTech 072 Phlebotomy
- Journ 053 Newspaper Article Writing
- Journ 055 Newspaper Production
- Journ 057 Newspaper Photography
- LS 970 Computer Lab for Speech and Language Development
- LS 901AB Adapted Computer Assisted Instruction
- LS 903A Adapted Word Processing
- LS 931A Effective Learning: Reading Lab
- LS 931B Effective Learning: Math Lab
- LS 931C Effective Learning: Spelling Lab
- LS 931D Effective Learning: Writing Lab
- LS 931E Effective Learning: Learning Strategies Lab
- LS 932 Learning Efficiency Assistance Program
- LS 934 Learning Efficiency Assistance Program
- LS 936 Learning Efficiency Assistance Program
- LS 962 Speech Production Skills
- LS 963 Language Comprehension and Expression I
- LS 975 Successful Study Skills
- MUSC 020 Ear Training Fundamentals
- MUSC 022 College Chamber Ensemble
- MUSC 036 Guitar
- MUSC 040 Concert Choir
- MUSC 041 Mixed Chorus
- MUSC 042 College Chorale
- MUSC 048 Symphony Orchestra
- MUSC 049 Symphonic Band
- MUSC 051 Jazz Ensemble
- MUSC 053 Instrumental Chamber Music Ensemble
- MUSC 060 Masterworks Chorale
MUSIC 061 Vocal Jazz Ensemble

PE 1.10 Adapted Perceptual Motor Development

PE 1.14 Adapted Sports Conditioning: Aquatic Training

PE 1.16 Adapted Weight Training

PE 1.18 Adapted Stretch & Flex

PE 1.20 Adapted Walk, Wheel & Row Aerobics

PE 1.28 Adapted Physical Education-Bowling

PE 2.01 Water Polo

PE 2.02 Lifeguarding

PE 2.03 Springboard Diving

PE 3.01 Afro-Jazz Dance

PE 3.05 Choreography for Modern and Jazz Dance

PE 3.08 Flamenco Dance of Spain

PE 3.18 Dance Workshop

PE 3.19 Rehearsal & Performance in Dance

PE 3.28 Dance Repertory (A-F)

PE 3.30 Dance: Beginning HipHop

PE 3.31 Dance: Intermediate HipHop

PE 3.32 Beginning Lindy Hop and Swing

PE 3.33 Dance Intensive

PE 3.34 Studio Dance Production

PE 4.03 Fitness, Aerobics

PE 4.05 Fitness, Aqua Aerobics

PE 4.06 Deep Water Jogging

PE 4.07 Fitness, Competitive Athletics

PE 4.12 Fitness, Stretching and Flexibility

PE 4.13 Fitness, Walking

PE 4.14 Fitness, Water Exercise

PE 4.16 Fitness, Weight Training

PE 4.18 Personal Fitness Appraisal

PE 4.22 Fitness, Step

PE 4.24 Total Fitness - Men

PE 4.25 Total Fitness - Women

PE 4.26 Get Fit Lab

PE 4.27 Yoga for Health

PE 4.28 Fitness, Jogging

PE 4.29 Body Sculpting

PE 4.30 Functional Fitness

PE 4.31 Core Training

PE 4.32 Fitness Bootcamp

PE 4.33 Cardio Cross Training

PE 4.34 Spirit Teams

PE 4.35 Running

PE 4.39 Self Defense

PE 6.03 Tai Chi

PE 6.10 Cardio Kickboxing

PE 6.11 Scuba Diving

PE 6.12 Scuba Diving-Advanced

PE 6.25 Triathlon Training

PE 8.01 Arena Football

PE 8.03 Baseball - Advanced

PE 8.04 Basketball - Men

PE 8.07 Advanced Techniques Football

PE 8.10 Soccer - Women

PE 8.14 Track and Field Fundamentals—Advanced

PE 9.01 Intercollegiate Baseball—Men

PE 9.02 Intercollegiate Baseball—Women

PE 9.03 Intercollegiate Basketball—Women

PE 9.04 Intercollegiate Cross Country—Men

PE 9.05 Intercollegiate Cross Country—Women

PE 9.06 Intercollegiate Football—Men

PE 9.07 Intercollegiate Soccer—Men

PE 9.08 Intercollegiate Soccer—Women

PE 9.09 Intercollegiate Softball—Women

PE 9.10 Intercollegiate Swimming—Men

PE 9.11 Intercollegiate Swimming—Women

PE 9.12 Intercollegiate Tennis—Men

PE 9.14 Intercollegiate Track—Men

PE 9.15 Intercollegiate Track—Women

PE 9.16 Intercollegiate Volleyball—Men

PE 9.17 Intercollegiate Volleyball—Women

PE 9.18 Intercollegiate Water Polo—Men

PE 9.19 Intercollegiate Water Polo—Women

PE 9.20 Intramurals—Badminton

PE 9.21 Intramurals—Basketball

PE 9.22 Intramurals—Flag Football

PE 9.23 Intramurals—Baseball

PE 9.24 Intramurals—Golf

PE 9.25 Intramurals—Tennis

PE 9.26 Intramurals—Soccer

PKMGT 010 Intro. to Park Management

PKMGT 011 Park communication

PKMGT 110 Ranger In-Service Training

PKMGT 111 United States Forest Service

PKMGT 113 Fire Training

PKMGT 120 Park Managers Professional Training

PKMGT 120 Mountain Medicine

PKMGT 050 Introduction to Dance

THEAR 020 Studio Theatre Workshop

THEAR 027 Selected Topics for the Actor

THEAR 033A Stage Movement

THEAR 059 Theatre Arts Practice Lab

THEAR 060 Classical Theatre Greek/Asian

THEAR 061 Presentational European Theatre 14-19th Century

THEAR 062 Represenational European Theatre 14-19th Century

THEAR 063 Presentational European Theatre 20th Century

THEAR 064 Represenational European Theatre 20th Century

THEAR 065 Presentational American Theatre 1800-1895

THEAR 066 Represenational American Theatre 1800-1895

THEAR 067 Presentational American Theatre 1900-1979

THEAR 068 Represenational American Theatre 1900-1979

THEAR 069 Presentational American Theatre 1890-Present

THEAR 070 Represenational American Theatre 1890-Present

THEAR 071 Musical Theatre

THEAR 072 Advant Garde Theatre

THEAR 073 Theatre Road Show

The following courses may be repeated two times:

ART 030B Critical Analysis in Acrylic Painting

ART 030C Critical Analysis in Water Color

ART 030D Critical Analysis in Mixed Media Painting

BIO 052 Biology Skills and Concepts

BUS 071 Office Record Keeping

BUS 072 Office Communications

BUS 073 Success Strategies

CA 010 Computer Keyboarding

DMSIS 09 AABC Computer Skills Development

COUNS 041 Student Government Activities Practicum

CTR 061A Court Reporting Theory 1

CTR 06A1 Court Reporting Theory I

CTR 030A Computer-Aided Basic Dictionary Building

CTR 044 Court Reporting Apprenticeship

FD 012A Electronic Patternmaking

FD 014 Electronic Pattern Digitizing

FD 015 Electronic Pattern Grading

FD 016 Electronic Marking

FD 030A Success Strategies for Fashion Design

FD 033 Surface Print Design

FD 084 Internship

FD 088 CAD Surface Design

LS 061 Speech Production Skills I

LS 062 Speech Production Skills II

LS 063 Language Comprehension & Expression Level I

LS 066 Auditory Perceptual Skills

LS 066 Advanced Auditory Perceptual Skills

PHYS 052 Physics Skills and Concepts

RUSS 051B Russian Conversation & Culture

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

THEAR 033B Musical Comedy Workshop

The following courses may be repeated once:

AJ 030A Justice Field Experience

AJ 030B Justice Field Experience

AJ 038 Spanish for Public Safety and Emergency Personnel

AJ 150A-Z Pre-Service Justice Training

ART 001A Survey of Western Art I

ART 001B Survey of Western Art II

ART 001D Art of the 20th Century

ART 033A Two-Dimensional Design

ART 033C Color Design

ART 035A Beginning Life Drawing

ART 035B Intermediate Life Drawing

ART 035C Intermediate-Life Drawing

ART 035D Advanced Life Drawing

ART 047A Beginning Watercolor

ART 047B Intermediate Watercolor

ART 047C Intermediate-Advanced Watercolor

ART 047D Advanced Watercolor

ART 049A Beginning Painting

ART 049B Intermediate Painting

ART 049C Intermediate-Advanced Painting

ART 049D Advanced Painting

ART 053A Computer Graphics Overview
ART 053B  Computer Animation Overview
ART 053C  Web Arts Overview
ART 055  Introduction to Computer Arts
ART 057A  Modeling for Animation
ART 057B  Animation
ART 058  Promotional Animation
ART 059  Animation Studio
BIO 050  Human Cadaver Dissection
BIO 013  Natural History of California
BIO 100B  Threatened California
BUS 071  Office Record Keeping
BUS 072  Office Communications
CA 020A  Learning the Macintosh Desktop
CA 028C  Introduction to Microsoft Office
CA 034A  MS Word: Basic Features
CA 034B  MS Word: Indents, Tabs & Tables
CA 034C  MS Word: Report Formatting Features
CA 034D  MS Word: Mail Merge
CA 046C  Creating a Presentation Using PowerPoint
CA 046D  Intermediate Microsoft PowerPoint
CA 054  Quicken for Home and Business
CA 054A  Quicken Basics
CA 062B  Bag Spreadsheets, Microsoft Excel
CA 062D  Learning the Basics of Excel
CA 062E  Creating Charts in Excel
CA 064  Adobe Acrobat and PDF
CA 068  Web Pages with Microsoft Office
CA 070A  Getting Around Windows
CA 081A  Bag Database, dBase
CA 081D  Bag Database, Filemaker Pro
CA 083  Microsoft Project
CA 086  CAD: Designing Textures & Backgrounds
CA 961  Creating Web Pages for the Home User
CHIN 050A  Basic Conversational Mandarin Chinese and Culture
CHIN 050B  Basic Conversational Mandarin Chinese and Culture
CHIN 058A  Chinese Immersion
CHS 087  Methods of Observation in Early Childhood Settings
CTR 008D  80 WPM Speed Goal
CTR 010D  100 WPM Speed Goal
CTR 012D  120 WPM Speed Goal
CTR 014D  140 WPM Speed Goal
CTR 016D  160 WPM Speed Goal
CTR 018D  180 WPM Speed Goal
CTR 020CD  200 WPM Speed Goal
CTR 022CD  200 WPM Speed Goal
CTR 024  English Review for the Court Reporter
CTR 030B  Computer Aided Medical Dictionary
CTR 030C  Computer Aided Legal Dictionary
CTR 034  Medical Dictionary for the Court Reporter
DMIS 001  Digital Media I
DMIS 003  Digital Visual Design
DMIS 004  Digital Layout, Color, and Typography
DMIS 007  Digital Media Production Process
DMIS 010C  Digital Images, Photoshop
DMIS 010D  Digital Images, Advanced Photoshop
DMIS 014C  Digital Illustration: Illustrator
DMIS 015C  Digital Illustration: FreeHand
DMIS 021A  Web Development 1
DMIS 021B  Web Development 2
DMIS 021C  Web Development 3
DMIS 024  Information and Content Design
DMIS 025  Internet Marketing 1
DMIS 026  Web Applications: User Analysis, Documentation, Use Cases, and UML
DMIS 027  Web Graphics
DMIS 029  Digital Print Preparation
DMIS 030C  Page Layout: PageMaker
DMIS 036C  Page Layout: QuarkxPress
DMIS 042  Desktop Publication Design
DMIS 050A  Digital Authoring 1: Director
DMIS 050B  Digital Authoring 2: Director
DMIS 057A  Digital Editing: Premiere
DMIS 057B  Advanced Video Editing: Premiere
DMIS 059  Web Design: Dreamweaver & Ultra Dev.
DMIS 062A  Flash 1: Creating Interactive Web Pages
DMIS 062B  Flash 2: Scripting and Web Interfaces
DMIS 064  3D Application Graphics
DMIS 066  Digital Audio and Video
DMIS 070A  Digital Media Intern Experience
DMIS 070B  Digital Media Intern Experience
DMIS 071  Scalable Vector Graphics (SVG)
DMIS 072  Wireless Technologies
DMIS 075A  Internet Services 1
DMIS 075B  Internet Services 2
DMIS 080  Commercial Web Site Project
DMIS 085  CAD: Scanning & Color Printing
DMIS 086  Portfolio Planning/Review: Desktop Publishing and Digital Media
DMIS 087  Digital Media Intern Experience
DMIS 100  Special Topics
DRAFT 076  Advanced Auto Cad
BNGR 060  Introduction to Math CAD
ENGL 980A-D  Computer Assisted Writing
FD 012B  Electronic Aided Patternmaking II
FD 012C  Electronic Aided Patternmaking III
FD 018A  Electronic Grading and Marking
FD 018B  Electronic Patternmaking
FD 020  Couture Embellishment
FD 033  Internet for Fashion Design
FD 040A  Flats and Specs
FD 040B  Fashion Sketching
FD 042  Fashion Illustration II
FD 054  Apparel Manufacturing
FD 060  Professional Patternmaking I
FD 063  Fitting and Pattern Alteration
FD 065  Production Patternmaking
FD 067  Manual Pattern Grading
FD 082  Portfolio Development
FD 083  Fashion Field Study
FD 085  CAD: Scanning & Color Printing
FD 087  CAD: Designing Textures & Backgrounds
FD 090  Creating Designs and Technical Sketches
FRENCH 058A  German Immersion
FRENCH 060A  The French Movie: Comprehension/Culture
GERMAN 05A  An German Immersion
GREEK 050A  Conversational Greek and Culture
ITAL 058A  Italian Immersion
ID 015  Interior Architectural Drafting
ID 035C  Design of Historic Interiors
ID 070  Advanced Graphic Techniques
JPN 011A  Japanese Laboratory
JPN 011B  Japanese Laboratory
LATIN 050A  Grammar, Structure and Roman Culture
LS 100K  Introduction to Speech Development
LS 115  Success on the SAT
LS 902A  Adapted Computer Assisted Instruction
LS 906  Adapted internet Skills
LS 907  Introduction to Spreadsheets
LS 920AB  Assessment for Learning Disabilities
LS 933A  Effective Learning-Fundamental Arithmetic
LS 933B  Preparation for Algebra
LS 933D  Preparation for Algebra
LS 933E  Preparation for Algebra
LS 933F  Preparation for Algebra
LS 935  Learning Efficiency Assistance Program
LS 935A  Effective Paragraph Writing
LS 935B  Effective Essay Writing
LS 937G  Vocabulary Development Module
LS 941A  Effective Sentence Skills
LS 941B  Effective Paragraph Writing
LS 941C  Effective Essay Writing
LS 942  Effective Critical Reading
LS 960A  Assessment of Communication Skills
LS 960B  Assessment of Communication Skills
LS 964A  Language Comprehension & Expression I
LS 964B  Language Comprehension & Expression II
LS 976  Adjunct Learning Strategies
LS 990  Beginning Lip Reading
LS 991  Intermediate Lip Reading
LS 992  Advanced Lip Reading
MATH 110  Preparation for the ELM
MUSIC 063A  Electronic Music
MUSIC 063B  Electronic Music
PE-Th 060  Aerobic Leadership and Certification
PHYS 091,092,093  Directed Studies in Physics
PKMGST 023  Powersaws
PKMGST 025  Intermediate Outdoor Skills for the Park Ranger
PKMGST 026  Intro to Park Maintenance Skills
PKMGST 019  Wilderness First Responder
PKMGST 020AB  Park Internship Seminar
PKMGST 116  Universal Trail Assessment Process
PKMGST 150F  Mountain Medicine
LEAD 020A  Intro, to Developing Leadership Skills
Read 910  Speed Reading Strategies
Read 960  Reading Fundamentals
Read 961  Effective Reading
Read 962  Career Spelling
Read 970  Power Reading
RUSS 011A  Russian Laboratory
RUSS 011B  Russian Laboratory
RUSS 058A  Russian Immersion
Span 040 A  Spanish for Public Safety and Emergency Personnel
Span 058A  Immersion Spanish
Thear 016A  Summer Stock (Play Production Workshop)
Thear 016B  Summer Stock (Play Production Workshop)
Thear 020A  Improvisational Theatre Workshop
Thear 026A  Improvisational Theatre Workshop
Thear 042  Masks for the Stage
The following courses have a maximum unit limit:

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

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

Students may repeat the following groups of classes for a combined maximum of 4 units for each group:

- PE 1.02 Adapted PE
- PE 1.03 Adapted PE
- PE 1.08 Adapted PE — General Fitness
- PE 1.09 Adapted PE — General Fitness
- PE 1.12 Adapted PE — Rhythmic Aerobics
- PE 1.13 Adapted PE — Rhythmic Aerobics
- PE 1.24 Adapted PE — Watercises & Swim
- PE 1.25 Adapted PE — Watercises & Swim
- PE 1.26 Adapted PE — Weight Training
- PE 1.27 Adapted PE — Weight Training
- PE 1.28 Adapted PE — Bowling
- PE 2.04 Swimming — Beginning
- PE 2.05 Swimming — Intermediate
- PE 2.06 Swimming — Advanced
- PE 2.07 Masters Swimming
- PE 3.02 Ballet — Beginning
- PE 3.04 Ballet — Intermediate
- PE 3.06 Country Western — Beginning
- PE 3.07 Country Western — Intermediate
- PE 3.09 Baltic/Israeli Folk Dance
- PE 3.10 International Folk Dance — Beginning
- PE 3.11 International Folk Dance — Intermediate
- PE 3.12 Jazz Dance — Beginning
- PE 3.14 Jazz Dance — Intermediate
- PE 3.15 Modern Dance — Beginning
- PE 3.17 Modern Dance — Intermediate
- PE 3.20 Soc Dance, Beginning
- PE 3.22 Soc Dance, Intermediate
- PE 3.23 Beginning Tap Dance
- PE 3.24 Advanced Beginning Tap Dance
- PE 3.26 Beg Country West Line Dance
- PE 3.27 Int Country West Line Dance
- PE 3.34 Studio Dance Production
- PE 4.34 Spirit Teams
- PE 6.02 Karate — Beginning
- PE 6.06 Karate — Intermediate
- PE 7.02 Badminton — Beginning
- PE 7.03 Badminton — Intermediate
- PE 7.05 Intro to Cycling
- PE 7.06 Intro to Off-Road Cycling
- PE 7.07 Fencing — Beginning
- PE 7.08 Fencing — Intermediate
- PE 7.09 Fencing — Advanced
- PE 7.10 Golf — Beginning
- PE 7.11 Golf — Intermediate
- PE 7.12 Golf — Advanced
- PE 7.18 Tennis — Beginning
- PE 7.19 Tennis — Advanced Beginning
- PE 7.20 Tennis — Intermediate
- PE 7.21 Tennis — Advanced
- PE 7.22 Tennis — Tournament Tennis
- PE 8.08 Soccer, Beginning — Men
- PE 8.09 Soccer, Advanced — Men
- PE 8.12 Softball — Beginning
- PE 8.13 Softball — Intermediate
- PE 8.15 Volleyball — Beginning
- PE 8.16 Volleyball — Intermediate
- PE 8.17 Volleyball — Advanced
- PE 8.18 Volleyball — Outdoor
- PE 8.19 Volleyball — Adult Camp

**Directed Studies**

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

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

- All Directed Studies 91, 92, 93

**Occupational Work Experience**

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

General Work Experience Education.

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

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

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

Students may repeat the following class indefinitely:

- LS 110 Directed Experience in Tutoring
Description of Courses

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

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

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

For more specific information about the transfer of credit for courses, students are advised to see page 7 "Transfer Credit" and to consult a counselor.

CALIFORNIA ARTICULATION NUMBERS
California Articulation Numbers (CAN) are used in this catalog to identify courses which have been accepted to fulfill lower division requirements at any of the participating community colleges, State Universities and University of California campuses. For example, Accounting 010, Accounting Fundamentals Financial, is identified at the end of the course description by the descriptor (CAN BUS 2).

DIRECTED STUDIES
Directed Studies are courses which provide students the opportunity to individually pursue advanced work of special interest which is related to, but not included in, regular courses offered by the college. Directed Studies are intended to provide challenge for the advanced student and are generally open only to students who have satisfactorily completed introductory level courses. It is expected that the material covered in Directed Studies goes beyond the treatment in an approved course or series of courses. Under the direction of an instructor, Directed Studies may include field experience, research, or development of skills and competencies. No more than a total of six (6) units of Directed Studies in any field may be taken or applied toward the AA degree.

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

Description of Courses

How To Read Course Descriptions

Course number
Course Title
Course Number of Units
Lab Hrs/week. 3 hrs scheduled by student
Lecture hrs per week

Necessary course and /or skills to take this class
Concurrent: may be taken at the same time
Corequisite must be taken at the same time
Acceptable for credit to university/ies
Course description
ACCOUNTING CLERK (Certificate)

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 060A</td>
<td>3</td>
<td>Accounting Fundamentals I Quickbooks</td>
</tr>
<tr>
<td>Acctg 060B</td>
<td>3</td>
<td>Accounting Fundamentals II Quickbooks</td>
</tr>
<tr>
<td>Bus 062</td>
<td>3</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>Bus 072</td>
<td>3</td>
<td>Office Communications</td>
</tr>
<tr>
<td>Bus 078</td>
<td>3</td>
<td>Business Communications</td>
</tr>
<tr>
<td>CA 031B</td>
<td>1</td>
<td>Beg. Word Processing-WORD</td>
</tr>
<tr>
<td>CA 062B</td>
<td>1</td>
<td>Beg. Spreadsheets-Excel</td>
</tr>
<tr>
<td>Computer Applications Electives</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

ACCTG 010 ACCOUNTING FUNDAMENTALS FINANCIAL

5 units Lecture 5 hours, lab 2 hours by arrangement

NOTE: Business majors intending to transfer to a four-year college or university SHOULD PLAN TO TAKE ACCOUNTING IN THEIR SOPHOMORE YEAR, rather than in their freshman year.

Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.

Financial accounting includes basic accounting theory and procedure for a sole proprietorship, analysis of books of original entry and their relationship to the general ledger, financial statements, adjusting and closing the ledger, special journals, payroll and applicable taxes, inventory methods, depreciation, amortization, depletion, interest-bearing notes receivable and notes payable, discounted notes receivable and notes payable, interest, plant assets, bank reconciliations, petty cash, and methods of estimating and accounting for uncollectibles. Computer application of these topics is also covered. (CAN BUS 2)

ACCTG 011 ACCOUNTING FUNDAMENTALS MANAGERIAL

5 units Lecture 5 hours; lab 2 hours by arrangement

Prerequisite: Accounting 010.
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.

This course will cover accounting theory and procedure dealing with the operation of partnerships and corporations, stocks, bonds, present value, marketable securities, leases, branch and department operations, ratios and the analysis of financial statements, income taxes, statement of changes in financial conditions (working capital and cash), and cost accounting, including the following topics: Job order and process costing, manufacturing inventories, cost of finished goods manufactured, manufacturing worksheets, standard costs, budgeting (master budgets, cash budgets, and flexible budgets), cost-volume-profit analysis, variances, responsibility accounting, capital budgeting including payback, return on investment, discounting future cash flows, sunk costs, opportunity costs, alternative choice decisions, special orders, make or buy decisions, sales mix, joint products, absorption costing and direct costing. (CAN BUS 004). Microcomputer applications of these topics will be covered in the lab. ACCTG 010+011=CAN BUS SEQ A

ACCTG 050 ACCOUNTING FOR SMALL BUSINESS

1 unit Lecture 3 hours (6 weeks)

Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.

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

ACCTG 051A INCOME TAX

3 units Lecture 3 hours

Recommended preparation: Math 902
Acceptable for credit: California State University.

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

Courses

ACCTG 010 ACCOUNTING FUNDAMENTALS FINANCIAL

5 units Lecture 5 hours, lab 2 hours by arrangement

NOTE: Business majors intending to transfer to a four-year college or university SHOULD PLAN TO TAKE ACCOUNTING IN THEIR SOPHOMORE YEAR, rather than in their freshman year.

Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.

Financial accounting includes basic accounting theory and procedure for a sole proprietorship, analysis of books of original entry and their relationship to the general ledger, financial statements, adjusting and closing the ledger, special journals, payroll and applicable taxes, inventory methods, depreciation, amortization, depletion, interest-bearing notes receivable and notes payable, discounted notes receivable and notes payable, interest, plant assets, bank reconciliations, petty cash, and methods of estimating and accounting for uncollectibles. Computer application of these topics is also covered. (CAN BUS 2)

ACCTG 011 ACCOUNTING FUNDAMENTALS MANAGERIAL

5 units Lecture 5 hours; lab 2 hours by arrangement

Prerequisite: Accounting 010.
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.

This course will cover accounting theory and procedure dealing with the operation of partnerships and corporations, stocks, bonds, present value, marketable securities, leases, branch and department operations, ratios and the analysis of financial statements, income taxes, statement of changes in financial conditions (working capital and cash), and cost accounting, including the following topics: Job order and process costing, manufacturing inventories, cost of finished goods manufactured, manufacturing worksheets, standard costs, budgeting (master budgets, cash budgets, and flexible budgets), cost-volume-profit analysis, variances, responsibility accounting, capital budgeting including payback, return on investment, discounting future cash flows, sunk costs, opportunity costs, alternative choice decisions, special orders, make or buy decisions, sales mix, joint products, absorption costing and direct costing. (CAN BUS 004). Microcomputer applications of these topics will be covered in the lab. ACCTG 010+011=CAN BUS SEQ A

ACCTG 050 ACCOUNTING FOR SMALL BUSINESS

1 unit Lecture 3 hours (6 weeks)

Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.

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

ACCTG 051A INCOME TAX

3 units Lecture 3 hours

Recommended preparation: Math 902
Acceptable for credit: California State University.

This course covers the theory, philosophy and principles of federal income tax law and procedures for computing income tax liability of individuals, including income concepts, deductions, exemptions, credits, tax accounting principles, basis, and capital assets. It includes solving typical income tax problems and discussion of contemporary tax topics. FALL ONLY, odd-numbered years.
ACCTG 060A ACCOUNTING FUNDAMENTALS I - QUICKBOOKS
3 units
Lecture 3 hours; Lab by arrangement 3 hours
This course will cover the basics of the accounting cycle for a service organization. The steps involved in the recording and reporting process will be taught first in a manual environment and then in a computerized environment using the accounting software package. This course is West Valley College Certificate applicable. Credit/No Credit Option.

ACCTG 060B ACCOUNTING FUNDAMENTALS II - QUICKBOOKS
3 units
Lecture 3 hours; Lab by arrangement 4 hours
Prerequisites: ACCTG 060A or ACCTG 050 or ACCTG 010
This is a course designed for the student with prior accounting knowledge. The course will be devoted to learning the steps in the accounting process for a merchandising organization and specifically, the handling of receivable and payable transactions using the computerized accounting software package, Quickbooks. The course will also cover the handling of basic payroll transactions using Quickbooks software. This course is West Valley College Certificate applicable. Credit/No Credit Option.

ACCTG 100 SPECIAL TOPICS
.5-3 units
Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.
Administration of Justice

THE FACULTY
Marge Faulstich
James E. Smith

Degree & Certificate Requirements

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

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

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

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

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

Recommended List:

Courses

AJ 001 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE
3 units Lecture 3 hours
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. This course may also be taught in a distance learning format. (CAN AJ 002)

AJ 002 CONCEPTS OF CRIMINAL LAW
3 units Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
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. Explores crimes against persons, property, and the state as a social, religious, and historical ideology. (CAN AJ 004)

AJ 003 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
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
Acceptable for credit: California State University.
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 viewed from a conceptual level.

AJ 005 CRIMINAL INVESTIGATION
3 units Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: California State University.
Fundamentals of investigation, crime scene search and record, collection and preservation of physical evidence, scientific aid, modus operandi, sources of information, interviews and interrogation, follow-up investigation. (CAN AJ 008)

AJ 006 PATROL PROCEDURES
3 units Lecture 3 hours
Acceptable for credit: California State University.
The history and development of patrol philosophy; planning for field activities to include functions of patrol, traffic and other preliminary investigative duties of the field officer; techniques for planning patrol activities; handling complaints and requests for services; mechanics of field interviews, searches and arrests; the handling of traffic-related problems; civil and domestic disturbances and other community crime incidents.

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

AJ 008 JUVENILE PROCEDURES
3 units Lecture 3 hours
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.

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

WEST VALLEY COLLEGE 2002 • 2003 CATALOG
### AJ 009 FIREARMS
1 unit
Laboratory 2 hours
Acceptable for credit: California State University.

The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; firing of sidearm and shotgun.

### AJ 010A, B DEFENSIVE TACTICS
1 unit each
Laboratory 2 hours
Acceptable for credit: California State University.

Protection against persons armed and dangerous and deadly weapons; demonstration and drill in a limited number of holds and come-along; restraint of prisoners and the mentally ill.

### AJ 011 POLICE PHOTOGRAPHY
3 units
Lecture 3 hours
Acceptable for credit: California State University.

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

### AJ 014 ALCOHOL, NARCOTICS AND DRUG ABUSE
3 units
Lecture 3 hours
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
Acceptable for credit: California State University.

The investigation of a sexual assault crime, including the collection of evidence and the human aspect of empathy toward a traumatized victim. Psychological makeup of the sexual assault perpetrator, peripheral victims including family, friends and the community; social implications of this crime will be studied as well as preventative measures.

### AJ 016 WOMEN AND JUSTICE: NEW TRENDS
3 units
Lecture 3 hours
Acceptable for credit: California State University.

This course will examine both traditional and changing roles of men and women in society with an emphasis on the criminal justice system. Special features of the course will be the study of female adult and juvenile correctional facilities, the selection, training and affirmative action programs for women in police work, and female criminality.

### AJ 021 COMMUNITY RELATIONS
3 units
Lecture 3 hours
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. This course may also be taught in a distance learning format.

### AJ 023 POLICE REPORT WRITING
3 units
Lecture 3 hours
Acceptable for credit: California State University.

A study of law enforcement reporting procedures with emphasis on techniques designed to improve writing skills, enhance individual observation and comprehension and to effect more efficient utilization of recorded data in crime detection and the investigative function.

### AJ 025 SUBSTANTIVE LAW
3 units
Lecture 3 hours
Acceptable for credit: California State University.

An in-depth study of the substantive laws commonly encountered by the municipal, county, or state law enforcement officer or investigator or other criminal justice employees. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

### AJ 026 ORGANIZED CRIME
3 units
Lecture 3 hours
Acceptable for credit: California State University.

A study of the origins and development of organized crime from early Italy to contemporary America. The emphasis is on past and current major organized crime figures, activities, and law enforcement efforts to combat the escalating infusion of organized crime into legitimate business.

### AJ 027 COMPUTERS IN LAW ENFORCEMENT
3 units Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: California State University.

This course will provide students with a better understanding of law enforcement computer systems, related applications, and computer related crimes. Computer programs will be utilized for crime report writing, crime-scene sketches, evidence reports, in-house justice agency memos, and related criminal justice written projects. Course requires 2 hours per week by arrangement in the computer lab.

### AJ 030A JUSTICE FIELD EXPERIENCE
3 units Lecture 6.5 hours for 8 weeks
Prerequisite: Must be 18 years of age or older
Acceptable for credit: California State University.

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 by lecture, guest speakers and field visits to law enforcement agencies, police academies, courts, juvenile halls, and State and Federal prisons. (Level I and II security). Students are subject to justice institution security clearances, and those convicted of a Felony may be excluded. Must be 18 years or older to visit Penal Institutions. Credit/No Credit Option.

### AJ 030B JUSTICE FIELD EXPERIENCE
3 units Lecture 6.5 hours for 8 weeks
Prerequisite: Must be 18 years of age or older
Acceptable for credit: California State University.

This orientation course is designed to prepare students for entry into and successful completion of the Basic Peace Officer’s Academy. It is open to all majors and interested students. Credit/No Credit Option.

### AJ 031 ACADEMY ORIENTATION
3 units Lecture 3 hours
Acceptable for credit: California State University.

This introductory course is designed to introduce students to possible careers in probation, parole, and in-service of the Justice institution security clearances, and those convicted of a Felony may be excluded. Must be 18 or older to visit Penal Institutions. Credit/No Credit Option.

### AJ 032 MOTORCYCLE, PRISON AND STREET GANGS
3 units Lecture 3 hours
Acceptable for credit: California State University.

This course is designed for pre-service students or in-service officers to enable them to become familiar with the history, recruitment, training methods, purpose, and infrastructures of various gangs currently operating in California. Credit/No Credit Option.

### AJ 033 PROBATION AND PAROLE
3 units Lecture 3 hours
Acceptable for credit: California State University.

This introductory course is designed to orient students to possible careers in probation, parole, and corrections. The course covers historical and present day functions of the probation and parole systems of the United States. Credit/No Credit Option.
A) 034 CAREER PLANNING IN CRIMINAL JUSTICE
3 units  Lecture 3 hours
Acceptable for credit: California State University.
This introductory course is designed to acquaint students with potential careers in the Criminal Justice System. The content emphasizes the application, testing, and screening process necessary for employment with criminal justice agencies. Credit/No Credit Option.

A) 036 FIREARMS TERMINOLOGY AND SAFETY
3 units
3 Lecture Hours, 2.0 Lab 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. This course is West Valley College AA/AS applicable. Credit/No Credit Option.

A) 037A ADMINISTRATION OF JUSTICE INTERNSHIP - SEMINAR
3 Units
1.0 Lecture Hours, 10.0 Lab Hours by arrangement
Acceptable for credit: California State University.
Prerequisite: Must be 18 years or age or older. Administration of Justice pre-service students will apply knowledge/skills learned in the program through supervised internship at selected criminal justice agencies; industrial or retail security; suicide or rape crisis centers, etc. Background checks will be conducted by most criminal justice agencies and students with felony arrest convictions may be excluded. This course may also be taught in a distance learning format. Credit/No Credit Option.

A) 038 SPANISH FOR PUBLIC SAFETY AND EMERGENCY PERSONNEL
3 units
Lecture 3 hours; lab 2 hours by arrangement
This course is designed for pre-service students and in service public personnel as well as emergency personnel who wish to be better culturally and orally more effective in serving their law enforcement agency and the Hispanic community. The class emphasis will be on basic communicative Spanish specifically designed for this environment’s immediate safety needs. The student will be expected to successfully apply the language acquisition and culturally learned information to safety personnel needs. This course may be repeated once. Credit/No Credit Option. Dual listed with SPAN 040A. This course may also be taught in a distance learning format.

A) 040 CAMPUS SERVICE OFFICER INTERNSHIP
3 units
Lecture 1 hour; Lab 10 hours by arrangement
Acceptable for Credit: California State University.
The Campus Service officer course provides the opportunity for a student to perform criminal justice duties as an intern with the West Valley/Mission College District Police Department. Students are given the opportunity to learn and perform dispatching and public desk duties, foot and vehicle patrol, crime investigation, report writing and general law enforcement functions. Emphasis is placed on developing traits of tolerance, responsibility and teamwork in an atmosphere of cultural and ethnic diversity. This course may be repeated three times. Credit/No Credit Option.

A) 050A SURVEY OF CRIMINAL JUSTICE
3 units  Lecture 3 hours
Acceptable for credit: California State University.
A basic course including instruction in the history and philosophy of administration of justice from prehistoric times through modern America. A study of the agencies and processes involved in the criminal justice system, with emphasis on crime, history of the law and law enforcement, the role of modern police and related law enforcement agencies, and crime prevention. Credit/No Credit Option.

A) 050B SURVEY OF CRIMINAL JUSTICE
3 units  Lecture 3 hours
Acceptable for credit: California State University.
This course is a continuation of AJ 050A. A study of the agencies and processes involved in the criminal justice system, with emphasis on judiciary, state and federal court systems, corrections, juvenile justice and youth corrections. An analysis of the segments of the criminal justice system and how they relate to each other and to the community. Credit/No Credit Option.

A) 084 CAREER EXPLORATION IN THE LEGAL FIELDS
.5 unit  Lecture 1 hour per week (8 weeks)
This introductory course provides an overview of careers in legal fields, such as law enforcement, legal secretary, medical transcription, court reporting, paralegal, and park ranger. Explorers career opportunities in these fields and highlights their emerging employment opportunities. This course will be dual listed with CTR 084, PARA 084, and PKMG 084. This course is AA/AS, Degree and Certificate applicable. Credit/No Credit Only.

A) 090A, B, C, D CAMPUS SERVICE OFFICER
1-4 units  Laboratory 5-20+ hours by arrangement
Prerequisite: Interview with instructor prior to enrollment.
Acceptable for credit: California State University.
Provides the student with the opportunity to wear the Campus Service Officer uniform; perform dispatching and foot patrol duties; prepare various police forms; perform various police functions under supervision; participate in practical training sessions; and develop traits of tolerance, understanding, patience, responsibility and teamwork. Open course to non-AJ majors. Credit/No Credit Option.

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

A) 100 SPECIAL TOPICS
.5-3 units  Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

A) 160I PC 832, LAWS OF ARREST, SEARCH AND SEIZURE
3 units  Recommended Preparations: Math 902
Acceptable for credit: California State University.
This is a structured law enforcement course, designed to satisfy the minimum qualifications for law officer certification as required by Penal Code Section 832. This is a POST course and meets the standards set forth by the California Commission of Peace Officer Standards and Training (P.O.S.T.) Credit/No Credit Only.

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
(See Sign Language)

ANTHRO 001 INTRODUCTION TO PHYSICAL ANTHROPOLOGY
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.

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

THE FACULTY
Kenneth M. Colson
Linda B. King

Degree & Certificate Requirements

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

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

Courses

The anthropological approach to the human condition, theories of human origins, scientific evidence for the origin and evolution of the human species, description and anthropological explanation of human physical, biological, and behavioral variations. Credit/No Credit Option. (CAN ANTH 002)

ANTHRO 002 INTRODUCTION TO ARCHAEOLOGY
3 units Lecture 3 hours
(Also offered as a television course)
Acceptable for credit: University of California, California State University.
A survey of cultural development from the Stone Age to early civilizations of the Old and New World. Archaeological methods, concepts and perspectives. The prehistory and archaeology of the Ice Ages, rise and fall of the Maya, Aztec and Toltec cultures, Easter Island, and Egypt will be highlighted. Credit/No Credit Option. (CAN ANTH 006)

ANTHRO 003 INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 units Lecture 3 hours
(Also offered as a television course)
Acceptable for credit: University of California, California State University.
The study of culture and social behavior as developed through the anthropological study of traditional and 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. Credit/No Credit Option. (CAN ANTH 004)

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

Archaeology
(See Anthropology)

ARCHITECTURE (A.S. Degree)
Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 030</td>
<td>Construction Materials 2</td>
</tr>
<tr>
<td>Arch 031AB</td>
<td>Architectural Graphics 3-3</td>
</tr>
</tbody>
</table>

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Degree & Certificate Requirements

Arch 032A  Introduction to Architecture and Environmental Design  2
Arch 032B  Basic Architectural Design  3
*Arch 033AB  Architectural Design  3-3
*Arch 034AB  Architectural Practice  3-3
Arch 035A  Strength of Materials  4
Arch 035B  Stress Analysis  2
Arch 036  Intro to Urban Environment  3
Engr 01A  Plane Surveying  3
Engr 021  Computer Science  3
Math 03A,B  Analytical Geometry and Calculus  5-5
Phys 04AC  Engineering Physics  5-5
*It is strongly recommended that students take Arch 10 or have equivalent experience before taking Arch 33 and Arch 34.

Recommended Electives:
Arch 029AB  Architectural History  2-2
Art 01A  Survey of Art  3
Arch 010A  Architectural Drawing  3
Draft 073  AutoCAD Intro to Computer-Aided Drafting  3
Econ 01A  Principles of Macroeconomics  3
Geol 01A  Physical Geology  4
Psych 001  General Psychology  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.
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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Arch 030  Construction Materials</td>
<td>2</td>
</tr>
<tr>
<td>Arch 031A  Architectural Graphics</td>
<td>3</td>
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<tr>
<td>Arch 031B  Architectural Graphics</td>
<td>3</td>
</tr>
<tr>
<td>Arch 032A  Introduction to Architecture and Environmental Design</td>
<td>2</td>
</tr>
<tr>
<td>Arch 032B  Basic Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>Arch 033A  Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>Arch 034A  Architectural Practice</td>
<td>3</td>
</tr>
<tr>
<td>Arch 036  Intro to Urban Development</td>
<td>3</td>
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<tr>
<td>Arch 070  Intro to CAD</td>
<td>3</td>
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<tr>
<td>Arch 010  Architectural Drawing</td>
<td>3</td>
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<tr>
<td>Engl 905 or 01A  English Fundamentals/Composition</td>
<td>3</td>
</tr>
<tr>
<td>Engr 022  Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>Math D  Trigonometry</td>
<td>3</td>
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<tr>
<td>Comm 001  Public Speaking</td>
<td>3</td>
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Recommended Electives:

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<tr>
<td>Arch 034A  Architectural Practice</td>
<td>3</td>
</tr>
<tr>
<td>Arch 070  Intro to CAD</td>
<td>3</td>
</tr>
<tr>
<td>Bus 072  Office Communications</td>
<td>3</td>
</tr>
<tr>
<td>CA 062B  Beg. Spreadsheets</td>
<td>1</td>
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<tr>
<td>CA 063B  Interim, Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CIS 012  Data Base Management Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

ARCHITECTURE (Certificate)
Facilities Management Technician

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
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<td>CIS 012  Data Base Management Systems</td>
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</tr>
</tbody>
</table>

Courses

ARCH 010 ARCHITECTURAL DRAWING  3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Recommended preparation: Math 103/103R
Acceptable for credit: California State University.
A study of basic construction techniques, terminology, and materials common to single family dwelling units; covers the fundamentals of a complete set of Working Drawings and the completion of the Architectural Drawings. The course will include the study of building techniques, materials, specifications, and minimum property requirements along with the addition of the Plumbing, Mechanical and Electrical Drawings for a residence.

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

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

ARCH 030 CONSTRUCTION MATERIALS  2 units
Lecture 2 hours
Acceptable for credit: California State University.
The study, use and application of building materials and an introduction to the structural concepts of buildings.

ARCH 031A ARCHITECTURAL GRAPHICS  3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Prerequisite: Arch 031A
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
The graphic communication of environmental concepts, three-dimensional representation with various drawing media to the problems in the field of architecture, and exercises to develop basic skills and speed in the graphic representation of ideas.

ARCH 031B ARCHITECTURAL GRAPHICS  3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Prerequisite: Arch 031A
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
The graphic communication of environmental concepts, three-dimensional representation with various drawing media to the problems in the field of architecture, and exercises to develop basic skills and speed in the graphic representation of ideas.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
ARCH 032A INTRODUCTION TO ARCHITECTURE AND ENVIRONMENTAL DESIGN  
2 units Lecture 2 hours  
Acceptable for credit: University of California, California State University.  
An overview of the field of environmental design. Familiarization with the professional fields of architecture, engineering, city planning, landscape architecture, allied arts and construction. Introduction to the design process as a basis for architectural analysis.

ARCH 032B BASIC ARCHITECTURAL DESIGN  
3 units  
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement  
Open to all architecture students.  
Recommended preparation: Math 103/103R  
Acceptable for credit: University of California, California State University.  
The study of visual phenomena with application to elementary composition dealing with the elements and principles of design. Analytic techniques and problem solving methodologies. Offered SPRING ONLY.

ARCH 033A ARCHITECTURAL DESIGN  
3 units  
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement  
Prerequisite: Arch 031B and 032B.  
Recommended preparation: Math 103/103R  
Acceptable for credit: California State University.  
The continuing study of visual phenomena with application to elementary composition dealing with the elements and principles of design. Analytic techniques and problem solving methodologies. Offered FALL ONLY.

ARCH 033B ARCHITECTURAL DESIGN  
3 units  
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement  
Prerequisite: Arch 033A.  
Recommended preparation: Math 103/103R  
Acceptable for credit: California State University.  
The study of visual phenomena with application to elementary composition dealing with the elements and principles of design. Analytic techniques and problem solving methodologies. Offered FALL ONLY.

ARCH 034A ARCHITECTURAL PRACTICE  
3 units Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement  
Prerequisite: Arch 030  
Recommended preparation: Math 103/103R  
Acceptable for credit: California State University.  
The course focuses on the translation of a design concept for a heavy-timber structure into a set of construction documents. A small commercial building is designed and a set of architectural Working Drawings is planned and produced on CAD. A number of other topics related to the construction documents are also covered including the concept of written specifications, the architect’s contractual responsibilities, relationship to consultants, and sizing of structural members. This course may be repeated once.

ARCH 034B ARCHITECTURAL PRACTICE  
3 units Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement  
Prerequisite: Arch 034A.  
Recommended preparation: Math 001 and Math D or Math 002  
Acceptable for credit: California State University.  
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

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

ARCH 035B STRESS ANALYSIS  
2 units Lecture 2 hours  
Prerequisite: Arch 035A.  
Corequisite: Math 003B.  
Acceptable for credit: California State University.  
Stress analysis of statically determinate and indeterminate structures.

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

ARCH 070 AUTOCAD: INTRODUCTION TO COMPUTER AIDED DESIGN  
3 units  
Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement  
Recommended Preparation: Math 902 or concurrently  
Acceptable for credit: California State University  
This course is an introduction to computer-aided drafting using AutoCAD on the PC. The course emphasis will be in the construction of both 2D and 3D drawings. In addition to basic AutoCAD techniques, topics will include problems using the Advanced Modeling Extension (AME). This course is designed for students with NO prior computer experience. This course is AA/AS degree and certificate applicable. This course is dual listed with CA 075, DRAFT 073, ID 065, and PKMG 016H. Credit/No Credit Option.

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

100 SPECIAL TOPICS  
.5-3 units  
Lecture and/or lab .5 to 9 hours  
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Recommended Preparations in Basic Skills:  
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
THE FACULTY
Heidi Brueckner
Christopher Cryer
Kathleen Grisham
David Ogle

ART

Degree & Certificate Requirements

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

Major Requirements
Course Units
Art 01A Survey of Western Art 3
Art 01B Survey of Western Art 3
Art 03A Representational Drawing 3
Art 03B Two Dimensional Design 3
Art 03C Color Design 3
Art 040A, B,C,D, 041A, B,C,D 3
Art 049A, B,C,D 3
Art 055 Introduction to Computer Arts 3
Art 057A Modeling for Animation 3
Art 057B Animation 3
Art 060A Computer Arts: Interactive Digital Video Art 3
Art 060B Computer Arts: Multimedia Art Production 3
Art 061A Expressive Drawing 3
Art 063A Two-Dimensional Design 3
Art 063C Color Design 3

Recommended Electives:
For students who concentrate in the following areas, the recommended electives are:
Art History: Art 01D, 010, 012A,B, 037, 038, 039A,B
Ceramics: Art 065A,B,C,D, 067A,B,C,D

Electives from recommended list 3

ART 001A SURVEY OF WESTERN ART I
3 units
Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This course is a general survey of painting, sculpture, and architecture in the western world from prehistoric times through the Gothic period, using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural and historical values. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. This course may also be offered in a distance learning format.

ART 001D SURVEY OF WESTERN ART II
3 units
Lecture 3 hours; lab 2 hours 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. This course may also be offered in a distance learning format.

ART 003A WORKSHOP IN ART GALLERY AND ART MUSEUM OPERATIONS
1 unit
Laboratory 3 hours
Acceptable for credit: California State University
Lab to provide workshop experience in various phases of preparation and execution of art exhibits on campus. Credit/No Credit Option

ART 004 ART APPRECIATION
3 units
Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: California State University
An introductory overview to the general trends and concepts of visual expression. Art objects under study will be considered both as aesthetic entities in themselves and as crystallization of man’s thought and beliefs at different periods of history. Students will also gain greater awareness of the processes, media and techniques required to create art. Credit/No Credit Option. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Credit/No Credit Option

ART 005 ART OF THE 20TH CENTURY
3 units
Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: 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. This course may also be offered in a distance learning format.

ART 007 ART OF ASIA
3 units
Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: California State University
A general survey of arts and culture of Asia. Emphasis on painting, sculpture, ceramics and architecture of India, China and Japan. Development of artistic ideas and expressions based on cultural interactions from prehistory to the present will be studied. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Credit/No Credit Option

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

WEST VALLEY COLLEGE
2002 • 2003 CATALOG

31
ART 010 ART OF THE UNITED STATES
3 units
Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture, and architecture in the United States from Colonial times to the present day. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Credit/No Credit Option

ART 012A ART OF PRE-HISPANIC MEXICO
3 units
Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture and architecture from the main civilizations of Pre-Hispanic Mexico, emphasizing aesthetic, cultural and historical values of the times. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Credit/No Credit Option

ART 012B ART OF COLONIAL AND MODERN MEXICO
3 units
Lecture 3 hours; lab 2 hours 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. Credit/No Credit Option

ART 013A BEGINNING DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
Beginning drawing course for students with no former drawing experience. Drawing natural and man-made forms from observation directed toward realistic rendering of objects: introduction to pictorial composition and perspective; introduction to drawing media: pencil, charcoal, conte, pen and ink, pastels and chalk. Studio practice emphasizes basic shading principles, techniques and development of "fine" qualities of graphic presentation. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option (CAN ART 008)

ART 013B EXPRESSIVE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 013A.
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. This course may be repeated once. Credit/No Credit Option

ART 013C REPRESENTATIONAL DRAWING
3 units
Lecture 2 hours, lab 4 hours, lab 2 hours by arrangement
Acceptable for Credit: California State University
In this course, students will have the opportunity to expand their understanding of rendering a physical likeness of three-dimensional form in black and white media. Concepts such as planar relationships, value/contrast, modeling with light and shade, proportioning and scale, linear and atmospheric perspective, multiple vanishing points, and surface texture will be emphasized. This course is West Valley College AA/AS degree and certificate applicable. This course may be repeated once. Credit/No Credit Option

ART 031A BEGINNING LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Recommended preparation: Art 033A.
Acceptable for credit: University of California, California State University
This course is AA/AS degree and certificate applicable. This course may be repeated once. Credit/No Credit Option

ART 031B EXPRESSIVE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours 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. This course may be repeated once. Credit/No Credit Option

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

ART 033A TWO-DIMENSIONAL DESIGN
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This course offers an introduction to the principles, elements, and terminology of two-dimensional design. Students will have the opportunity to learn how design elements such as line, value, texture, shape, and basic color are organized by various principles such as repetition, variety, balance, and proportion. A wide variety of media will be used. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Option

ART 033C COLOR DESIGN
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Recommended Preparation: Art 033A.
Acceptable for credit: University of California, California State University
Students will work on refining their basic design skills through the use of color concepts based on theory and expression. Projects will focus on color attributes such as hue, value, intensity, weight, distance, temperature, color schemes, and color interaction. This course is AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Option

ART 035A BEGINNING LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
Students will have the opportunity to study the fundamentals of the human figure by drawing from life in a variety of black and white media. Familiarization with the human form in terms of mass, weight, dimension, and structure will be emphasized through a variety of assignments stressing contour, gesture, surface modeling, light, and proportion. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Option

ART 035B INTERMEDIATE LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
Students will work on refining basic figure drawing skills through an emphasis on creative expression. Students will have the opportunity to gain an expanded understanding of proportion, structure, modeling, movement, and description of the human form. A variety of drawing materials will be used including color media. This course is AA/AS degree and certificate applicable and may be repeated once. This course may be repeated once. Credit/No Credit Option

ART 035C INTERMEDIATE-ADVANCED LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
Students will have increased opportunity to explore personal style of life drawing. Expanded theories of composition and color will be covered through studio practice and research of the history of life drawing. Students will explore an expanded variety of drawing media used in combination with traditional approaches. This course is AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Option

ART 035D ADVANCED LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
Students will have the opportunity to intensify their study of personal artistic direction through developing a cohesive and connected body of life drawings. Projects will focus on use of multiple figures, theme development, and refinement of personal style. Studio work will be supplemented with research of representations of the human figure in the art of various cultures and eras. This course is AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Option
ART 036 PERSPECTIVE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
Study and practice in the principles of perspective and their uses in drawing.

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

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

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

ART 040D PRINTMAKING: ETCHING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 040C.
Acceptable for credit: University of California, California State University.
Advanced methods of multiple plate color registration with transparent and opaque inks, and etching. The curating, caring for, and numbering and signing etchings. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

ART 041A PRINTMAKING LITHOGRAPHY: STONE AND PLATE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 031A or Art 033A.
Acceptable for credit: University of California, California State University.
Introductory workshop in planograph (printing from a flat surface) using the lithograph technique of drawing on a metal plate or stone and printing from this surface to create multiple original prints. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

ART 041B PRINTMAKING LITHOGRAPHY: STONE AND PLATE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 041A
Acceptable for credit: University of California, California State University.
Advanced studio practice in expressive and technical principles of lithographic printing processes with emphasis on color and development of a personal form of graphic design. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

ART 041C PRINTMAKING LITHOGRAPHY: STONE AND PLATE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 041B
Acceptable for credit: University of California, California State University.
Advanced techniques in editioning, etching, and printing plate and stone. Proper presentation and documentation of print portfolio (Lithograph). Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

ART 041D PRINTMAKING LITHOGRAPHY: STONE AND PLATE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 041C
Acceptable for credit: University of California, California State University.
Advanced techniques in color registration and separation on multiple plate and stone. The curating, caring and signing of lithographs. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

ART 046 LETTERING
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Acceptable for credit: California State University.
Studio work with pen and ink in calligraphy, free-hand lettering, type design and built-up lettering techniques. A survey of developments in letter forms, from early book manuscripts through contemporary uses in graphic design.
ART 049A BEGINNING PAINTING  
3 units  
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement  
Recommended Preparation: ART 031A and ART 033A  
Acceptable for credit: University of California and California State University  
In this painting course, students will have the opportunity to learn the elements of painting using a variety of techniques, materials, and tools. Structure, composition, paint handling, light effects, and color theory will be stressed in relationship to the painting process and a variety of subject matter. This course is West Valley College AA/AS degree applicable and may be repeated once. Credit/No Credit Option.  

ART 049B INTERMEDIATE PAINTING  
3 units  
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement  
Recommended Preparation: ART 049A  
Acceptable for credit: University of California and California State University  
This course provides refinement of basic painting skills in addition to expanded understandings of paint handling. Structure and volume, perspective, composition, and color theory will be emphasized. Students will have the opportunity to continue research of materials and techniques and begin to focus on creative expression. This course is West Valley College AA/AS degree applicable and may be repeated once. Credit/No Credit Option.  

ART 049C INTERMEDIATE-ADVANCED PAINTING  
3 units  
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement  
Recommended Preparation: ART 049B  
Acceptable for credit: University of California and California State University  
In this course, students will have increased opportunity to pursue personal style and interests. Advanced theories of composition and color will be covered through studio practice and research of the history of painting. Alternative painting surfaces and materials in combination with traditional approaches will be explored. This course is West Valley College AA/AS degree applicable and may be repeated once. Credit/No Credit Option.  

ART 049D ADVANCED PAINTING  
3 units  
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement  
Recommended Preparation: ART 049C  
Acceptable for credit: University of California and California State University  
In this course, students will have the opportunity to intensify their study of personal artistic direction through developing a cohesive body of work. Projects will focus on series and theme development. Studio work will be supplemented with painting-oriented research, writing, and verbal analysis. This course is West Valley College AA/AS degree applicable and may be repeated once. Credit/No Credit Option.  

ART 050A CRITICAL ANALYSIS IN OIL PAINTING  
1 unit  
Lecture hour, lab 1 hour; lab 1 hour by arrangement.  
This course is an in-depth painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. Credit/No Credit Option.  

ART 050B CRITICAL ANALYSIS IN ACRYLIC PAINTING  
1 unit  
Lecture 1 hour; lab 1 hour; lab 3 hours by arrangement  
This is an in-depth acrylic painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. This course is West Valley College AA/AS degree and certificate applicable and may be repeated twice. Credit/No Credit Option.  

ART 050C CRITICAL ANALYSIS IN WATER COLOR  
1 unit  
Lecture 1 hour; lab 1 hour; lab 3 hours by arrangement  
This is an in-depth watercolor painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. This course is West Valley College West Valley College AA/AS degree and certificate applicable and may be repeated twice. Credit/No Credit Option.  

ART 050D CRITICAL ANALYSIS IN MIXED MEDIA PAINTING  
1 unit  
Lecture 1 hour; lab 1 hour; lab 3 hours by arrangement  
This is an in-depth mixed media painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. This course is West Valley College West Valley College AA/AS degree and certificate applicable and may be repeated twice. Credit/No Credit Option.  

ART 052 FIGURE PAINTING  
3 units  
Lecture 2 hours; lab 4 hours  
Recommended preparation: Art 049A and Art 035A  
Acceptable for credit: University of California, California State University.  
Studio practice in painting media working from a nude or draped model. Uses of techniques, style and composition as expression in figure painting.  

ART 053A COMPUTER GRAPHICS OVERVIEW  
1 unit  
Lecture 2 hours; lab 2 hours; 1 lab hour by arrangement (6 weeks)  
Acceptable for credit: California State University.  
This course will introduce students to basic 2D and 3D computer animation terms and techniques. The principles of effective storyboarding, composition and key framing as they relate to CGI (Computer Generated Imaging) for film and 2D animation for the web will be emphasized. This course is West Valley College AA/AS degree applicable and may be repeated once. Credit/No Credit Option.  

ART 053B COMPUTER ANIMATION OVERVIEW  
1 unit  
Lecture 2 hours; lab 2 hours; 1 lab hour by arrangement (6 weeks)  
Acceptable for credit: California State University.  
This course will introduce students to basic 2D and 3D computer animation terms and techniques. The principles of effective storyboarding, composition and key framing as they relate to CGI (Computer Generated Imaging) for film and 2D animation for the web will be emphasized. This course is West Valley College AA/AS degree applicable and may be repeated once. Credit/No Credit Option.  

ART 053C WEB ARTS OVERVIEW  
1 unit  
Lecture 2 hours; lab 2 hours; 1 lab hour by arrangement (6 weeks)  
Acceptable for credit: California State University.  
This course will introduce students to the basic terms and techniques used by artists producing expressive content for the world wide web. This course is West Valley College AA/AS degree applicable and may be repeated once. Grade or Credit/No Credit Option.  

ART 054 PORTRAIT PAINTING  
3 units  
Lecture 2 hours; lab 4 hours  
Recommended preparation: Art 049A and Art 035A  
Acceptable for credit: University of California, California State University.  
Studio practice in painting media working from a model. Uses of techniques, style, and composition as aesthetic expression in portrait painting. A variety of painting styles will be explored and executed leading to skills that will enable the student to develop an aesthetic vocabulary leading to independent critical judgment.  

ART 055 INTRODUCTION TO COMPUTER ARTS  
3 units  
Lecture 3 hours; Lab 3 hours; Lab by arrangement 2 hours  
Acceptable for credit: University of California, California State University.  
Recommended preparation: Art 031B and Art 038C  
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 utilized hands-on contemporary art strategies. This course is West Valley College Certificate and AA/AS Degree applicable. This course may be repeated once. Credit/No Credit Option.  

Recommended Preparations in Basic Skills:  
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
ART 056 COMPUTER ARTS: COLOR DESIGN
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 031B, and 033C.
Acceptable for credit: California State University.
This course will serve the student pursuing a career in Computer Arts, other Fine Arts students and professional artists. Serving this need is in agreement with the District Master Plan to utilize technology in instruction. The course will involve the design and development of computer generated artistic composition.

ART 057A MODELING FOR ANIMATION
3 units
Lecture 3 hours; Lab 3 hours; Lab by arrangement 2 hours
Acceptable for credit: California State University. Recommended preparation: Art 055 or concurrent
This revision meets the college objective of clearly describing course content, descriptions and practices to students. This course provides students with a comprehensive introduction to the production of computer generated art imagery. It covers fundamental modeling techniques, texture mapping, lighting, rendering, and basic animation concepts. This course is West Valley College Certificate applicable and AA/AS Degree applicable. This course may be repeated once. Credit/No Credit Option.

ART 057B ANIMATION
3 units
Lecture 3 hours; Lab 3 hours; Lab by arrangement 2 hours
Recommended Preparation: ART 057A or concurrent; Math 103/103R
Acceptable for credit: California State University.
This course provides students with the opportunity to develop intermediate to advanced Computer Animation skills. It covers object and effects animation, character animation including inverse kinematics, and particle simulation. This course is West Valley College Certificate applicable and AAAS Degree applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option.

ART 058 PROMOTIONAL ANIMATION
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: ART 055, ART 056
This course introduces students to the basic elements and principles of creating effective visual promotion with a special emphasis on computer animation. The course will include exploration of creative ideas, concept and layout work, storyboarding, etc. Principles of advertising psychology, image creation and measurement techniques for effective communication will also be discussed. The course has a strong emphasis on creative problem solving along with hands-on experimentation. This course is West Valley College Degree Certificate applicable, and can be repeated once. Credit/No Credit Option.

ART 059 ANIMATION STUDIO
3 units
Lecture 2 hours; lab 4 hours, Lab 2 hours by arrangement.
Recommended preparation: ART 058
This course develops the student’s skills and awareness in the field of computer animation. Students will work on actual projects responding to actual promotional design and presentation needs with a special emphasis on local industry and non-profit organizations in our community. It provides strong emphasis on creative problem-solving and hands-on experimentation. This course is West Valley College Degree and Certificate applicable, and can be repeated once. Credit/No Credit Option.

ART 060A COMPUTER ARTS: INTERACTIVE DIGITAL VIDEO ART
3 units
Lecture 3 hours; lab 3 hours, Lab 2 hours by arrangement.
Recommended preparation: ART 055
Students will be given the opportunity to develop intermediate and advanced techniques for creating interactive digital video art using a variety of media. Linear, non-linear, and interactive processes pertinent to time based media art will be explored. This course is West Valley College Degree and Certificate applicable and may be repeated once. Credit/No Credit Option.

ART 060B COMPUTER ARTS: MULTIMEDIA ART PRODUCTION
3 units
Lecture 3 hours; lab 3 hours, Lab 2 hours by arrangement.
Recommended preparation: ART 060A, ART 057B
Students will be given the opportunity to develop a portfolio/reel of advanced digital media arts production techniques including: compositing of computer generated animation and special effects with live-action video and film, CD/DVD ROM production, and installation/kiosk design. This course is West Valley College degree and certificate applicable. It may be repeated once. Credit/No Credit Option.

ART 065A CERAMICS HANDBUILDING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
An introductory course in ceramics to gain awareness of the physical properties of clay and to express oneself creatively through the use of this knowledge. Introduction to clay composition, decoration techniques, emphasizing handbuilding techniques. Introduction to two- and three-dimensional ceramic design. Students will develop a critical awareness and vocabulary leading to independent critical judgment.

ART 065B CERAMICS HANDBUILDING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 065A
Acceptable for credit: University of California, California State University.
An advanced course in ceramics/handbuilding techniques, firing kilns, clay body construction, and ceramic decorative effects. Further development of 3-D design concepts; development of projects toward individualized self-expression. Students will develop a critical awareness and vocabulary leading to independent critical judgment.

ART 065C CERAMICS HANDBUILDING - ADVANCED
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 065B.
Acceptable for credit: University of California, California State University.
The course will focus on different aspects of course content providing students with supervised participatory experiences in which artistic skills are enhanced by repetition and practice. Students will develop a critical awareness and vocabulary leading to independent critical judgment.

ART 065D HANDBUILT CERAMICS - ADVANCED
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 065C.
Acceptable for credit: University of California, California State University.
The course will focus on advances in ceramics clay and glaze formulation, design development, student directed kiln firing under instructor supervision, and student sculptural development. Students will develop a critical awareness and vocabulary leading to independent critical judgment.

ART 067A CERAMICS - POTTER'S WHEEL
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
The student will study and develop basic skills and techniques using the potter’s wheel. Instruction will be offered in wheel-throwing, clay and glaze formulation; construction, stacking and firing of ceramic kilns. Development of aesthetic awareness of three-dimensional format designs.

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

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

2002 • 2003 CATALOG

WEST VALLEY COLLEGE

35
ART 075A THREE-DIMENSIONAL DESIGN: METAL
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: California State University.
This is a studio course introducing students to the elements of design and metalsmithing techniques used in the creation of metal objects. Introductory problems will involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Students will develop an aesthetic vocabulary leading to independent critical judgment.

ART 075B THREE-DIMENSIONAL DESIGN: METAL
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 075A.
Acceptable for credit: California State University.
This is a studio class in which students will further explore the use of the elements of design and metalsmithing techniques used in the creation of metal objects. More technically advanced problems will involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment.

ART 075C THREE-DIMENSIONAL DESIGN: METAL
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 075B.
Acceptable for credit: California State University.
The course will focus on contemporary media and technical trends in metalworking and will provide students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.

ART 075D THREE-DIMENSIONAL DESIGN: METAL
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 075C.
Acceptable for credit: California State University.
The course will focus on the development of each student's personal style in metal design and will provide students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.

ART 085A SCULPTURE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
Art 085A is an introductory course in sculpture emphasizing individual expression. Subtractive, additive and fabrication techniques presenting modeling, casting and carving; utilizing clay, wood, cast stone, metal, etc. (CAN ART 12)

ART 085B SCULPTURE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 085A.
Acceptable for credit: University of California, California State University.
Art 085B concentrates study and exploration on the development of a personal style of sculptural design.

ART 088A METAL-SCULPTURE CASTING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 088A
Acceptable for credit: California State University.
Advanced study of the metal-casting process with emphasis on development of a personal form.

ART 091, 092, 093 DIRECTED STUDIES
1-3 units Laboratory 3, 6, 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.
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 Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Astronomy

THE FACULTY
Benjamin Mendelsohn

Courses

ASTRO 001 ASTRONOMY
3 units  Lecture 3 hours
(Offered as a television course.)
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  Laboratory 3 hours
Prerequisite: May be taken concurrently with Astronomy 001, 010 or 011; or upon completion of Astronomy 001, 010 or 011.
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
Hands-on approach to learning astronomical data-collating methods, reinforcing concepts learned in Astronomy 1, 10, or 11. Methods include use of the planetarium instrument, celestial globes, "homemade" instruments such as sundials, and astronomical photographic plates of stars and galaxies. This course may not be taken if Astro 010L or 011L has already been taken. Credit/No Credit Option

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

ASTRO 010 SOLAR SYSTEM ASTRONOMY
3 units  Lecture 3 hours, 2 lab hours by arrangement
Acceptable for credit: University of California, California State University.
This is a course in descriptive Astronomy, with emphasis on the evolution, structure and behavior of the Solar System and its contents. The conditions that all for the presence of life on Earth are sought elsewhere in space and the possibility of establishing contact with extraterrestrial intelligence is considered. The thrust toward the colonization of space is used as a theme to focus the vast amount of knowledge accumulated with modern telescopes and satellites. This course is West Valley college degree and certified applicable. Credit/No Credit Option

ASTRO 010L ASTRONOMY LAB
1 unit  Lab 3 hours
Acceptable for Credit: University of California, California State University.
Prerequisite: ASTRO 010 or ASTRO 011 or concurrent
This lab provides a hands-on approach to learning data-collating methods, reinforcing concepts learned in Astronomy 010 or 011. This course may not be taken for credit if credit has been earned for Astronomy 002 or Astronomy 011L. This course is recommended for students who have taken or are taking either Solar System Astronomy (Astronomy 010) or Steller Astronomy (Astronomy 011). Methods include use of the planetarium instrument, celestial globes, "homemade" instrument such as sundials, and astronomical photographic plates of stars and galaxies. This course may not be taken if Astronomy 002 or Astronomy 011L has already been taken. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option

ASTRO 011 STELLAR ASTRONOMY
3 units  Lecture 3 hours, lab 2 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 possibility of communicating with distant technical civilizations is used as a theme to focus the vast amount of knowledge accumulated with modern telescopes and satellites. This course is West Valley college degree and certified applicable. Credit/No Credit Option

ASTRO 011L ASTRONOMY LAB
1 unit  Lab 3 hours
Acceptable for Credit: University of California, California State University.
Prerequisite: ASTRO 010 or ASTRO 011 or concurrent
This lab provides a hands-on approach to learning data-collating methods, reinforcing concepts learned in Astronomy 010 or 011. This course may not be taken for credit if credit has been earned for Astronomy 002 or Astronomy 010L. This course is recommended for students who have taken or are taking either Solar System Astronomy (Astronomy 010) or Steller Astronomy (Astronomy 011). Methods include use of the planetarium instrument, celestial globes, homemade instrument such as sundials, and astronomical photographic plates of stars and galaxies. This course may not be taken if Astronomy 002 or Astronomy 010L has already been taken. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option
**BIOLOGICAL SCIENCE: Transfer:**
(Includes Biochemistry, Botany, Cell Biology, Zoology)
See Transfer Planning Guide available at the Counseling Center.

**BIOLOGICAL SCIENCE (A.S. Degree)**

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

2. Either Chemistry 01A,B OR Chemistry 03A,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.

**Courses**

**BIO 010 INTRODUCTION TO BIOLOGY**
4 units
Lecture 3 hours; lab 3 hours; 2 lab hours by arrangement
(Also offered as a television course.)
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.

**BIO 011 HUMAN BIOLOGY**
4 units
Lecture 3 hours; lab 3 hours; 2 lab 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 dissection, computer simulations and field work. A passing grade in both lecture and laboratory is required to receive credit for this course. Biology 11 is not open to students who have completed Biology 10 with a grade of C or better.

**BIO 012 INTRODUCTION TO ECOLOGY AND WILDLIFE**
3 units
Lecture 2 hours; lab 2 hours; 2 lab 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 hours by arrangement
Acceptable for Credit: University of California, California State University.
This course explores local plant and animal communities and includes class discussion followed by field trip(s) to selected region of California such as desert or coast (as specified in the schedule). In addition to studying the unique plants and animals of the selected area, other aspects of natural history, including ecology and soil types, will be examined. Students must successfully complete class preparatory requirements in order to participate in the field trip. A transportation and supplies fee may be charged for trip expenses. Credit/No Credit Option.

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

**THE FACULTY**
Elizabeth Bell
Robert Berlani
Tom Green
Nathan Norris
Christine Peters
Richard G. Rose
Molly Schrey
Peter Svensson

**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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
BIO 015 CONSERVATION OF OUR NATURAL RESOURCES
3 units Lecture 3 hours
Acceptable for credit: California State University.
This is a course in the conservation of our natural resources with a view of conservation problems by considering the history of human populations in the relation to natural resources, their present predicament, and their future outlook. Students will look at conservation as it pertains to water, timber, wildlife, soil and air. This course is West Valley College AA degree applicable for general education under Area B. Natural Science--Mathematics. It is dual listed with PKMGT 014, Conservation of Our Natural Resources.

BIO 018 MARINE BIOLOGY
4 units Lecture 3 hours; lab 3 hours; 2 lab 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 020 GENETICS: HUMAN EMPHASIS
3 units Lecture 2 hours; lab 3 hours; 2 lab hours by arrangement
Acceptable for credit: University of California, California State University.
A general education course primarily for the non-science major. An introduction to the basic principles and concepts of heredity and their application to plants and animals, with emphasis on the heredity of humans. Among the topics to be discussed will be evolution, the hereditary process, mutation, medical genetics and genetic engineering.

BIO 024 CONTEMPORARY BIOLOGY
3 units Lecture 3 hours; 2 lab hours by arrangement
Acceptable for credit: University of California, California State University.
This course is designed for students of all disciplines to introduce a wide range of contemporary biological issues that will affect their lives: environmentally related issues, issues related to human physiology, and issues related to inheritance. Basic biological, chemical and physical principles are presented as appropriate for meaningful discussions of these issues and to understand articles, essays and lectures.

BIO 034 TROPICAL ECOLOGY
4 units 3 lecture hours, 3 lab hours
Acceptable for credit: California State University
This introductory level course is designed for students of all disciplines who are interested in learning about tropical ecology first-hand by studying at field stations in Costa Rica. Principles of ecology, biodiversity, and conservation will be examined and applied in both terrestrial and marine environments. This intensive field course will emphasize two main tropical ecosystems: the rainforest and the rocky intertidal region. Costa Rican culture, economy, and public policy and their relationship to resource conservation will also be examined. Students will participate in naturalist-led hikes and group research projects in the field. They will also design and carry out independent ecological studies.

This class will be held at biological field stations in Costa Rica, with other required class meetings at West Valley College. Students will be responsible for their own trip costs and for the purchase of items required for the trip. This course is West Valley College AA/AS degree applicable. Credit/No Credit Option.

BIO 035 BIOLOGY OF BIRDS
3 units 2 lecture hours, 2 lab hours, 2 lab 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 will be explored through lectures, laboratories, slide presentations, and field trips. The biology of birds in Santa Clara County will be emphasized. The course is directed towards biology students, science educators (K-12), natural history museum educators, as well as bird enthusiasts. This course is West Valley College AA/AS degree applicable.

BIO 036 ANIMAL BEHAVIOR
3 units Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: California State University, University of California
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. This course is West Valley College AA/AS degree and certificate applicable.

BIO 041 PRINCIPLES OF ANIMAL BIOLOGY
5 units Lecture 3 hours; lab 6 hours; 2 lab 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.
This course introduces the principles and concepts of biology with emphasis on the structure, function, and natural history of animals. Use of the scientific method is emphasized throughout. General cell structure and function, Mendelian genetics, cladistics and evolution hypotheses, animal development, and population and community ecology are also covered. The comparative study of major taxonomic groups of protists and animals include morphology, physiology, development, adaptation, and natural selection. (CAN BIOL 004; BIOL 041+042+043=CAN BIOL SEQ A)

BIO 042 PRINCIPLES OF PLANT BIOLOGY
5 units Lecture 3 hours; lab 6 hours; 2 lab 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 the major plant phyla with emphasis on the anatomy and physiology of vascular plants. Informal instruction in field studies will provide opportunity to do vegetational analysis and study native flora. Principles of ecology will be covered from biome to populations. A brief survey of plant cell fundamentals includes structure and physiology, photosynthesis, and reproduction. The practical importance of plants is also discussed. A four-day field trip may be included in order to study California plant communities. This trip will require a travel and food fee. Offered SPRING ONLY. (CAN BIOL 006; BIOL 041+042+043=CAN BIOL SEQ A)

BIO 043 PRINCIPLES OF CELL BIOLOGY
5 units Lecture 3 hours; lab 6 hours; 2 lab hours by arrangement
Prerequisite: Completion of a college biology course and a college chemistry course.
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
This course is a comprehensive study of unifying principles of cell biology designed to complete the preparation of the biology and pre-professional major for specialized upper-division courses. It includes the principles of cell chemistry and metabolism, structure and function of prokaryotic and eucaryotic cells and viruses, bacterial and protistan taxonomy, meiosis, molecular and population genetics, genetic engineering, and hypotheses of the origin of life. Normally offered FALL ONLY. (CAN BIOL 002; BIOL 041+042+043=CAN BIOL SEQ A)
BIO 045 MICROBIOLOGY
5 units
Lecture 3 hours; lab 6 hours; 2 lab 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, rickettsia, algae, fungi, yeasts and protozoa will be studied with emphasis on their relationship to human life. Laboratory work will include morphological, cultural, nutritional and biochemical characteristics of microorganisms. The student will gain experience with the basic laboratory skills of the microbiologist. (CAN BIOL 014)

BIO 046 ANATOMY AND PHYSIOLOGY
5 units
Lecture 3 hours; lab 6 hours, 2 lab 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; 2 lab hours by arrangement
Recommended preparation: Math 902; completion of a college biology course or HS biology
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 CADAVEER examination, CAT dissection, and microscopic examination of human tissues. (CAN BIOL 018)

BIO 048 HUMAN PHYSIOLOGY
5 units
Lecture 3 hours; lab 6 hours; 2 lab hours by arrangement
Prerequisite: Biology 047 and a college chemistry course.
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
A study of the organ systems of the human body and the physiological principles involved in normal function. Emphasis is upon regulatory mechanisms and cellular function. The laboratory includes experiments stressing function of the body systems. Some experiments will be carried out on the students themselves. (CAN BIOL 012; BIOL 047+048=CAN BIOL SEQ B)

BIO 049A, B, C, D BIOLOGICAL TECHNIQUES
1 unit each
Laboratory 3 hours, each course
Prerequisite: Completion of a college biology science course; Biology 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.
This course is designed for nursing and other health related 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
Lab 3 hours (6 weeks) (Summer only)
Prerequisite: BIO 047
Acceptable for credit: California State University
This course is a whole dissection of a human cadaver. The course is designed for nursing, medical, physical therapy, physician assistant, chiropractic and other health related majors. The course will use a regional approach to cadaver dissection. Working in small groups, students will dissect cadavers while the instructor provides the necessary information for the dissection. This course is West Valley College AA/AS degree applicable and may be repeated once. (Summer Only) Credit/No Credit Option

BIO 052 BIOLOGY SKILLS AND CONCEPTS
.5 unit
Lecture 1.5 hours (6 weeks)
Recommended preparation: Math 902
Acceptable for credit: California State University
This course offers students an opportunity to learn effective study strategies for biology classes. These strategies are applied to the review of topics in concurrent biology classes. Students will review biology concepts to help them learn more efficiently. The course is presented in 6-week sections, and students may take any of the sections within a semester. This course may be repeated twice. Credit/No Credit Option

BIO 091, 092, 093 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Credit/No Credit Option.

BIO 100 SPECIAL TOPICS
.5-3 units
Lecture and/or lab .5 to 9 hours
Recommended preparation: Math 902
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Botany
Principles of Botany (See Biology 42)

For Marketing, Sales and Advertising courses and descriptions, see MARKETING AND SALES.

BUSINESS: Transfer: Includes; Accounting, Administrative Careers, Finance, Human Resource Administration, International Business, Management, Marketing.
See Transfer Planning Guide available at the Counseling Center.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 90. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
## Degree & Certificate Requirements

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

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 010</td>
<td>Accounting Fundamentals - Financial</td>
</tr>
<tr>
<td>Acctg 011</td>
<td>Accounting Fundamentals - Managerial</td>
</tr>
<tr>
<td>Bus 028</td>
<td>Business Law</td>
</tr>
<tr>
<td>CIS 002</td>
<td>Introduction to Computing</td>
</tr>
<tr>
<td>Econ 01A</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>Econ 01B</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>Engl 01A</td>
<td>English Composition</td>
</tr>
<tr>
<td>Engl 01B</td>
<td>English Composition</td>
</tr>
<tr>
<td>Math 006</td>
<td>Finite Math</td>
</tr>
<tr>
<td>Math 010</td>
<td>Statistics</td>
</tr>
</tbody>
</table>

**Recommended Additional Course:**
- Math 012 Calculus for Business Majors

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.

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

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 050</td>
<td>Accounting for Small Business</td>
</tr>
<tr>
<td>FD 027</td>
<td>Professional Image</td>
</tr>
<tr>
<td>Bus 028</td>
<td>Business Law</td>
</tr>
<tr>
<td>Bus 061</td>
<td>Business &amp; Society</td>
</tr>
<tr>
<td>Bus 062</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>Bus 078</td>
<td>Business Communication</td>
</tr>
<tr>
<td>CIS 002</td>
<td>Introduction to Computing</td>
</tr>
</tbody>
</table>

To be awarded an A.S. Degree, a student must complete:
1. All the major requirements plus the requirements for one or more of the certificate programs listed below.

### ADMINISTRATIVE CAREERS Certificate Programs

- **Professional Selling (Certificate)**
  - **Required Courses:**
    - Course: Bus 040 Sales Strategies
    - Course: Bus 056 Marketing Principles
    - Course: Bus 066 Human Relations in Business
    - Course: Bus 301-304 Business Work Experience Education
  - **Total Required Units:** 3

- **International/Foreign Language (Certificate)**
  - **Required Courses:**
    - Course: Bus 078 Business Communication
  - **Total Required Units:** 3

- **Marketing (Certificate)**
  - **Required Courses:**
    - Course: Bus 025 Electronic Commerce Technologies
    - Course: Bus 056 Marketing Principles
    - Course: Bus 040 Sales Strategies
    - Course: Bus 066 Human Relations in Business
    - Course: Bus 078 Business Communication
  - **Total Required Units:** 3

- **Management (Certificate)**
  - **Required Courses:**
    - Course: Bus 040 Sales Strategies
    - Course: Bus 056 Marketing Principles
    - Course: Bus 040 Sales Strategies
    - Course: Bus 066 Human Relations in Business
    - Course: Bus 078 Business Communication
  - **Total Required Units:** 3

- **Administrative Careers Certificate**
  - **Required Courses:**
    - Course: Bus 040 Sales Strategies
    - Course: Bus 056 Marketing Principles
    - Course: Bus 040 Sales Strategies
    - Course: Bus 066 Human Relations in Business
    - Course: Bus 078 Business Communication
  - **Total Required Units:** 3

### MANAGEMENT ASSISTANT LEVEL II (Certificate)

**Required Courses:**
- Course: Bus 040 Sales Strategies
- Course: Bus 056 Marketing Principles
- Course: Bus 040 Sales Strategies
- Course: Bus 066 Human Relations in Business
- Course: Bus 078 Business Communication

**All students must maintain an overall 2.0 average in each certificate attempted.**

### E-COMMERCE (Certificate)

**Required Courses:**
- Course: Bus 025 Electronic Commerce Technologies
- Course: Bus 056 Marketing Principles
- Course: Bus 040 Sales Strategies
- Course: Bus 066 Human Relations in Business
- Course: Bus 078 Business Communication

**All students must maintain an overall 2.0 average in each certificate attempted.**

### ADMINISTRATIVE MANAGEMENT (Certificate)

**Required Courses:**
- Course: Bus 025-304 Business Work Experience Education

**Recommended Additional Courses:**
- Course: Bus 040 Sales Strategies
- Course: Bus 056 Marketing Principles
- Course: Bus 040 Sales Strategies
- Course: Bus 066 Human Relations in Business
- Course: Bus 078 Business Communication

**All students must maintain an overall 2.0 average in each certificate attempted.**

### PREREQUISITES AND COREQUISITES

- **Prerequisites:** See page 17 for specific information.
- **Recommended pre-requisite requirements must be completed with a grade of C or credit or better.**
- **Recommended preparations are Advisory.**

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**THE FACULTY**

Jim Henderson  
Dr. Kenneth R. Schock

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

**Administrative Management Certificate**

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

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**Required Courses:**
- Course: Bus 025 Electronic Commerce Technologies
- Course: Bus 056 Marketing Principles
- Course: Bus 040 Sales Strategies
- Course: Bus 066 Human Relations in Business
- Course: Bus 078 Business Communication

**All students must maintain an overall 2.0 average in each certificate attempted.**
SMALL BUSINESS STARTUP (Certificate)
Required Courses:
Course Units
Bus 054 Small Business Startup Management 3
Bus 040 Sales Strategies 3
Bus 056 Marketing Principles OR
Bus 051 Introduction to Business OR
Comm 017 Effective Listening 3
Bus 066 Human Relations in Business 3
Acctg 050 Accounting for Small Business 1
Acctg 060A Accounting—Quickbooks 3
All students must maintain an overall 2.0 average in each certificate attempted.

BUSINESS LEADERSHIP SKILLS (Certificate)
Required Courses:
Course Units
Bus 032 Leadership 3
Bus 051 Introduction to Business OR
Bus 061 Business and Society 3
Bus 066 Human Relations in Business 3
Bus 078 Business Communication OR
Comm 017 Effective Listening 3
All students must maintain an overall 2.0 average in each certificate attempted.

BUSINESS ADMINISTRATION (Certificate)
Required Courses:
Course Units
Bus 051 Introduction to Business 3
Bus 056 Marketing Principles 3
Bus 066 Human Relations in Business 3
Bus 061 Business and Society OR
Comm 017 Effective Listening 3
Bus 078 Business Communication OR
Comm 017 Effective Listening 3
All students must maintain an overall 2.0 average in each certificate attempted.

RETAIL MANAGEMENT (Certificate)
Required Courses:
Course Units
Bus 035 Retail Management 3
Bus 040 Sales Strategies 3
Bus 056 Marketing Principles 3
Bus 066 Human Relations in Business 3
Bus 061 Business and Society OR
Bus 051 Introduction to Business OR
Comm 017 Effective Listening 3
All students must maintain an overall 2.0 average in each certificate attempted.

RETAIL SELLING (Certificate)
Required Courses:
Course Units
Bus 040 Sales Strategies 3
Bus 056 Marketing Principles 3
Bus 066 Human Relations in Business 3
Bus 301-304 Business Work Experience Education 3 (total)
Bus 078 Business Communication OR
Bus 051 Introduction to Business OR
Comm 017 Effective Listening 3

All students must maintain an overall 2.0 average in each certificate attempted.

HUMAN RELATIONS IN BUSINESS (Certificate)
Required Courses:
Course Units
Bus 061 Business and Society 3
Bus 066 Human Relations in Business 3
Bus 078 Business Communication 3
Comm 017 Effective Listening 3
Comm 012 Intercultural Communication 3
All students must maintain an overall 2.0 average in each certificate attempted.

BUSINESS COMMUNICATION (Certificate)
Required Courses:
Course Units
Bus 040 Sales Strategies 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
All students must maintain an overall 2.0 average in each certificate attempted.

BUSINESS WORK EXPERIENCE (Certificate)
Required Courses:
Course Units
Bus 061 Business and Society 3
Bus 066 Human Relations in Business 3
Bus 301-304 Business Work Experience Education 8 (total)
All students must maintain an overall 2.0 average in each certificate attempted.

BUSINESS MANAGEMENT (Certificate)
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
All students must maintain an overall 2.0 average in each certificate attempted.

BUSINESS PROGRAMS WITH INTERNATIONAL/FOREIGN LANGUAGE EMPHASIS
Dual-content Business/Foreign Language certificates are available with each of the following Business Certificate Programs:
- Administrative Careers
- Management Careers
- Marketing Careers
- Small Business Careers

To pursue a business career with a language emphasis, choose one of the following language areas:
- French: 01A, 01B, 02A, 02B, 03A, 03B, 057A, 057B — French for International Business
- German: 01A, 01B, 02A, 02B, 050A, 050B, 051A, 051B — Intermediate German with emphasis on Business
- Japanese: 01A, 01B, 02A, 02B, 050A, 050B

If 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.

PROFESSIONAL OFFICE SKILLS TRAINING (Certificate)
Note: BUS 70, 71, 72 may be taken in any semester; however, it is very important for students to develop basic computer skills during their first semester.

One-Semester Plan
Course Units
Bus 70 Administrative Procedures 3
Bus 71 Office Record Keeping 3
Bus 72 Office Communications 3
CA 10 Computer Keyboarding 1
CA 31B Beg. Word Processing, Microsoft Word 1
CA 62B Beg. Excel 1
CA 70 Using Microsoft Windows 1
CA 73 Internet Hands On OR
CA 74 Using the Internet for Research 1
COUNS 18 Job Search Methods 1
Office Internship (Optional)

Two-Semester Plan
First Semester
Course Units
Bus 70 Administrative Procedures 3
Bus 72 Office Communications 3
CA 10 Computer Keyboarding 1
CA 31B Beg. Word Processing, Microsoft Word 1
CA 70 Using Microsoft Windows 1

Second Semester
Course Units
Bus 71 Office Record Keeping 3
CA 15 Document Formatting 2
CA 62B Beg. Excel 1
CA 73 Internet Hands On OR
CA 74 Using the Internet for Research 1
COUNS 18 Job Search Methods 1
Office Internship—Optional

Recommended Additional Courses
Course Units
CA 10 Repeat course to increase speed and accuracy 1
DM/IS 20A Creating World Wide Web Pages 1
CA 28 Microsoft Office 1
FD 27 Professional Image 3
CA 46B Presentation, Powerpoint 1
CA 32B Intermediate Word Processing, Microsoft Word 2
CA 81B Beg. Database, Microsoft Access 1
ENGL 903 Basic Grammar & Sentence Structure if needed 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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Courses

BUS 025 ELECTRONIC COMMERCE TECHNOLOGIES
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: CA 020 or CA 070
E-Commerce, E-Business, Business-to-Business Technologies, and Portals are the topics of this course intended for students working in or interested in working in the electronic commerce industry. Students will develop a strong foundation of knowledge covering e-commerce solutions, initiatives, and technical requirements. This course is AA/AS degree and certificate applicable.
Credit/No Credit Option.

BUS 028 BUSINESS LAW
3 units
Lecture 3 hours; lab 1.5 hours by arrangement.
(Also offered as a television course.)
Acceptable for credit: University of California, California State University.
(See with your counselor for transfer exceptions)
This course is an introduction to law relating to the conduct of business, the meaning and sources of law, organization of courts and court procedures, and fundamental principles of the law of contracts and agency. A fundamental understanding of common law principles is achieved by analyzing selected cases and court decisions. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option. (CAN BUS 008)

BUS 030 TOTAL QUALITY MANAGEMENT
3 units
Lecture 3 hours; lab 1.5 hours by arrangement
Acceptable for credit: California State University.
This is an introductory course to TQM that will provide the student with a general overview of the theories and principals of the continuous improvement process in today’s work place. The curriculum is based on the teachings of Dr. W. Edward Deming and his 14 points and focuses: on quality improvement through statistical variation, decision making, planning communication, team building, and supplier and customer orientation. Credit/No Credit Option.

BUS 032 LEADERSHIP
3 units
Lecture 3 hours; lab 1.5 hours by arrangement
Acceptable for credit: California State University.
The student will develop participant observation skills for use in analyzing and interpreting individuals’ behavior and interpreting cultural norms within the work environment. The student will also learn skills in team communication, conflict resolution, motivation, decision-making, goal-setting and delegating to enable him/her to function effectively as a quality leader. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option.

BUS 033 FUNCTIONS OF MANAGEMENT
3 units
Lecture 3 hours; lab 1.5 hours by arrangement
(Also offered as a television course.)
Acceptable for credit: California State University.
The student will analyze the various schools of management thought and draw conclusions regarding their application in today’s work environment. He/she will learn skills in the application of quality management practices regarding planning, organizing staffing and controlling. The student will compare and contrast the two conflicting views regarding corporate responsibility and draw conclusions regarding their application in today’s work environment. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option.

BUS 034 HUMAN RESOURCE MANAGEMENT
3 units
Lecture 3 hours; lab 1 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 will be: the principles and methods involved in recruitment, selection and placement of employees; affirmative action programs, training and development; performance appraisals; compensation and benefits; legal aspects of human resources administration; and government regulations and statutes. This course is West Valley College AA/AS degree and certificate applicable. This course may also be taught in a distance learning format. Credit/No Credit Option.

BUS 035 RETAIL MANAGEMENT
3 units
Lecture 3 hours; lab 1 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 merchandising mathematics, retail promotion, budgeting, and the evaluation of store operations. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

BUS 036 STRATEGIC MANAGEMENT
3 units
Lecture 3 hours
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 globalizalization, the natural environment, and e-commerce. This course is West Valley College AA/AS degree and certificate applicable. This course may also be offered in a distance learning format. Credit/No Credit Option.

BUS 051 INTRODUCTION TO BUSINESS
3 units
Lecture 3 hours; lab 1.5 hours by arrangement
(Also offered as a television course.)
Acceptable for credit: University of California, California State University.
This introductory course will help the student develop an overall personal concept of the functions of business and its role in society. The course covers the functions, objectives, ethics, and environment of business to enable the student to grasp the importance and functioning of a market directed economic system and understand and appreciate modern business methods and problems. This course includes a study of sole proprietorship, partnership, and corporate functions, international trade and business/government relations, production and products liability, accounting, marketing, personal management, and capital formation and a study of the securities markets. This course is recommended for both transfer and non-transfer students regardless of major. Business simulation assignments will require 1.5 hours per week in the computer lab. This course is West Valley College AA/AS degree and certificate applicable. This course may also be offered in a distance learning format. Credit/No Credit Option.

BUS 054 SMALL BUSINESS START UP AND MANAGEMENT
3 units
Lecture 3 hours; lab 1.5 hours by arrangements
(Also offered as a television course.)
Acceptable for credit: California State University.
This course explores the various facets of planning for the opening of a small business and the managing of that business after start-up. It studies the various functions of management as they relate to the small business. This course is recommended for students who want to explore the opportunities and requirements of creating and managing their own business. Computer programs to simulate starting and managing a small business will be covered in the lab. Credit/No Credit Option.

BUS 057 STOCK MARKET INVESTMENTS
3 units
Lecture 3 hours; lab 1.5 hours by arrangement
Acceptable for credit: California State University.
This course provides students with the fundamentals to make sound security investments decisions. Study will involve learning about the environment in which a person will be investing, risks and returns associated with different types of investments and the establishment of investment objectives consistent with an individual’s characteristics, capacities and restrictions. Students will learn about the participants in the investment process, including organizations issuing the securities, investment brokers and informational services, as well as the laws and regulations covering their activities. Class projects will cover techniques of investment analysis, timing, decision making and management of investments. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
BUS 058 MUTUAL FUND INVESTMENTS
1 unit Lecture 3 hours (6 weeks)
This is a practical "how to invest in mutual funds" course. Mutual fund history, mutual fund categories including fund expenses, record keeping and taxes will be covered. Fund selection based on investor objectives and retirement planning strategies will be explored. Credit/No Credit Option.

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

BUS 062 BUSINESS MATHEMATICS
3 units Lecture 3 hours; lab 1.5 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. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option.

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

BUS 068 ORGANIZATIONAL BEHAVIOR
3 units Lecture 3 hours 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. This course is AA/AS degree and certificate applicable. This course may also be offered in a distance learning format. Credit/No Credit Option

BUS 070 ADMINISTRATIVE PROCEDURES
3 units Lecture 3 hours; lab 2 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. Credit/No Credit Option.

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

BUS 072 OFFICE COMMUNICATIONS
3 units Lecture 3 hours
This course emphasizes the importance of office communication skills to improve speaking, writing and listening abilities. Topics covered include human relations, oral presentation, telephone techniques, review of grammar and punctuation, and basic business letter and memo writing. Credit/No Credit Option.

BUS 078 BUSINESS COMMUNICATION
3 units Lecture 3 hours, lab 1 hour 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. This course is West Valley College AA/AS degree and certificate applicable. This course may also be taught in a distance learning format. Credit/No Credit Option.

BUS 81 ADVERTISING PRINCIPLES
3 units Lecture 3 hours Acceptable for credit: California State University.
The course is an introduction to the basic principles and techniques of advertising as applied to business and to media. Advertising campaigns and their effectiveness will be studied. Credit/No Credit Option.

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

Cell Biology
(See Biology 43)
## Chemistry

### Degree & Certificate Requirements

#### CHEMISTRY (A.S. Degree)

#### Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 01A,B</td>
<td>5-5</td>
</tr>
<tr>
<td>Phys 02A,B</td>
<td>5-5</td>
</tr>
<tr>
<td>Phys 04A</td>
<td>5</td>
</tr>
<tr>
<td>Phys 04B</td>
<td>5</td>
</tr>
<tr>
<td>Chem 012A,B</td>
<td>5-5</td>
</tr>
<tr>
<td>Math 03A,B</td>
<td>5-5</td>
</tr>
</tbody>
</table>

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

### Courses

#### CHEM 01A GENERAL CHEMISTRY

5 units  
Lecture 3 hours; lab 4 hours  
Prerequisite: Chem 002, or 1 yr. high school chemistry with a grade of B or better and Math 106 or 106R, or 1 yr. high school algebra II. Concurrent enrollment in Chem 050 strongly recommended. Acceptable for credit: University of California, California State University. Emphasis on the understanding and applications of the principles of theoretical and structural chemistry. The nature of matter and the changes it undergoes are stressed qualitatively and quantitatively in lecture and laboratory. (CAN CHEM 002)

#### CHEM 001B GENERAL CHEMISTRY

5 units  
Lecture 3 hours; lab 4 hours  
Prerequisite: Chem 001A. Acceptable for credit: University of California, California State University. A continuation of Chemistry 01A. The units of study will include solution equilibria, electrochemistry, thermodynamics, coordination compounds, and kinetics. The laboratory will consist of qualitative analysis of cations and anions and the synthesis of some specific compounds. (CAN CHEM 4; CAN 1A+1B=CAN CHEM SEQ A)

#### CHEM 005 QUANTITATIVE ANALYSIS

4 units  
Lecture 2 hours; lab 6 hours  
Prerequisite: Chem 001B. Acceptable for credit: University of California, California State University. The theory and practice of gravimetric and volumetric analysis, electrochemistry and instrumental methods will be discussed. The analysis of unknown samples by both classical and instrumental techniques will be undertaken.

#### CHEM 010 CONCEPTS IN CHEMISTRY

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

#### CHEM 012A ORGANIC CHEMISTRY

5 units  
Lecture 3 hours; lab 6 hours  
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  
Prerequisite: Chem 012A. Acceptable for credit: University of California, California State University. A continuation of Chemistry 012A.
CHEM 030A FUNDAMENTALS OF CHEMISTRY
3 units Lecture 2 hours; lab 3 hours
Prerequisite: Math 103 or 103R or 1 yr. of high school Algebra.
Acceptable for credit: University of California, California State University.
An elementary course covering the basic principles of inorganic chemistry and an introduction to organic chemistry. For non-science majors. Especially designed for the RN candidate and majors in the following four-year programs: Physical Education, Administration of Justice, Psychology, Sociology, Dental Hygiene, and Home Economics (except Dietetics). Not recommended for science majors. (CAN CHEM 006)

CHEM 030B FUNDAMENTALS OF CHEMISTRY
3 units Lecture 2 hours; lab 3 hours
Prerequisite: Chem 030A
Acceptable for credit: University of California, California State University.
A continuation of Chemistry 030A with emphasis in the fields of organic and introductory biochemistry. (CAN CHEM 008; CHEM 030A+030B=CAN CHEM SEQ B)

CHEM 050 CHEMICAL SKILLS
1 unit Laboratory 3 hours or by arrangement.
Strongly recommended for students below the minimum assessment levels for Chem 001A.
Acceptable for credit: California State University.
This course is designed to strengthen the basic skills required in Chem 001A. Included will be units from mathematics, measurement, chemical formulas, chemical equations, and chemical problem solving. Credit/No Credit Option.

CHEM 100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Child Studies

THE FACULTY
Leslie Pano
Florence Pirofski
Terry Shue
Katherine Moore Wines

Degree & Certificate Requirements

CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION: Transfer:
See Transfer Planning Guide

CHILD STUDIES
Eight 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 Associate’s degree and prepare to transfer to four-year colleges.

EARLY CHILDHOOD EDUCATION

Successful completion of 43 semester units in coursework listed below plus additional units in general education to meet the college requirements for graduation.

Major Requirements and Preparation:
Course Units
CHS 006 Careers in Education 1
CHS 002 Child Growth and Development 3
CHS 063 Child Family and Community 3
CHS 066 Child Health and Safety 3
CHS 062 E C Principles and Practices 3
CHS 052 School Age Child Care Principles and Practices OR 3
CHS 087 Methods of Observation EC Settings 4
CHS 005 Childhood and Culture 3
CHS 057 Understanding Children’s Play in EC Settings 3
CHS 058 Language, Literacy and the Developing Child 3
CHS 059 Movement and Melody for the Young Child 3
CHS 060 Child’s Ways of Thinking and Knowing 3
CHS 063 Child Family and Community 3
CHS 066 Child Health and Safety 3
CHS 086 Technology for Teachers and Administrators in ECE 3
CHS 059 Movement and Melody for the Developing Child 3
CHS 058 Language, Literacy and the Developing Child 3
CHS 057 Understanding Children’s Play in EC Settings 3
CHS 056 School Age Child Care Principles OR & Practices 3
CHS 063 Child Family and Community 3
CHS 066 Child Health and Safety 3
CHS 087 Methods of Observation in EC Settings 4
CHS 059 Movement and Melody for the Young Child 3
CHS 060 Child’s Ways of Thinking and Knowing 3
CHS 067 Creative Art Experiences 3
CHS 064 Supervision and Administration I 3
CHS 070 Infant/Toddler Development and Care 3
CHS 056 School Age Child 3
CHS 086 Technology for Teachers and Administrators in ECE 3
CHS 057 Understanding Children’s Play in EC Settings 3
CHS 058 Language, Literacy and the Developing Child 3
CHS 056 School Age Child 3
CHS 055 Family Services: Information and Referral 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.

EARLY CHILDHOOD EDUCATION CERTIFICATE OF MERIT:
Successful completion of 19 units in coursework listed below. This satisfies Department of Social Services Community Care Licensing Title 22 coursework requirements for qualified preschool teachers in a licensed early childhood program.

CHS 002 Child Growth and Development 3
CHS 006 Careers in Education 1
CHS 062 E C Principles and Practices 3
CHS 063 Child Family and Community 3
CHS 066 Child Health and Safety 3

CHS 001 Intro to Early Childhood Education 3
CHS 057 Understanding Children’s Play in EC Settings 3
CHS 058 Language, Literacy and the Developing Child 3
CHS 059 Movement and Melody for the Young Child 3
CHS 060 Child’s Ways of Thinking and Knowing 3
CHS 063 Child Family and Community 3
CHS 066 Child Health and Safety 3
CHS 086 Technology for Teachers and Administrators in ECE 3

Choose at least 2 courses (6 units) from the following list:

CHS 057 Understanding Children’s Play in EC Settings 3
CHS 062 E C Principles and Practices 3
CHS 063 Child Family and Community 3
CHS 066 Child Health and Safety 3
CHS 086 Technology for Teachers and Administrators in ECE 3

EARLY CHILDHOOD EDUCATION CERTIFICATE OF PROFICIENCY II:
Successful completion of 29 semester units in coursework listed below plus 16 units in general education.** This satisfies State Department of Education Title 5 coursework requirements for the Child Development Teacher Permit.

CHS 002 Child Growth and Development 3
CHS 057 Understanding Children’s Play in EC Settings 3
CHS 058 Language, Literacy and the Developing Child 3
CHS 059 Movement and Melody for the Young Child 3
CHS 060 Child’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 EC Settings 4
CHS 056 School Age Child 3
CHS 057 Understanding Children’s Play in EC Settings 3
CHS 058 Language, Literacy and the Developing Child 3
CHS 056 School Age Child 3
CHS 055 Family Services: Information and Referral 3

*PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
RECOMMENDED preparations are ADVISORY.
**EARLY CHILDHOOD PROGRAM DIRECTOR CERTIFICATE:**
Prerequisite: Successful completion of Early Childhood Education Certificate program and/or AS degree requirements plus completion of 19 semester units in the coursework listed below. When combined with Certificate of Proficiency I or II, this satisfies the State Department of Education Title 5 coursework requirements for Child Development Master Teacher and Site Supervisor.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 064</td>
<td>Supervision and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CHS 065</td>
<td>Supervision and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CHS 085</td>
<td>Adult Supervision</td>
<td>3</td>
</tr>
<tr>
<td>CHS 087</td>
<td>Methods of Observation in EC Settings</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose at least 2 courses (6 units) from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 053</td>
<td>Contemporary Education in a Changing Society</td>
<td>3</td>
</tr>
<tr>
<td>CHS 055</td>
<td>Family Services: Information and Referral</td>
<td>3</td>
</tr>
<tr>
<td>CHS 086</td>
<td>Technology for Teachers’ and Administrators in ECE</td>
<td>3</td>
</tr>
<tr>
<td>CHS 088</td>
<td>Early Childhood Environments</td>
<td>34</td>
</tr>
</tbody>
</table>

**FAMILY CHILD CARE PROGRAM CERTIFICATE:**
Successful completion of 16 semester units in course work listed below. This certificate is for adults who are interested in operating early childhood programs in a home setting.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 002</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 063</td>
<td>Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 066</td>
<td>Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHS 072</td>
<td>Family Child Care Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CHS 073A</td>
<td>Operating a Family Child Care Program: Part One</td>
<td>2</td>
</tr>
<tr>
<td>CHS 073B</td>
<td>Operating a Family Child Care Program: Part Two</td>
<td>2</td>
</tr>
</tbody>
</table>

**INFANT-TODDLER CHILD CARE CERTIFICATE:**
Successful completion of 15 semester units in the coursework listed below. This satisfies Depart-ment of Social Services Community Care Licens-ing Title 22 coursework requirements for qualified infant-toddler caregivers in a licensed early childhood program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 002</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 066</td>
<td>Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHS 063</td>
<td>Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 062</td>
<td>EC Principles and Practices</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 002</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 005</td>
<td>Childhood and Culture</td>
<td>3</td>
</tr>
<tr>
<td>CHS 063</td>
<td>Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 054</td>
<td>Developmental Parent Education</td>
<td>3</td>
</tr>
<tr>
<td>CHS 055</td>
<td>Family Services: Information and Referral</td>
<td>3</td>
</tr>
<tr>
<td>CHS 070</td>
<td>Infants/Toddlers (and Care)</td>
<td>3</td>
</tr>
</tbody>
</table>

**PARENT EDUCATION CERTIFICATE:**
Successful completion of 15 semester units in coursework listed below. This certificate is for adults who are interested in providing parent education for parents of young children.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 002</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 005</td>
<td>Childhood and Culture</td>
<td>3</td>
</tr>
<tr>
<td>CHS 063</td>
<td>Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 054</td>
<td>Developmental Parent Education</td>
<td>3</td>
</tr>
<tr>
<td>CHS 055</td>
<td>Family Services: Information and Referral</td>
<td>3</td>
</tr>
</tbody>
</table>

**SCHOOL AGE CHILD CARE CERTIFICATE:**
Successful completion of 15 semester units in the coursework listed below. This satisfies Depart-ment of Social Services Community Care Licens-ing Title 22 coursework requirements for qualified school-age child care teachers in a licensed early childhood program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 002</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 066</td>
<td>Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHS 063</td>
<td>Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 052</td>
<td>School Age Child Care Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CHS 056</td>
<td>The School Age Child</td>
<td>3</td>
</tr>
</tbody>
</table>

### Courses

**CHS 001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**
3 units
Lecture 1 hour; lab 6 hours; lab 1 hour by arrangement

**CHS 005 CHILDHOOD AND CULTURE**
3 units
Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: California State University

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

**CHS 006 CAREERS IN EDUCATION**
1 unit
Lecture 3 hours (6 weeks)

This short course is an orientation to careers in early childhood education, elementary school and high school teaching, parent education, and various jobs which involve work with children and families. Thorough discussion and information about licensing requirements, child development permits, teaching credentials, certificate programs and professional preparation for parent education are included. Students engage in a self assessment, discuss the trends regarding various jobs, and look at salary and training requirements for different professional roles. Credit/No Credit Option. This course is West Valley College AA/AS degree and certificate applicable.

**CHS 051 EARLY FIELD EXPERIENCE IN THE ELEMENTARY CLASSROOM**
3 units
Lecture 2 hours; lab 2 hours; 1 lab hour by arrangement

Acceptable for credit: 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. This course is West Valley College AA/AS degree and certificate applicable.

**CHS 052 SCHOOL AGE CHILD CARE PRINCIPLES AND PRACTICES**
3 units
Lecture 3 hours

This course is specifically designed for students who are preparing to work with school age children in a variety of after-school, recreation, and summer day camps. Topics include: early childhood philosophies, curriculum planning and development for the school age child, the role of the adult, the role of the child in curriculum activities, planning the environment, the value of play, field trips, parent involvement and professional development. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.
CHS 053 CONTEMPORARY EDUCATION IN A CHANGING SOCIETY
3 units Lecture 3 hours
Acceptable for credit: 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. This course is West Valley College AA/AS degree applicable. Credit/No Credit Option.

CHS 054 DEVELOPMENTAL PARENT EDUCATION
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is designed to help parents develop positive attitudes, behavior, and skills in their relationship with their own children. Opportunities to analyze approaches to learning in the realm of the intellectual, emotional, and social development will be given. This course is West Valley College AA/AS degree applicable. Credit/No Credit Option.

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

CHS 056 SCHOOL-AGE CHILD: BEHAVIOR AND DEVELOPMENT
3 units Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: California State University.
An introduction to human growth and development from ages five through twelve, covering physical, language, cognitive, and social development of the child. Discussions will cover current issues related to the school age child such as school readiness, kindergarten policies and practices, elementary school experiences, and the influence of society. After-school care, developmentally appropriate practices, activities, and licensing are also covered. The course is designed for those who are or desire to be employed as instructional aides in child-care facilities, preschool or elementary school districts, or for parents of children ages 5 through 12. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

CHS 057 UNDERSTANDING CHILDREN’S PLAY IN EARLY CHILDHOOD SETTINGS
3 units Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: California State University.
This course focuses on the classic and contemporary theories of play and the implications of play in relationship to the child’s social-emotional, cognitive, and physical development. Students observe children’s play behavior and plan and implement developmentally appropriate experiences for young children in a group setting. This course is West Valley College degree and certificate applicable.

CHS 058 LANGUAGE, LITERACY AND THE DEVELOPING CHILD
3 units Lecture 3 hours; lab 1 hour by arrangement
Acceptable for credit: California State University.
This course explores the development of language and speech, language acquisition theories, emergent literacy and the development of experiences and activities for young children that promote oral and written language abilities. Lecture and class discussions will focus on the developmental stages of receptive and expressive language, conversations (listening, talking, play and routines), print awareness, phonemic awareness, reading and writing, bilingual development, speech and language delays, children’s literature and poetry. Students gain experience in using language art materials, designing print rich environments, and planning language experiences for young children. Observations of children, language sampling, and group activities are included. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

CHS 059 MOVEMENT AND MELODY FOR YOUNG CHILDREN
3 units Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: California State University.
Study and participation in music and movement activities designed to promote the growth and development of the young child. Some supervised field experience required. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

CHS 060 CHILDREN’S WAYS OF THINKING AND KNOWING
3 units Lecture 3 hours; 1 lab hour 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. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

CHS 061A PRACTICUM IN EARLY CHILDHOOD EDUCATION
4 units Lecture 3 hours; lab 3 hours; 2 lab hours by arrangement
Acceptable for credit: California State University.
This course focuses on integrating and applying knowledge and understanding of the processes of child growth and development to group settings with young children. It provides students with an opportunity to participate in the Early Childhood Programs of the Child Studies Department of West Valley-College. Students will observe, interact with children, parents, and staff, and plan developmentally appropriate experiences for young children under the guidance of the course instructor. Students participate four hours per week in one of the Child Development Centers on campus. This course is West Valley College degree and certificate applicable.

CHS 061B PRACTICUM IN EARLY CHILDHOOD EDUCATION
4 units Lecture 3 hours; lab 4 hours
Acceptable for credit: California State University.
CHS 061B is a continuation of CHS 061A with a student’s increased participation and responsibilities in the Child Studies Department Early Childhood Programs for: curriculum planning and implementation, assessment and interpretation of children’s development, documentation of children’s experiences, and the development of a professional portfolio. Students will experience further interactions with children and their families, participation in family conferences, staff meetings, and Child Development Center. This course is West Valley College degree and certificate applicable.

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

CHS 063 THE CHILD, THE FAMILY AND THE COMMUNITY
3 units Lecture 3 hours
Acceptable for credit: California State University.
Study of the child and the relationship to family and community. The interaction of family members and the community as they cope with problems is the main emphasis of the course. Includes the study of how family-life practices and attitudes in different cultures affect the growth and development of the child. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.
CHS 064 SUPERVISION AND ADMINISTRATION I: CENTER MANAGEMENT
3 units Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: California State University.
This course is an in-depth study of effective application of management and supervision procedures in early childhood programs. Topics include the unique goals, role and responsibility of the director, licensing and other regulation requirements, administrative structure and government, budgeting, staff selection, program operation, policies and procedures, marketing, program assessment, and professional advocacy. This course is West Valley College AA/AS degree and certificate applicable.

CHS 065 SUPERVISION AND ADMINISTRATION II: PEOPLE AND PROCESSES
3 units Lecture 3 hours
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. This course is West Valley College AA/AS degree and certificate applicable.

CHS 066 CHILD HEALTH AND SAFETY
3 units Lecture 3 hours
Acceptable for credit: California State University.
A course in Child Health and Safety designed for persons working with young children. Includes the study of infectious disease, preventative health practices, infant CPR and injury prevention. This course is designed to meet state requirements in accordance with AB 962. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CHS 067 CREATIVE ART EXPERIENCES AND DEVELOPMENT
3 units Lecture 3 hours; 1 lab hour 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. Credit/No Credit Option.

CHS 070 INFANT/TODDLER DEVELOPMENT AND CARE
3 units Lecture 3 hours; 1 lab hour by arrangement
In-depth study of infant development to age three, with emphasis on physical, emotional, social, and cognitive development. Program planning is based on the understanding of development needs and observation of individual infants. Application of theories to practical implementation is stressed. This course fulfills state licensing infant/toddler care and development requirements for infant care. Credit/No Credit Option.

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

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

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

CHS 075A FAMILY CHILD CARE PROGRAM: PART ONE
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include: early childhood philosophies, curriculum planning and development, the role of the adult, the role of the child in curricular activities, planning the environment, the value of play, parent involvement and professional development. This course is West Valley College certificate applicable. Credit/No Credit Option.

CHS 075B FAMILY CHILD CARE PROGRAM: PART TWO
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include: early childhood philosophies, curriculum planning and development, the role of the adult, the role of the child in curricular activities, planning the environment, the value of play, parent involvement and professional development. This course is West Valley College certificate applicable. Credit/No Credit Option.

CHS 076 FAMILY CHILD CARE ADMINISTRATION
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include: early childhood philosophies, curriculum planning and development, the role of the adult, the role of the child in curricular activities, planning the environment, the value of play, parent involvement and professional development. This course is West Valley College certificate applicable. Credit/No Credit Option.

CHS 077 FAMILY CHILD CARE ADMINISTRATION
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include: early childhood philosophies, curriculum planning and development, the role of the adult, the role of the child in curricular activities, planning the environment, the value of play, parent involvement and professional development. This course is West Valley College certificate applicable. Credit/No Credit Option.

CHS 078 FAMILY CHILD CARE ADMINISTRATION
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include: early childhood philosophies, curriculum planning and development, the role of the adult, the role of the child in curricular activities, planning the environment, the value of play, parent involvement and professional development. This course is West Valley College certificate applicable. Credit/No Credit Option.

CHS 079 FAMILY CHILD CARE ADMINISTRATION
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include: early childhood philosophies, curriculum planning and development, the role of the adult, the role of the child in curricular activities, planning the environment, the value of play, parent involvement and professional development. This course is West Valley College certificate applicable. Credit/No Credit Option.

CHS 080 FAMILY CHILD CARE ADMINISTRATION
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include: early childhood philosophies, curriculum planning and development, the role of the adult, the role of the child in curricular activities, planning the environment, the value of play, parent involvement and professional development. This course is West Valley College certificate applicable. Credit/No Credit Option.

CHS 081 FAMILY CHILD CARE ADMINISTRATION
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include: early childhood philosophies, curriculum planning and development, the role of the adult, the role of the child in curricular activities, planning the environment, the value of play, parent involvement and professional development. This course is West Valley College certificate applicable. Credit/No Credit Option.
CHS 089 ECE DIRECTOR’S PROFESSIONAL GROWTH NETWORK

3 units Lecture 3 hours
This course provides on-going professional support, information and resources for students who are currently administering early childhood programs. A combination of dialog, professional guest speakers, exposure to community resources, network building activities, current information on research, trends, and issues of the field will contribute to the student’s competence, performance, and effectiveness in his/her supervisor role. This course is designed for program directors, district managers, site supervisors, assistant directors and others who have a supervisory role in an early childhood program. This course is West Valley College certificate applicable. It may be repeated three times. Credit/No Credit Option.

CHS 091, 092, 093 DIRECTED STUDIES

1, 2 or 3 units Arranged hours of 3, 6 or 9
Acceptable for credit: California State University. Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Credit/No Credit Option.

CHS 150A ISSUES IN PROFESSIONALISM AND ADVOCACY

1 unit Lecture 2 hours per week for nine weeks
This course will provide ongoing professional support and resources for persons who are currently administering child development programs. Strong emphasis will be placed on defining quality in child care. Credit/No Credit Option.

CHS 150B FOSTER PARENT EDUCATION

.5 units Lecture 3 hours (4 weeks)
This course will provide the mandatory training to Foster Parents which will include exercises designed to facilitate attitude changes, information enabling, implementation of positive attitudes, exchange of experiences between participants, and preparation for the challenge of supporting children in Foster Care. Credit/No Credit Option.

CHS 150C INDEPENDENT LIVING

.5 units Lecture 3 hours (4 weeks)
This course will develop the knowledge and skills necessary to support and guide the behavior of youths in out-of-home placement. Credit/No Credit Option.

CHS 091, 092, AND 093 CHINESE

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. This course is West Valley College certificate applicable. It may be repeated three times. Credit/No Credit Options.

CHIN 050A BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE

3 units Lecture 3 hours; lab by arrangement 3 hours
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 feed, customs, traditions, and family. This course is West Valley College Certificate applicable and AA/AS Degree applicable. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option.

CHIN 050B BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE

3 units Lecture 3 hours; lab by arrangement 3 hours
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. This course is West Valley College Certificate applicable and AA/AS Degree applicable. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option.

CHIN 050A CHINESE IMMERSION

3 units Lecture 2 hours; lab by arrangement 3 hours
Acceptable for credit: California State University. This course is designed to give students the opportunity to be in a Chinese speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Chinese. This course may be repeated once. Credit/No Credit Option.

CHIN 050B CHINESE IMMERSION

.5 units Lecture 3 hours (4 weeks)
This course is designed to give students the opportunity to be in a Chinese speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Chinese. This course may be repeated once. Credit/No Credit Option.

CHIN 050C CHINESE IMMERSION

.5 units Lecture 3 hours (4 weeks)
This course is designed to give students the opportunity to be in a Chinese speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Chinese. This course may be repeated once. Credit/No Credit Option.

CHIN 091, 092, AND 093 CHINESE DIRECTED STUDIES

1, 2 or 3 units Lab 3, 6, or 9 lab 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. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.
Communication Studies

THE FACULTY
Randy M. Fujishin
Paul D. Sanders

Degree & Certificate Requirements

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

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

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

2. Select one of the following courses (3 units):
   - COMM 008 Interpersonal Communication
   - COMM 012 Intercultural Communication
   - COMM 018 Career Communication

3. Select one of the following courses (3 units):
   - COMM 004 Small Group Discussion
   - COMM 017 Effective/Critical Listening
   - COMM 025 Improving Relationships Through Communication

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

5. Select 6 units from the following courses:
   - Anthropology 3 Introduction to Cultural Anthropology
   - Anthropology 4 Introduction to Linguistic Anthropology
   - Business 040 Sales Strategies
   - Child Studies 024 Personal Growth
   - Counseling 024 Personal Growth
   - Math 010 Elementary Statistics
   - Philosophy 017 Logic and Critical Reasoning
   - Philosophy 03 Introduction to Problems in Ethics
   - Philosophy 05 Introduction to Logic
   - Theatre Arts 035A Voice Production and Articulation

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

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

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

COMMUNICATION STUDIES (Certificate)
All units must be completed at West Valley College or at Mission College.

Complete 9 units in the following areas:

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

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

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

Courses

COMM 001 PUBLIC SPEAKING
3 units Lecture 3 hours
Prerequisite: English 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. This course satisfies the 3 unit oral communication requirement for IGETC and CSU. (CAN SPCH 004)

COMM 004 SMALL-GROUP DISCUSSION
3 units Lecture 3 hours
Prerequisite: English 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. This course satisfies the AA degree and CSU transfer Area E requirement. Credit/No Credit Option.

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

COMM 010 PERSUASIVE SPEAKING
3 units Lecture 3 hours
Prerequisite: English 905
Recommended Preparation: ESL 065 LS strongly recommended for ESL students.
Acceptable for credit: University of California, California State University.
Persuasive Speaking is a basic course in communication studies with an emphasis on persuasion. Attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages. This course satisfies the 3 unit oral communication requirement for IGETC and CSU.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
COMM 012 INTERCULTURAL COMMUNICATION
3 units Lecture 3 hours per week
Prerequisite: English 905
Acceptable for credit: University of California, California State University.
This course is designed to help improve intercultural communication skills in various communication situations. It will assist in the understanding and evaluation of barriers to communicating with people from other cultures, which include ethnocentrism, prejudice, and lack of awareness. Upon completion of this course, students should have a conceptual and practical definition of what a culture and co-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 and CSU transfer Area E requirement. Credit/No Credit Option.

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

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

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

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

Speech Development
(See Supported Education)

Speech Development

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

## The Faculty
- Carolee Kahn
- Donette Dake
- Karina Dundurs
- Vivian Lock

## Computer Applications

### Degree & Certificate Requirements

#### See also Digital Media/Internet Services

#### Computer Applications

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 020</td>
<td>Introduction to Macintosh</td>
</tr>
<tr>
<td>CA 028</td>
<td>Microsoft Office</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beginning Word Processing, Microsoft Word</td>
</tr>
<tr>
<td>CA 032B</td>
<td>Intermediate Word Processing</td>
</tr>
<tr>
<td>CA 046B</td>
<td>Presentation PowerPoint</td>
</tr>
<tr>
<td>CA 051</td>
<td>Personal Computer Hardware and Software</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beginning Spreadsheets, Microsoft Excel</td>
</tr>
<tr>
<td>CA 063B</td>
<td>Intermediate Spreadsheets, Microsoft Excel2</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using Microsoft Windows</td>
</tr>
<tr>
<td>CA 073</td>
<td>Internet, Hands On :-)</td>
</tr>
<tr>
<td>CA 081B</td>
<td>Beginning Database, Microsoft Access</td>
</tr>
<tr>
<td>CA 081D</td>
<td>Beginning Database, Filemaker Pro</td>
</tr>
<tr>
<td>DM/IS 087</td>
<td>Computer Applications Intern Experience</td>
</tr>
<tr>
<td>Bus 033</td>
<td>Functions of Management OR</td>
</tr>
<tr>
<td>Bus 078</td>
<td>Business Communications</td>
</tr>
<tr>
<td>Bus 066</td>
<td>Human Relations in Business</td>
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Choose 3 additional units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CA 082A</td>
<td>Intermediate Microsoft Access</td>
</tr>
<tr>
<td>CA 082B</td>
<td>Intermediate Microsoft Access OR</td>
</tr>
<tr>
<td>CA 082C</td>
<td>Intermediate Microsoft Access</td>
</tr>
<tr>
<td>CA 082D</td>
<td>Intermediate Filemaker Pro</td>
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</table>

#### Microsoft Office

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 031B</td>
<td>Beginning Word Processing</td>
</tr>
<tr>
<td>CA 032B</td>
<td>Intermediate Word Processing</td>
</tr>
<tr>
<td>CA 043B</td>
<td>Beginning Illustrator</td>
</tr>
<tr>
<td>CA 046B</td>
<td>Presentation, PowerPoint</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Intermediate PowerPoint</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beginning Spreadsheets</td>
</tr>
<tr>
<td>CA 064</td>
<td>PDF</td>
</tr>
</tbody>
</table>

#### Courses

### CA 010 Computer Keyboarding
- **1 unit**
- Lecture 3 hours; lab by arrangement 2 hours (6 weeks)
- This course is designed for all students who want to develop good computer keyboarding skills.
- Beginning students will learn the touch system of keyboarding, and students who already know the keyboard will improve their basic keyboarding techniques to develop speed and accuracy.
- There will be extensive drill practice and time skill development exercises with personalized instruction based on individual needs.
- This course is West Valley College certificate applicable and AA/AS degree applicable. This course may be repeated twice. Credit/No Credit Only.

### CA 015 Document Formatting
- **2 units**
- Lecture 3 hours; lab by arrangement 2 hours (12 weeks)
- Recommended Preparation: Typing speed of 20 wpm. No previous word processing experience required.
- This course is designed for students with basic keyboarding skills who will be introduced to elementary word processing concepts on the computer. Techniques of document preparation including formatting for business letters, memos, statistical tables, and reports will be covered. This course will take the place of CA 010B, Intermediate Computer Keyboarding. This course is West Valley College certificate applicable and AA/AS degree applicable. Credit/No Credit Option.

### CA 020 Introduction to Macintosh
- **1 unit**
- Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
- Recommended preparation: CA 010
- Acceptable for credit: California State University.
- An introduction to the Apple Macintosh computer. Basic operations covered will include pointing, clicking and dragging, working with the desktop and files, printing, and loading an application program. Software concepts will be introduced using paint and word-processing programs. Credit/No Credit Only.

### CA 020A Learning the Macintosh Desktop
- **.5 unit**
- Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
- This course introduces the user to the Macintosh graphical user interface. Topics covered include desktop, opening and closing files, icons, menu structure, rulers, accessing the Internet using Netscape and customizing the Apple Menu. Creating, saving and printing files will also be covered. This course is West Valley College certificate applicable and AA/AS degree applicable and can be repeated once. Credit/No Credit Option.

### Recommended Preparations in Basic Skills

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
CA 028A INTEGRATING MICROSOFT OFFICE
.5 unit
Lecture 3 hours; lab by arrangement 2 hours (3 weeks)
Recommended preparations: CA 010 and CA 020 or CA 070
Students will have the opportunity to learn to integrate Microsoft Word and Schedule+ using Mail Merge as a tool. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Only.

CA 030 MICROSOFT OFFICE—WHAT YOU REALLY NEED TO KNOW
3 units
Lecture 3 hours, Lab 2 hours by arrangement
Recommended Preparation: CA 010
This online course is designed for both business and non-business users. Graduates and correspondence students and the home user who want to know the top ten skills needed to be successful with Microsoft Office. Word, Excel and PowerPoint. This course is West Valley College AA/AS degree and certificate applicable. This course will be offered in an online version only. Credit/No Credit Option.

CA 031B BEGINNING WORD PROCESSING, MICROSOFT WORD
1 unit
Lecture 3 hours, Lab 2 hrs. by arrangement. (6 weeks)
Recommended preparation: CA 010 and CA 020 or CA 070
Acceptable for credit: California State University.
The syntax and structure of the software and basic operating procedures of a word processing program to produce mailable documents for personal and business use will be taught in this course. Specific topics to be included are menu, icon and key commands, cursor control, basic input and editing procedures, file handling, character, paragraph, and page format features, file management, print features, and practice in simple document formatting. Courses will be offered on Macintosh and PCs. Credit/No Credit Only.

CA 032B INTERMEDIATE WORD PROCESSING, MICROSOFT WORD
2 units each
Lecture 3 hours, Lab 2 hrs by arrangement (12 weeks)
Recommended preparation: CA 031A
Acceptable for credit: California State University.
The more advanced features of a word processing program to produce business documents will be taught in this course. Topics covered include footnoting, using styles, creating tables, sorting, indexing and tables of contents, using glossaries, libraries, or macros, outlining, calculating, merging, using graphic features, drawing, and importing information. Software features will be used to produce letters, statistical documents, and reports. Courses will be offered on Macintosh and PCs. Credit/No Credit Option.

CA 033 BEGINNING OFFICE COMPUTING
3 units
Lecture 3 hours, Lab 2 hours by arrangement
Acceptable for Credit: California State University
Recommended Preparation: CA 010
This course introduces students to the Windows operating system. Students learn basic Microsoft Word to produce documents for personal and business use and beginning spreadsheets using Microsoft Excel. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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

CA 034A MICROSOFT WORD: BASIC FEATURES
.5 unit
Lecture 3 hours; lab 2 hours by arr (3 weeks)
Recommended preparation: CA 010 and CA 020 or CA 070
Students will have the opportunity to learn the basic Microsoft Word interface: menus, toolbars, dialog boxes, and commands. Also included are fundamental elements of editing: inserting, deleting, aligning, copying, moving, saving, and printing. Other topics covered include simple formatting of text and accessing the help menu to assist in learning additional features of the program. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Option.

CA 034B MICROSOFT WORD: INDENTS, TABS, AND TABLES
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 010 and CA 020 or CA 070 and CA 034A
Students will have the opportunity to learn table and tab features of Microsoft Word. Topics include setting custom tab stops, creating leader tabs, creating simple tables, selecting within tables, modifying table designs, using graphics in tables, using the table wizard, moving cell contents, and sorting data using table format. Use of mathematical features and simple equations will also be covered. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Option.

CA 034C MICROSOFT WORD: REPORT FORMATTING FEATURES
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 010 and CA 020 or CA 070 and CA 034A
Standard Recommended Preparations in Basic Skills: No Math
Students will have the opportunity to learn to create effective document formats using Microsoft Word software. Controlling margins and page breaks; creating headers, footers and footnotes; forcing paragraphs; controlling widows and orphans; importing graphics and charts; using spell, grammar checkers, and thesaurus features will also be covered. Also included are automatic indexing and creating tables of contents. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Option.

CA 034D MICROSOFT WORD: MAIL MERGE
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 010 and CA 020 or CA 070 and CA 034A
Students will have the opportunity to learn to create effective document formats using the Microsoft Word software program using varied data sources and main documents. Files will be sorted and checked for errors. Special instructions that qualify merged information will be presented. Merged documents include letters, labels and envelopes. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Option.

CA 035A WORDPERFECT FOR THE LAW OFFICE
3 units
Lecture 3 hours per week; lab 2 hours by arrangement
Recommended preparation: CA 035A
Acceptable for credit: California State University.
Students will learn to utilize WordPerfect features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax. This course is dual listed with Para 065A and CTR 0355L. Credit/No Credit Option.

CA 035B MICROSOFT WORD FOR THE LAW OFFICE
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CA 035B
Acceptable for credit: California State University.
Students will learn to utilize Microsoft Word features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Only. (dual listed with CTR 035M and PARA 065B)
CA 043B  MASTERING ILLUSTRATOR I
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended Preparation: CA 020 or CA 070 and Math 902

This is an introductory course using a computer 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, editing, and grouping graphics, and transforming images into new forms. Courses will be offered on Macintosh and IBM PCs. This course does not fulfill the requirement for DMS 014C, Digital Illustration 001: Illustrator. This course is West Valley College degree and certificate applicable. Credit/No Credit Only.

CA 046B  PRESENTATION, POWERPOINT
1 unit
Lecture 3 hours, lab 2 hrs by arrangement (6 weeks)
Recommended preparation: CA 020 or CA 070

Students in this course will be given the opportunity to learn to use a comprehensive software program. Using templates for formatting text and data organized in outline form, creating overhead transparencies, preparing slide presentations, and printing presentation notes will be studied. Courses will be offered on Macintosh and IBM PCs. Credit/No Credit Only.

CA 046C  CREATING A PRESENTATION USING POWERPOINT
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
The course will cover how to design slides, outlines, note pages, and slide masters and add graphics to their presentations. This is a West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

CA 046D  INTERMEDIATE MICROSOFT POWERPOINT
1 unit
Lecture 3 hours; lab by arrangement 2 hours (6 weeks)
Recommended Preparations: CA 010 and CA 020 or CA 070

This is an intermediate Microsoft PowerPoint course for integrating multimedia into presentations. Students will develop presentations incorporating multimedia technology, drawings, clip art, audio, video and animation. Students will also customize PowerPoint’s windows and settings. This course is West Valley College Certificate applicable and AA/AS Degree applicable. This course may be repeated once. Credit/No Credit Option.

CA 051  PERSONAL COMPUTER HARDWARE AND SOFTWARE
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended Preparation: CIS 002 or CA 070

This course examines personal computer 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, access- ories and expansion options; operating systems, including DOS configuration options; and personal productivity software, such as word processing, spreadsheets, database, graphics, multimedia. Credit/No Credit Only.

CA 054A  QUICKEN FOR HOME AND BUSINESS
1 unit
3.0 Lecture hours, 2 lab hours by arrangement (6 weeks)
Recommended Preparation: CA 010

This course is designed to introduce students to the basic features of managing home and small business finances with Quicken. This course is non AA/AS degree applicable and may be repeated once. Credit/No Credit Only.

CA 062B  BEGINNING SPREADSHEETS, MICROSOFT EXCEL
1 unit
Lecture 3 hours, lab 2 hrs by arrangement (6 weeks)
Recommended Preparation: CA 020 or CA 070
Acceptable for credit: California State University.

This course provides the students with the opportunity to learn the capabilities of a spreadsheet program. Students will learn how to create spreadsheet formats, enter text, data and formulas expressions; store, retrieve, copy and print spreadsheets; create graphic representations of data; and be introduced to macro capabilities. Courses will be offered on Macintosh and PCs. CA 062B can be taken twice. Credit/No Credit Only.

CA 062D  LEARNING THE BASICS OF EXCEL
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 010 and CA 020 or CA 070

Students will have the opportunity to learn spreadsheet functions in Excel. The course will cover entering and formatting data, creating formulas and printing the spreadsheet. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

CA 062E  CREATING CHARTS IN EXCEL
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 010 and CA 020 or CA 070

Students will have the opportunity to learn the charting capabilities in Excel. The course will cover different creating styles of charts, adding formatting and producing professional looking documents. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

CA 062F  EXCEL: LINKING, PIVOT TABLES AND BASIC PROGRAMMING
.5 unit
Lecture 3 hours; lab by arrangement 2 hours (3 weeks)
Recommended preparation: CA 010 and CA 020 or CA 070

Students will have the opportunity to learn how to use linking, pivot tables and macros in Excel. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit Only.

CA 063C  INTERMEDIATE AND ADVANCED EXCEL
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: CA 061B

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. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CA 064  ADOBE ACROBAT AND PDF
1 unit
Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: CA 010A

This course focuses on using Adobe Acrobat to convert Microsoft documents to PDF. PDF files will be enhanced with bookmarks, thumbnails and links. Digital forms will be created and web documents will be converted to PDF. This course is AA/AS degree applicable and may be repeated once. Credit/No Credit Only

CA 065  WOMEN IN TECHNOLOGY
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: CA 010
Acceptable for credit: California State University

This course introduces the student to the contributions women have made to the field of technology. An examination of women’s roles as well as discussions of the influence of class, culture, race, ethnicity and gender will be an integral part of the class. Working within a collaborative learning environment, students will research and present findings in various print Web formats. This course is open to all students. This course is West Valley College certificate applicable and AA/AS degree applicable. Credit/No Credit Option.

CA 066  BEGINNING PHOTOSHOP ELEMENTS
1 unit
Lecture 3 hours; lab 2 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. This course is AA/AS degree applicable. Credit/No Credit Only.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 and reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
CA 067 DESKTOP PUBLISHING WITH MICROSOFT OFFICE
2 units
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended Preparation: CA 010, CA 020 or CA 070, CA 031B
This course will enable the students to 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 pro-
duce attractive, professional, business commu-
nications. This course is West Valley College
certificate applicable and AA/AS degree applica-
cable. Credit/No Credit Option

CA 068 WEB PAGES WITH MICROSOFT OFFICE
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended Preparation: CA 010
This course focuses on the creation and prepa-
ration of Microsoft documents for Web sites. Emphasis
will be on formatting Microsoft doc-
uments for the Internet, as well as uploading,
through FTP protocols, to the Internet. This
course is AA/AS degree applicable and may be
repeated once. Credit/No Credit Option

CA 070 IBM PC - USING MICROSOFT WINDOWS
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
This introductory course introduces students to
the use of Windows, its application programs and
utilities, and explores ways to make their use of
the computer more efficient through proper
use of the Windows system. This course is West
Valley College certificate applicable and AA/AS
degree applicable. It may be repeated once.
Credit/No Credit Only.

CA 070A GETTING AROUND WINDOWS
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 010
Students will have the opportunity to learn the
basics of using Windows on a computer. The
course will cover how to point, click and drag
files and folders, use desktop accesso-
ries, understand terminology, load an application,
access files and configure the Windows environ-
ment. This course is West Valley College
certificate applicable and AA/AS degree applicable and
may be repeated once. Credit/No Credit Only.

CA 073 INTERNET, HANDS-ON :-) 
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Acceptable for Credit: California State University
Students will learn how to access the Internet
using Telnet, FTP, and other methods and will
connect to other sites. Topics include ar
tiche, veronica, gopher, word wide web (WWW), wide
area information services (WAIS), e-mail, and
similar popular access methods. Credit/No Credit Only.

CA 074 USING THE INTERNET FOR RESEARCH
1 unit
Lecture 3 hours; lab 3 hours by arrangement (6 weeks)
Recommended preparations: CA 020 or CA 070
Students will have the opportunity to learn to
identify when it is appropriate to use the Internet
for research and will practice using various tools
to find and retrieve information. The course
will include practice evaluating and documenting
the information found. This course will be dual
listed with LIBR 006. This course is West
Valley College Degree and Certificate applicable.
Credit/No Credit Only.

CA 075 AUTOCAD-INTRODUCTION TO COMPUTER-AIDED DESIGN
3 unit
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Previous experience with CAD or computer program-
ing is not required.
Acceptable for credit: California State University.
This course is an introduction to computer-aided
drafting using AutoCAD on the PC. The course
emphasis will be in the construction of both 2D
and 3D drawings. In addition to basic AutoCAD
techniques, topics will include problems using the
Advanced Modeling Extension (AME). This course
is designed for students with NO prior computer
experience. This course is AA/AS degree and
certificate applicable. This course is dual listed with
ARCH 070, DRAFT 073, ID 065, and
PKMGST 016H. Credit/No Credit Option

CA 077 PUBLIC RECORDS RESEARCH
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
This course will provide an introduction to the
various search engines and web sites that can
be used to obtain public records. The student
will be offered a “hands-on” opportunity to per-
form public records research on the Internet.
This course is West Valley College certificate applica-
able and AA/AS degree applicable. Credit/No Credit Only.
(dual listed with PARA 067)

CA 079 INSTALLING AND CONFIGURING WINDOWS
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 070.
Acceptable for Credit: California State University.
For more technically inclined students, and for
those who wish to earn related degrees or cer-
tificates, this class studies the procedures for
installing, customizing, and configuring MS Win-
dows. Topics presented include Windows setup
and custom installation options; the purposes
for each of the subsystems within Windows; how INI
files are used to control Windows start-up; Win-
dows services, such as fonts drivers, Windows
and non-Windows programs; and troubleshoot-
ing. Credit/No Credit Only.

CA 081B BEGINNING DATABASE, MICROSOFT ACCESS
1 unit each
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparations: CA 010 or CA 020 or
CA 070
Acceptable for credit: California State University.
In this introduction to Filemaker Pro course, a
database program, the students will have the
opportunity to learn database concepts, terminol-
y, and applications. Students will also have the
opportunity to learn how to define and con-
struct data tables enter and update data tables, sort and categorize data, perform basic queries,
and construct basic forms and reports. These
courses are This course is West Valley College
certificate applicable and AA/AS degree appli-
cable. They may be repeated once. Credit/No Credit Only

CA 082B INTERMEDIATE DATABASE, MICROSOFT ACCESS
2 units each
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)
Recommended preparation: CA 081B for CA 082B;
CA 081D for CA 082D.
Acceptable for credit: California State University.
This course provides students with the oppor-
tunity to use a file management program and
students receive instruction on how to create and
manage database files. Emphasis will be on tech-
niques that promote operational efficiency, effec-
tive design, and proper management of database
files. Advanced features of the program will be
emphasized. Courses will be offered on Macin-
tosh or IBM PCs. They may be repeated once.
Credit/No Credit Option.

CA 082D INTERMEDIATE DATABASE, FILEMAKER PRO
2 units each
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)
Recommended preparation: CA 081B for CA 082B;
CA 081D for CA 082D.
Acceptable for credit: California State University.
This course provides students with the oppor-
tunity to use a file management program
and students receive instruction on how to create and
manage database files. Emphasis will be on tech-
niques that promote operational efficiency, effec-
tive design, and proper management of database
files. Advanced features of the program will be
emphasized. Courses will be offered on Macin-
tosh or IBM PCs. They may be repeated once.
Credit/No Credit Option.
CA 083 MICROSOFT PROJECT
2 units
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)
Recommended Preparation: CA 010
This course will emphasize the basics of project management as well as explore the project management tools of Microsoft Project 2000. Microsoft Project 2000 is a computer application that allows one to use data to manage project tasks, resources and time. This course may be repeated once. This course is West Valley College West Valley College AA/AS degree and certificate applicable. Credit/No Credit Only.

CA 086 CAD: DESIGNING TEXTURES AND BACKGROUNDS
2 units
3 Lecture hours, 3 lab hours by arrangement (12 weeks)
Prerequisite: DM/IS 085 or FD 085
Students will have the opportunity to learn techniques for creating textures and backgrounds that can then be used in presentation and designs. Students will use paint programs including Adobe PhotoShop and Fractal Design Painter on the Mac. Students will also be introduced to the use of the digitizing tablet for creating their designs. This course is AA/AS degree and certificate applicable and may be repeated once. This course may also be taught in a distance learning format. (This course is dual listed with FD 086. Credit/No Credit Option).

CA 091, 092, 093 DIRECTED STUDIES
Lecture 1, 2, 3 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University. Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Credit/No Credit Only.

CA 096 WEB PAGES WITH HTML
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended Preparation: CA 020 or CA 070 and Math 103/103R
This course offers students the opportunity to create personal pages for the World Wide Web on the Internet. Students will explore examples of the Web and create their own pages using Hyper Text Markup Language (HTML). The course will include analysis of automatic HTML generation programs incorporated in popular computer applications. This course may also be taught in a distance learning format. This course is West Valley College degree and certificate applicable. Credit/No Credit Option

CA 096I WEB PAGES FOR THE HOME USER WITH DREAMWEAVER
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended Preparation: CA 010, 020, or 070 (or concurrent)
Using Dreamweaver, students will create dynamic websites. This class is designed for those who wish to create personal web sites. This class is ideal for the home user, the at home hobbyist or the at-home small business owner. This course is non AA/AS degree applicable and may be repeated once. Credit/No Credit Option.

CA 100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.
Computer Information Systems

Degree & Certificate Requirements

SEE ALSO COMPUTER APPLICATIONS

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

COMPUTER AND INFORMATION SYSTEMS

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.

BUSINESS APPLICATIONS OPTION (A.S. Degree)

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 010</td>
<td>Accounting Fundamentals - Financial 5</td>
</tr>
<tr>
<td>Acctg 011</td>
<td>Accounting Fundamentals - Managerial 5</td>
</tr>
<tr>
<td>Bus 02B</td>
<td>Business Law 3</td>
</tr>
<tr>
<td>CIS 002</td>
<td>Introduction to Computing 4</td>
</tr>
<tr>
<td>CIS 011</td>
<td>Systems Analysis 3</td>
</tr>
<tr>
<td>CIS 012</td>
<td>Data Base Management Systems 3</td>
</tr>
<tr>
<td>Econ 01A</td>
<td>Principles of Macroeconomics 3</td>
</tr>
<tr>
<td>Econ 01B</td>
<td>Principles of Microeconomics 3</td>
</tr>
<tr>
<td>Math 008</td>
<td>Finite Math 3</td>
</tr>
</tbody>
</table>

At least four of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 034</td>
<td>Computer Programming OR 4</td>
</tr>
<tr>
<td>CIS 037</td>
<td>C Programming 3</td>
</tr>
<tr>
<td>CIS 04B</td>
<td>Computer Programming II OR 4</td>
</tr>
<tr>
<td>CIS 031</td>
<td>BASIC Programming 3</td>
</tr>
<tr>
<td>CIS 032</td>
<td>FORTRAN Programming 3</td>
</tr>
<tr>
<td>CIS 038</td>
<td>C++ Programming 3</td>
</tr>
<tr>
<td>CIS 039</td>
<td>Microcomputer Assembler Programming 3</td>
</tr>
<tr>
<td>CIS 045A</td>
<td>Introduction to Unix Operating System 3</td>
</tr>
</tbody>
</table>

Note: 34 units minimum

A “C” average must be maintained in all CIS course work to be awarded a certificate in CIS.

COMPUTER SCIENCE OPTION (A.S. Degree)

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 034</td>
<td>Computer Programming I 4</td>
</tr>
<tr>
<td>CIS 04B or 04B</td>
<td>Computer Programming II 4</td>
</tr>
<tr>
<td>CIS 036</td>
<td>C++ Programming 3</td>
</tr>
<tr>
<td>CIS 039</td>
<td>Microcomputer Assembler Programming 3</td>
</tr>
<tr>
<td>CIS 045A</td>
<td>Introduction to Unix Operating System 3</td>
</tr>
<tr>
<td>Math 03AB</td>
<td>Analytical Geometry and Calculus 5-5</td>
</tr>
<tr>
<td>Math 019</td>
<td>Discrete Mathematics 4</td>
</tr>
<tr>
<td>Phys 04A</td>
<td>Engineering Physics - Mechanics 5</td>
</tr>
<tr>
<td>Phys 04B</td>
<td>Engineering Physics - Electricity 5</td>
</tr>
</tbody>
</table>

At least two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 031</td>
<td>BASIC Programming 3</td>
</tr>
<tr>
<td>CIS 032</td>
<td>FORTRAN Programming 3</td>
</tr>
</tbody>
</table>

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

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

COMPUTER SCIENCE OPTION (Certificate)

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 04A</td>
<td>Computer Programming I 4</td>
</tr>
<tr>
<td>CIS 04B or 04B</td>
<td>Computer Programming II 4</td>
</tr>
<tr>
<td>CIS 036</td>
<td>C++ Programming 3</td>
</tr>
<tr>
<td>CIS 039</td>
<td>Microcomputer Assembler Programming 3</td>
</tr>
<tr>
<td>CIS 045A</td>
<td>Introduction to Unix Operating System 3</td>
</tr>
<tr>
<td>Math 010</td>
<td>Elementary Statistics 3</td>
</tr>
<tr>
<td>Math 019</td>
<td>Discrete Mathematics 4</td>
</tr>
</tbody>
</table>

At least four of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 011</td>
<td>Systems Analysis 3</td>
</tr>
<tr>
<td>CIS 012</td>
<td>Data Base Management Systems 3</td>
</tr>
<tr>
<td>CIS 031</td>
<td>BASIC Programming 3</td>
</tr>
<tr>
<td>CIS 032</td>
<td>FORTRAN Programming 3</td>
</tr>
</tbody>
</table>

LOCAL AREA NETWORK ADMINISTRATION (Certificate)

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 051</td>
<td>Personal Computer Hardware &amp; Software 1</td>
</tr>
<tr>
<td>CIS 50.1</td>
<td>Installing and supporting Microcomputers 3</td>
</tr>
<tr>
<td>CIS 060</td>
<td>Local Area Networking Technologies 2</td>
</tr>
<tr>
<td>CIS 061</td>
<td>Network Administration 3</td>
</tr>
<tr>
<td>CIS 062</td>
<td>Advanced Network Administration 3</td>
</tr>
<tr>
<td>CIS 063</td>
<td>Network Installation &amp; Configuration 2</td>
</tr>
<tr>
<td>CIS 064</td>
<td>TCP/IP Services 1</td>
</tr>
<tr>
<td>CIS 065</td>
<td>Intro. to Network Printing 1.5</td>
</tr>
</tbody>
</table>

COMPUTER INFORMATION SYSTEMS (A.S and Certificate) Programming Emphasis

Students must be able to demonstrate a solid grounding in the concepts and practices of programming, as demonstrated in competency in at least one programming language, such as C++.

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 04A or 04A</td>
<td>Computer Programming 4</td>
</tr>
<tr>
<td>CIS 04B or 04B</td>
<td>Computer Programming 4</td>
</tr>
<tr>
<td>Math 03A</td>
<td>Analytical Geometry and Calculus 5</td>
</tr>
<tr>
<td>Math 03B</td>
<td>Analytical Geometry and Calculus 5</td>
</tr>
<tr>
<td>Math 019</td>
<td>Discrete Mathematics 4</td>
</tr>
<tr>
<td>C/C++ Emphasis</td>
<td></td>
</tr>
<tr>
<td>CIS 015</td>
<td>Object-Oriented Software Design 3</td>
</tr>
<tr>
<td>CIS 037</td>
<td>C Programming 3</td>
</tr>
<tr>
<td>CIS 038</td>
<td>C++ Programming 3</td>
</tr>
</tbody>
</table>

Java Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 40.4</td>
<td>Programming with Java 1 3</td>
</tr>
</tbody>
</table>

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

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

2 units  
Lecture 2 hours  
Recommended preparation: Math 106/106R  
Acceptable for credit: University of California, California State University.

This is a college by television survey course designed to introduce students to the digital computer and its applications in modern society. It is not intended for CIS majors. The course will introduce a number of topics related to computers including basic concepts and vocabulary, current applications in various fields, the impact of information systems pertaining to current society, and the future of computing. (Note that credit may be earned for only one of CIS 1 or CIS 2)

**CIS 002 INTRODUCTION TO COMPUTING**

4 units  
Lecture 4 hours; lab 4 hours by arrangement  
Recommended preparation: Math 106/106R  
Acceptable for credit: University of California, California State University.

This is a first course in computing, introducing students to the concepts and uses of computing in business and society. Fundamentals of each of the major components of a computing system are examined: elementary functions of hardware; software for systems operations and applications; the relationship of data and information; the need for proper procedures; and the people who use and support computing. Students will use personal computers for hands-on experience of major computer applications, including word processing, spreadsheets, presentation manager, database management, and Internet access. Credit/No Credit Option. (CAN BUS 006)

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

4 units  
Lecture 4 hours; lab 6 hours by arrangement  
Recommended preparation: Math 106/106R  
Acceptable for credit: University of California, California State University.

This is the beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school's Computer Science program.

**CIS 004B COMPUTER PROGRAMMING II (JAVA)**

4 units  
Lecture 4 hours; lab 6 hours by arrangement  
Recommended preparation: Math 106/106R  
Acceptable for credit: California State University.

This is a continuation of CIS 04A intended for students majoring in CIS-Computer Science Option and/or planning to transfer to a 4-year college or university Computer Science program.

**CIS 004A1 COMPUTER PROGRAMMING I (JAVA)**

4 Units  
4 Lecture hours, 6 lab hours by arrangement  
Recommended Preparation: Math 106/106R  
Acceptable for Credit: California State University, University of California.

This is the beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school’s Computer Science program. CIS 04A1 covers algorithm development, programming concepts, documentation, and programming style using the JAVA language. Topics include program control structures (selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on component where students will use microcomputers to design, code, and execute programs in class. Credit/No Credit Option.

**CIS 004B1 COMPUTER PROGRAMMING II (JAVA)**

4 Units  
4 Lecture hours, 6 lab hours by arrangement  
Recommended preparation: Math 106/106R  
Acceptable for credit: California State University.

This is a continuation of CIS 04A1 (Computer Programming I) intended for students majoring in CIS-Computer Science Option and/or planning to transfer to a four-year college or university computer science program. CIS 04B1 introduces concepts of abstract data types, JAVA classes, separate compilation, and information hiding. Topics in data structures (dynamically allocated memory, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. Credit/No Credit Option. This course is used to meet the general education graduation requirements.

### Recommended Preparations in Basic Skills:

Recommended preparation: Math 905 AND Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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**Courses**

**CIS 014**  
Data structures and Algorithms (Using Java)

**CIS 041**  
Concurrent Programming using Java

**CIS 042**  
Web Programming 1, Client-Side

**CIS 042.2**  
Web Programming 2, Server-Side

**CIS 044**  
Web-Distributed Applications Development with DCOM

**CIS 045A**  
The UNIX Operating System

**CIS 045B**  
Advanced UNIX: Utilities and Shell Programming

**CIS 031**  
Visual Basic Programming

**CIS 032**  
FORTRAN Programming

**CIS 036**  
Pascal Programming

**CIS 039**  
Microcomputer Assembler Programming
CIS 005 BUSINESS APPLICATION PROGRAMMING (COBOL)
3 units
Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University, University of California.

COBOL is a traditional business programming language required of MIS majors and those whose responsibilities include support of business applications including, for example, the business functions within our own college. This is a computer problem solving and programming course using COBOL, a programming language designed for traditional business applications. Structured COBOL syntax will be studied in detail. Emphasis will also be placed on taking a number of business applications from the initial job definition phase through programming and testing. Course content includes standard program logic statements, user interface considerations, tables, and file operations. Programs will be compiled and executed on microcomputers and/or workstations. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

CIS 011 SYSTEMS ANALYSIS
3 units
Lecture 3 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.

In this course the systems analysis function as it applies to business applications is studied. Systems investigation, justification, design and implementation concepts are presented. Techniques of fact finding, fact recording, record design, file organization and documentation will be taught through the case study method. Selected computer-aided analysis tools will be used. Credit/No Credit Option.

CIS 012 DATA BASE MANAGEMENT SYSTEMS
3 units
Lecture 3 hours; lab 1 hour by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.

Data Base Management Systems (DBMS) are introduced and surveyed in this course. Terminology and concepts are studied. Various data base models are covered: hierarchical, network (CODASYL), relational, and E-R. Commercially available DBMS are overviewed. Implementation tasks and the position of Data Base Administrator are considered.

CIS 014 DATA STRUCTURES AND ALGORITHMS
3 units
Lecture 3 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.

This is an advanced course in the Computer Science option which gives you basic data structures such as stacks, lists, trees, and the algorithms of their implementation. New topics include the definition and terminology of graphs, internal and external sorting/merging/searching, dynamic storage allocation, object definition, and the algorithms for implementing each topic. Credit/No Credit Option.

CIS 015 OBJECT-ORIENTED SOFTWARE DESIGN
3 units
Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.

This course presents the basic concepts associated with object oriented software design. Students will study and implement object oriented software concepts in programming languages, user interfaces, and databases in order to develop a style of programming that allows for better program organization and modularity. Key concepts include abstract data typing inheritance, and object identity. This class is intended to be independent of specific programming languages, but examples of object oriented program design will be developed and presented using contemporary industry-preferred languages and programming tools. Students are advised to have knowledge of and ability to use appropriate programming languages such as C, C++, Visual Basic, or similar. Credit/No Credit Option.

CIS 031 VISUAL BASIC PROGRAMMING
3 units
Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.

This is an advanced course in the Computer Science option. It includes review of basic data structures such as stacks, lists, trees, and the algorithms of their implementation. New topics include the definition and terminology of graphs, internal and external sorting/merging/searching, dynamic storage allocation, object definition, and the algorithms for implementing each topic. Credit/No Credit Option. This course is West Valley College degree and certificate applicable.

CIS 031.1 FUNDAMENTALS OF MICROSOFT VISUAL BASIC
3 units
Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.

This course is added to CIS as one of the support courses within a Microsoft Certification program. Visual Basic is a preferred development programming language for the Windows graphical user interface environment. This course is designed to prepare students to understand and use Visual Basic. This course will give students the opportunity to learn how to create single-user applications using the Microsoft Visual Basic programming system, a first step for students who are new to Visual Basic. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

CIS 031.2 APPLICATIONS PROGRAMMING USING VISUAL BASIC
3 units
Lecture 3 hours; lab 6 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. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

CIS 032 FORTRAN PROGRAMMING
3 units
Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.

FORTRAN, a programming language designed originally for scientific and engineering applications and now also used in telecommunications, is presented in this course through a problem-solving approach which emphasizes the use of proper structures programming methodology. Credit/No Credit Option.

CIS 036 PASCAL PROGRAMMING
3 units
Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.

This course should be taken by students wishing to learn Pascal, a relatively easy-to-learn language. The emphasis is on Pascal syntax, the techniques of algorithm development, and programming style. Students will be introduced to the Pascal language and will use that language to design, code and execute programs with emphasis on efficient algorithms, structured programming techniques and good documentation. Credit/No Credit Option.
CIS 037 C PROGRAMMING
3 units
Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
Fundamentals of ANSI C language syntax, including C data types, statements (sequence, selection, and repetition), and standard C libraries, are introduced in this course. Structured programming style using the C language is emphasized. Advanced topics, such as structures, external files, bit manipulation, and pointers/dynamic allocation are also included. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 038 C++ PROGRAMMING
3 units
Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
The objective of this course is to introduce students to programming in C++, an evolution of the C programming language. Topics covered in the course include most aspects of C++, including object-oriented programming and extensions of the C++ language. Credit/No Credit Option.

CIS 039 MICROCOMPUTER ASSEMBLER PROGRAMMING
3 units
Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
Designed to teach students how to write assembly language for Intel/DOS-compatible personal computers, this course emphasizes fundamentals of computer operation. Functions not readily apparent when using a high-level language, such as storage registers, binary arithmetic, and data representation, are of particular importance in this course. Programming assignments for this course will use the instruction set developed for the Intel 80 x 86 and related microprocessors. Credit/No Credit Option.

CIS 040 JAVA FOR NON-PROGRAMMERS
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R and CA 020 or CA 070 and CA 096.
This course introduces object-oriented programming generally, and Java programming specifically. Emphasis is placed on understanding the syntax of Java, compiling and interpreting Java, and on writing and editing simple Java code. Students with no previous programming background are strongly encouraged to attend this course before entering the Java 1, 2, 3 sequence. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 040.4 PROGRAMMING WITH JAVA I
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CIS 040.3, CA 020 or CA 070, DM/IS 096 and Math 106/106R
This course focuses on Java as a software application programming language. Emphasis is placed on Java syntax (at a faster paced and more advanced level than Java for Non-Programmers) and graphical user interface programming. Students with no previous programming background are strongly encouraged to attend Java for Non-Programmers as preparation for this course. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 040.5 JAVA DATABASE CONNECTIVITY JDBC
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CIS 040.6; Math 106/106R
E-commerce requires a programming environment that connects the Internet and INTRANETS to the business information in the legacy systems. Java is the new object oriented and platform independent programming language for INTERNET, INTRANET, AND NETWORK computing. JDBC is the connectivity standard to the databases in the legacy systems. Many of the legacy systems and the new enterprise Client/Server systems organize the business information in Relational Data Base Systems RDBMS. Structured Query Language (SQL) is a standard data manipulation language for RDBMS. Information interchange to distributed RDBMS uses SQL following the Open Data Base Connectivity (ODBS) standard. Java uses SQL to access and process the information content of RDBMS following the JDBC standard. These standards contain compliance levels and programming statements for access and interchange of business information. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 040.6 PROGRAMMING WITH JAVA 2
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R and CIS 40.4
This course serves as a continuation of Programming 001. Students will create applications that are m with Java corex complex and begin working with additional Java technologies. The course will also emphasize questions from the Sun Certified Java Programmer Exam. The Sun exam is not a component of the course, although Programming with Java 2 emphasizes the practice of commercial programming. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 040.7 PROGRAMMING WITH JAVA 3
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R and CIS 40.6
This course serves as a continuation of Programming with Java 2. In addition to more complex Java codes, students will develop commercial projects incorporating Java Database Connectivity (JDBC). Unified Modeling Language (UML) will also be covered in this course. This course is West Valley College AA/AS, degree and certificate applicable. Credit/No Credit Option.

CIS 041.1 CONCURRENT PROGRAMMING USING JAVA
3 units
Lecture 3 hours; lab 2 hours by arrangement per week for 18 weeks
Recommended preparation: Math 106/106R
This course focuses on concurrent programming and programming for parallel processors using the object-oriented paradigm. Students will write threaded Java programs that execute on multiprocessors. This course is West Valley College AA/AS Degree and Certificate applicable. Credit/No Credit Option.

41.2 CORBA PROGRAMMING ON THE INTERNET USING JAVA
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R, CIS 40.6
This course focuses on creating the next generation of enterprise-wide business applications using Java and CORBA. This course is West Valley College AA/AS Degree and Certificate applicable. Credit/No Credit Option.

41.3 NETWORK PROGRAMMING USING JAVA
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R, CIS 40.6
This course focuses on developing network programs (both applets and applications) using Java, covering networking fundamentals to remote method invocation (RMI). Additional topics include TCP and UDP sockets, multicast in protocol and content handlers, and servlets. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

CIS 041.4 INTRANET APPLICATIONS USING JAVA
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CA 020, CA 070 and Math 106/106R, CIS 40.6
This course focuses on designing and creating Intranet applications with Java. In addition, current classes, tools, and Intranet security techniques will be explored. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.
CIS 041.5 DISTRIBUTED COMPUTING USING JAVA
3 units
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended preparation: Math 106/106R, CIS 40.6
This course focuses on designing and writing distributed applications in Java. It explores Java’s Remote Method Invocation (RMI) facility and CORBA. Designing protocols to build message-passing systems, using Java’s security facilities, and writing multithreaded servers, are covered with special emphasis on distributed database systems, collaboration, and applications with high bandwidth requirements. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 041.6 THREADED PROGRAMMING USING JAVA
2 units
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended preparation: Math 106/106R, CIS 40.6
This course focuses on the intricacies of threaded programming in Java, covering basic synchronization techniques to more advanced topics such as writing your own thread scheduler. The Java Thread class is explored along with techniques for avoiding deadlock, lock starvation, and other topics. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 041.7 COMPONENTS USING JAVA BEANS
2 units
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended preparation: Math 106/106R, CIS 40.6
This course explores JavaBeans component architecture, focusing on creating Beans and integrating JavaBeans into Active X projects. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 042.1 WEB PROGRAMMING 1-CLIENT SIDE
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R
This course focuses on client-side web programming for those students who have previous experience with HTML. Programming and scripting languages covered will be current with industry demand. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 042.2 WEB PROGRAMMING 2, SERVER-SIDE
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R, CA 020 or CA 070 and CA 096, Math 106/106R and CIS 42.1
This course focuses on server-side web programming for those students who have previous experience creating web sites. Programming and scripting languages covered will be current with industry demand. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 042.4 ELECTRONIC COMMERCE TECHNOLOGIES
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: CA 020 or CA 070
E-commerce, E-business, Business-to-Business Technologies, and Portals are the topics of this course intended for students working in or interested in working in the electronic commerce industry. Students will develop a strong foundation of knowledge covering e-commerce solutions, initiatives, and technical requirements. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 043.1 WEB TECHNOLOGIES
3 units
Lecture 3 hours
Recommended preparation: Math 106/106R, CA 020 or CA 070, DM/IS 020B
This course focuses on the technologies of the world wide web. Examples of the types of topics to be discussed, based on current technologies include web protocols, low-level transmission, packet switching, and internetworking. The courses Local Area Technologies, Web Technologies, and Internet Technologies form the core of the Internet Services program. The content of each course complements the other and is designed to provide a technical understanding of local and wide-area networking. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 043.2 INTERNET TECHNOLOGIES
3 units
Lecture 3 hours
Recommended preparation: Math 106/106R, CA 020 or CA 070
This course focuses on the technologies of the Internet outside of the world wide web. Examples of the types of topics to be discussed based on current technologies include QoS-Based Communications, Frame Relay, ATM, Layer 3 Fundamentals, xDSL, etc. The courses Local Area Technologies, Web Technologies, and Internet Technologies form the core of the Internet Services program. The content of each course complements the other and is designed to provide a technical understanding of local and wide-area networking. This course is West Valley College AA/AS degree and certificate applicable. This course may be taught in a distance learning format. Credit/No Credit Option.

CIS 043.3 INTERNET SECURITY
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended preparation: Math 106/106R, CA 020 or CA 070
This course focuses on current security issues related to the World Wide Web. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 043.5 INTERNET AND WEB SYSTEM ADMINISTRATION
2 units
Lecture 3 hours (12 weeks)
Recommended preparation: Math 106/106R, CA 020 or CA 070
This course focuses on creating and maintaining a basic Internet information server offering mailing list, anonymous FTP and World Wide Web services. This course is West Valley College AA/AS degree and certificate applicable. This course is also taught in a distance learning format. Credit/No Credit Option.

CIS 043.6 INSTALLATION AND MANAGEMENT OF WORLD WIDE WEB (WWW) SERVERS
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R, CA 020 or CA 070
This course focuses on creating installing and managing Web servers for Windows, NT, MacOS, Linux, and UNIX systems. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 044.2 WEB-DISTRIBUTED APPLICATIONS DEVELOPMENT WITH DCOM
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R, CIS 40.7
This course focuses on Distributed Component Object Model (DCOM) and writing DCOM Clients and Servers. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

CIS 045A THE UNIX OPERATING SYSTEM
3 units
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-Shells environments. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
CIS 045B ADVANCED UNIX: UTILITIES AND SHELL PROGRAMMING 3 units  
Lecture 3 hours; lab 6 hours by arrangement  
Prerequisite: CIS 045A.  
Recommended preparation: Math 106/106R  
This course is designed for students who have some introductory-level proficiency with the Unix operating system and who want to increase their abilities to use Unix utilities and shells. The subject matter includes the use of awk, grep, sed, and other functions. Text formatting is explored with nrofl and vi. Shell script programming, begun in CIS 045A, is expanded to include the shell process, programming constructs, style, debugging and portability. The course includes aspects of both AT&T and BSD variants of Unix and features of both Bourne- and C-Shell environments. Assignments involving the use of Unix will be completed in the computer lab. Credit/No Credit Option.

CIS 050.1 INSTALLING AND SUPPORTING MICROCOMPUTERS 3 units  
Lecture 3 hours; lab 4 hours by arrangement (18 weeks)  
Recommended preparation: Math 106/106R  
Acceptable for credit: California State University.  
This course investigates personal computer systems, including system boards, bus structures, memory, peripherals and other components, operating systems, system configuration, and problem diagnosis and repair. Various types of computers, operating environments, and related issues are explored and compared. Students who wish to pursue networking, systems engineering, or similar technical computing fields are encouraged to take this course. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 060 LOCAL AREA NETWORKING TECHNOLOGIES 2 units  
Lecture 2 hours; lab 1 hour by arrangement  
Recommended preparation: Math 106/106R  
This course serves as the technical introduction to concepts of local area networking and applied computer communications. The information provided by this course is needed by students who wish to proceed in the series of local area networking courses and is required for the AS degree in this topic. It is an introduction to the terms, concepts, and technologies of computer networking. It also defines contemporary network services, transmission media, protocols, inter networking, and emerging technologies. Credit/No Credit Option.

CIS 061 NETWARE ADMINISTRATION 3 units  
Lecture 3 hours; lab 2 hours by arrangement  
Prerequisites: CIS 50.1, CIS 060, CA 051, CA 070.  
Recommended Preparation: Math 106/106R  
NetWare Administration is designed to prepare students to assume the responsibilities of a network administrator. Topics presented in the course include creating and managing a directory structure, managing users and groups, implementing a security plan, setting up network printing, establishing backup procedures, and automating network functions. Credit/No Credit Option.

CIS 062 ADVANCED NETWARE ADMINISTRATION 3 units  
Lecture 3 hours per week; lab 2 hours by arrangement  
Prerequisite: CIS 061.  
Recommended Preparation: Math 106/106R  
This course is designed to provide the skills and knowledge necessary for an experienced network administrator to oversee complex network environments and operations. Coursework is based on case studies from which examples and scenarios are taken to illustrate specific concepts and networking issues. Each concept is explored through hands-on exercises and written diagnosis. Credit/No Credit Option.

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

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

CIS 065 INTRODUCTION TO NETWORK PRINTING 1.5 units  
Lecture 1.5 hours; lab 1 hour by arrangement  
Prerequisite: CIS 061.  
Recommended preparation: Math 106/106R  
This course is designed for properly trained students who have taken networking courses using earlier versions of the network operating system in order to upgrade their skills to a newer version. The course introduces new commands, features, and strategies for managing network operations using a new, upgraded network operating system. Topics include directory services, changes to user environment, migration and optimization strategies. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 066 NETWARE SYSTEM UPDATE 2 units  
Lecture 2 hours; lab 3 hours by arrangement  
Prerequisite: CIS 063.  
Recommended preparation: Math 106/106R  
As part of the Novell certification program, this course provides training required by students who have taken networking classes using earlier versions of the network operating system in order to upgrade their skills to a newer version. The course introduces new commands, features, and strategies for managing network operations using a new, upgraded network operating system. Topics include directory services, changes to user environment, migration and optimization strategies. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 067 ADMINISTERING NETWORK FOR MACINTOSH .5 units  
Lecture 8-10 hours; lab 1 hour by arrangement  
(1-2 weeks)  
Prerequisite: CIS 061.  
Recommended preparation: Math 106/106R  
This course provides information and experience for installing, configuring, and working with Network for Macintosh systems. It is designed for a hands-on computer lab environment. Credit/No Credit Option.

CIS 068 NETWORK SERVICE AND SUPPORT 3 units  
Lecture 3 hours; lab 4 hours by arrangement  
Prerequisite: CIS 063.  
This hands-on course focuses on prevention, diagnosis and resolution of hardware, software, and network-related problems encountered in typical networking operations. Students will explore the use of various research and testing tools that will assist them in solving “real world” problems. It is designed to provide practical experience for use on the job or as a reference. The course also anticipates that these students will serve internships in the college’s computer labs and networking operations as a part of their case study. Credit/No Credit Option.
CIS 069 NETWORK DESIGN AND IMPLEMENTATION
2 units
Lecture 2 hours; lab 3 hours by arrangement
Prerequisite: CIS 063.
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
NetWare Design and Implementation provides students with the opportunity to simulate a network project team. In a group exercise, students apply technical concepts by designing, planning, and documenting a network implementation. This course is required for CNE-level certification. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 070 DEVELOPING APPLICATIONS WITH MS OFFICE
3 units
Lecture 3 hours; lab 6 hours by arrangement
Prerequisite: CA 070 and CIS 031 or CIS 31.1 or CIS 31.2 or CA 062B or CA 081B.
Recommended preparation: Math 106/106R
This course teaches a student how to plan, develop, and test applications. It is a programming course using, as the programming language, both MS Office Visual Basic for Applications and Word Basic. Credit/No Credit Option.

CIS 070.2 APPLICATION DEVELOPMENT USING MS EXCEL
3 units
Lecture 3 hours; lab 6 hours by arrangement
Prerequisite: Math 106/106R
Acceptable for credit: California State University.
This course is designed to prepare students to meet Microsoft Certification program. Industry has adopted the strategy of creating many "front end" user applications in familiar end-user environments. This course addresses the need of any enterprise for tools which assist in the rapid development of applications. By combining an easy-to-use development language—Visual Basic for Applications— with the convenience of the Microsoft Excel spreadsheet, developers can quickly build high-end functionality into custom applications. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 070.3 APPLICATION DEVELOPMENT WITH MS ACCESS
3 units
Lecture 3 hours; 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is designed to add access as one of the support courses within a Microsoft Certification program. This course teaches Access users how to successfully develop applications in Visual Basic, Access Basic, or Word Basic. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 070.4 PROGRAMMING WITH MICROSOFT ACCESS
3 units
Lecture 3 hours; lab 6 hours by arrangement
Prerequisite: CIS 70.3.
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
The course extends skills first developed in CIS 70.3 for programmers using MS Office and, specifically MS Access with Access Basic, to develop end-user applications. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course teaches experienced programmers how to extend the power of their Microsoft Access database management system applications using the advanced features of Access Basic and Data Access Objects (DAO). This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 081.1 MICROSOFT ADMINISTRATION
3 units
Lecture 3 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
Microsoft Windows NT is a major networking and personal computer operating system for which there is an increasing demand for trained support personnel. This course will complement the networking courses already offered by CIS and expands the options for students. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides a foundation for supporting Microsoft Windows NT operating system, including the skills to configure, customize, optimize, integrate networks, and troubleshoot. The course is designed to prepare students to meet Microsoft's professional certification requirements. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 081.2 MICROSOFT WINDOWS NT: SUPPORTING CORE TECHNOLOGIES
3 units
Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: CIS 81.1
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
Microsoft Windows NT is a major networking and personal computer operating system for which there is an increasing demand for trained support personnel. This course will complement the networking courses already offered by CIS and expands the options for students, and is the second in a series of courses and is added to CIS as one of the support courses within a Microsoft Certification program. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 081.3 FUNDAMENTALS OF EXCHANGE SERVER
3 units
Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: CIS 81.2
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
Electronic mail and messaging services are a key component of any networking system. Exchange is the premier mail/messaging system for Windows NT and related networks. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides an overview of Microsoft Exchange Server in which students learn how to plan and install a Microsoft Exchange Server-based system. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 081.4 SUPPORTING MICROSOFT SYSTEMS MANAGEMENT SERVER
3 units
Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: CIS 81.2
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides students with the opportunity to gain the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft Systems Management Server. Students will also have an opportunity to plan and implement multiple Systems management Server sites, collect hardware and software inventory, distribute software to client computers, manage shared applications, and use remote control functions to diagnose and solve common problems. The course is intended for network administrators or engineers. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 081.9 WINDOWS OPERATING SYSTEMS AND SERVICES ARCHITECTURE
3 units
Lecture 3 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R and one or more of the following: CIS 031, 31.1, 31.2, 070, 70.2, 70.3, 70.4
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course presents the architecture and related services of Microsoft Windows operating systems. Students study the framework required to develop solutions for the Microsoft Windows operating systems. This course is intended for students who are familiar with the central concepts of the Windows operating system and have successfully developed applications in Visual Basic, Visual Basic for Applications, Access Basic, or Word Basic. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
CIS 082.1 SYSTEM ADMINISTRATION FOR MICROSOFT SQL SERVER
3 units
Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: CIS 81.2
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft SQL Server client/server database management system. This course is intended for system administrators who implement and support Microsoft SQL in a network. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 082.2 IMPLEMENTING A DATABASE DESIGN ON MICROSOFT SQL SERVER
3 units
Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: CIS 81.2
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course is intended for system engineers and developers who are responsible for implementing Microsoft SQL Server and writing Transact-SQL code. This course provides students with the technical skills required to implement a database solution with Microsoft SQL Server client/server database management system. Lab exercises allow hands-on implementation of the case-study design. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 083.1 SUPPORTING MICROSOFT WINDOWS
3 units
Lecture 3 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course is a basic starting place for students interested in pursuing a career in software and systems support. This course is intended for system engineers, network administrators, and other support professionals who are responsible for installing, configuring, maintaining, and troubleshooting Windows. Skills developed in this course include installation, configuration, customization, optimization, network integration, administration, troubleshooting, messaging, and other support issues. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 085.2 SUPPORTING MICROSOFT WORD
3 units
Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course will cover application-specific skills needed to implement, support, and troubleshoot Microsoft Word for Windows. There is a strong emphasis on the skills required for supporting users of Microsoft Word in a workgroup. Within this context, the course identifies the most common problems that users encounter and there is discussion of effective troubleshooting solutions. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 085.3 SUPPORTING MICROSOFT EXCEL
3 units
Lecture 3 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is one of the support courses within a Microsoft Certification program. This course gives the students the opportunity application-specific skills that will enable them to effectively implement, support, and troubleshoot Microsoft Excel. There is strong emphasis on the skills required for supporting users of Microsoft Excel in a work group. Within an activity-based context, the course identifies the most common user problems and discusses effective troubleshooting solutions. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 091, 092, 093 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Recommended preparation: Math 106/106R
Acceptable for credit: *University of California, California State University, UC transfer credit for directed studies courses is granted after review of the course outline and examples of students work (assignments, test, papers, etc.) by the enrolling UC Campus. Please see a counselor for more information.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college.

CIS 100 SPECIAL TOPICS
.5-3 units
Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Courses

COUNS 000A ORIENTATION
.5 unit Lecture 9 hours total
Recommended Preparation: Standard R&W
A course designed to equip students with basic survival tools for college. The course includes an orientation to WVC programs and services, rules and regulations; basic skills assessment; an overview of general education requirements for transfer and graduation; an introduction to the registration process educational planning. Credit/No Credit Only.

COUNS 001 COLLEGE SURVIVAL SKILLS
2 Units 2 Lecture hours
Acceptable for Credit: California State University
This comprehensive survey course includes a study of the role of education in life, college systems, effective learning strategies, academic survival, career information, awareness of personal development, techniques of interpersonal communication, educational planning, and resources on and off campus to enhance student success. This course has an option of being taught with an emphasis for immigrant students. Credit/No Credit Option.

COUNS 001A COLLEGE SURVIVAL SKILLS
.5 unit 1 Lecture hour (9 weeks)
Acceptable for Credit: California State University
This comprehensive survey course includes the study of the role of education in life as it applies to college systems, and effective academic survival. Topics in this course include career information, theories of career choice, as well as decision-making theories and strategies. Resources on and off campus will be explored to enhance students' success. This course has the option of being taught with an emphasis on immigrant students in special programs. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

COUNS 002 ACADEMIC AND PERSONAL PLANNING
1 unit Lecture 1, 2, or 3 hours (16,12 or 6 weeks)
Acceptable for credit: California State University.
Increases self-knowledge and understanding by facilitating academic and personal decision-making. Includes assessment in reading, English, math and occupational interests. Aids in setting life and career goals, determining educational objectives, and developing appropriate short- and long-range plans. Credit/No Credit Only.

COUNS 005 COLLEGE SUCCESS
3 units 3 Lecture hours
Acceptable for Credit: 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. This course is West Valley College AA/AS degree applicable. Credit/No Credit Option.

COUNS 006 INTEGRATING PERSONAL VALUES WITH WORK AND COMMUNITY
1 unit Lecture 3 hours (6 weeks)
This course focuses on important commitments students face in their lives—commitments to family, community, self, and work. Students will identify their skills and personal strengths and will write a personal mission statement. This is a Community Service Learning course and prepares students for CS9. This course will be dual listed with IS 006. This course is West Valley College degree applicable. Credit/No Credit Option.

COUNS 009 MAKING A DIFFERENCE IN THE COMMUNITY
1 unit Lecture 3 hours (6 weeks)
This course is designed to help students nurture a sense of community involvement while gaining work experience and service learning Reflective and Critical Thinking will occur in the classroom. Students will be placed in volunteer or paid work positions in community service agencies, where they will learn about community issues and problems as well as potential solutions. Paid work experiences will be available to students who have access to federal work-study or CalWORKS work-study funds. This course will be dual listed with IS 009. This course is West Valley College AA/AS degree applicable. It may be repeated two times. Credit/No Credit Option.

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

COUNS 012A, B, C CAREERS AND LIFE STYLES
1 unit each Lecture/Discussion 3 hours (6 weeks)
Acceptable for credit: California State University.
This course is similar to Couns 012 in content and purpose: a course for those who desire more in-depth career direction. Couns 012A focuses on self assessment and identification and clarification of values; discussion and exploration of individual interests and their application to career search; and decision-making techniques and goal-setting strategies. Couns 012B focuses on the assessment of individual abilities, skills, academic and professional preparation, and on life-planning tools and skills in relation to career alternatives and career research. Couns 012C is the special-topic module. Modules taught will focus on specialized concerns relating to job search and the world of work, such as “Careers of the Future,” “Retirement,” “New Job Styles,” “Divorce and the Job Market,” “Career Transition,” “Career Decision Making.” Credit/No Credit Option.

COUNS 014 SELF ASSESSMENT THROUGH TESTS
1 unit Lecture 2 hours (9 weeks)
Acceptable for credit: California State University.
This course will assist students to do some assessment of themselves through the taking of tests. A battery of tests will be administered, interpreted, and analyzed for the purpose of helping students to assess values, abilities, personalities, interests, and toward the setting of realistic personal and career goals and objectives. Credit/No Credit Option.

COUNS 018 JOB SEARCH METHODS
1 unit Lecture 3 hours (6 weeks)
Acceptable for credit: California State University.
This course provides practical step-by-step instructions, techniques, and strategies for planning and organizing an efficient job search. Emphasis will be placed upon developing strategies to deal with Job Market Issues, Job Market Research, Employer Contact, Resumes and Applications, Job Interviews, and the World of Work. Credit/No Credit Option.

THE FACULTY
Ginny Aragon
Angela Euentia-Bangle
Michael Byers
Christopher Clark
Pauline Clark
Michael Cubie
Linda Engelking
Maria Garcia Scheper
Tom Golbey
Michael S. Herauf
Carolyn Nash
Carol Pavan
Lynn Rossmann
Leticia Sanchez-Mendoza Hernandez
Sylvia A. Selleck
Leonard Schreibstein
Patricia A. Yukawa
Wanda Wong

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
COUNS 022A,B,C,D PERSONAL GROWTH
.5 Unit Each
9 Lecture/Discussion hours
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 to help students better deal with problems and decisions. Specific topics will include: building self-esteem, effective communication, time management, stress management, inter-group and cross cultural relations, and conflict resolution. Credit/No Credit Option.

COUNS 023A,B,C,D PERSONAL GROWTH
1.0 unit each
18 Lecture/Discussion hours
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 to help students better deal with problems and decisions. Specific topics will include: building self-esteem, effective communication, time management, stress management, inter-group and cross cultural relations, and conflict resolution. Credit/No Credit Option.

COUNS 024A,B,C,D PERSONAL GROWTH
1.5 units each
Lecture/Discussion 9, 18, 27 total hours per semester.
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 to help them 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. This course is transferable to California State University system and meets the Area E general education requirements. Credit/No Credit Option.

COUNS 025 IMPROVING RELATIONSHIPS THROUGH COMMUNICATION
3 units Lecture 3 hours
Acceptable for credit: California State University

An investigation into the concept of communication as dialog through reading and discussion of pertinent literature. The concept of dialog will relate to the human experience of friendship. Emphasis will be on developing a wide range of skills which promote one-to-one communication in close relationships. Repeated opportunities will be given for practice both in and out of class. (Dual listed with Speech 25). Students may receive credit for one course only. Credit/No Credit Option.

COUNS 026 WORKPLACE SUCCESS SKILLS COURSE
2 units Lecture 3 hours (12 weeks)
This course will expose students to those people skills and organizational skills necessary to be successful in today’s workplace. Major topics are: getting started at a job; solving problems; gaining promotion; and getting along with bosses, co-workers and customers. Additional topics are: communication issues and techniques; time-management; workplace ethics; teamwork; and performance reviews. Students will participate in assessment of their workplace, transferable and basic skills. Students will complete a portfolio. Students will complete “post-tests” of their workplace and basic skills. This course is West Valley College Certificate applicable and West Valley College AA/AS. Degree applicable. Credit/No Credit Option.

COUNS 030 PRINCIPLES AND PRACTICES OF STUDENT ADVISING
2 units Lecture 2 hours
Recommended Preparation: Counseling 031A-D
Acceptable for credit: California State University.

This course offers appropriate training for student advisors/mentors. It will focus on the development of human awareness, cross-cultural and gender perspectives, communication and leadership skills, college procedures, services, and programs, knowledge of campus and community resources and techniques of student advising. It is designed to teach concepts and skills essential for effective group and individual student advising. This course may be repeated three times. Credit/No Credit Option.

COUNS 031A,B,C,D PRINCIPLES AND PRACTICES OF STUDENT ADVISING (LAB)
1 unit Lab 3 hours, each course
Recommended Preparation: Counseling 030.

This course will provide supervised practice and experience in utilizing the skills and content of Counseling 30. Role-playing, simulations and videotaping will be employed to assist students in developing a mastery of the skills of effective student advising. This course may be repeated three times. Credit/No Credit Option.

COUNS 041 STUDENT GOVERNMENT ACTIVITIES PRACTICUM
1 unit Lab 3 hours by arrangement
Acceptable for credit: California State University.

Participation in the Student Senate provides a leadership and skills forum in which to debate legislation and to lobby on local, state, and federal levels. In addition to participating in the Senate, students will gain experience in utilizing the skills and content of Counseling 30. This course may be repeated three times. Credit/No Credit Option.

COUNS 045 - SUCCESSFUL STUDY STRATEGIES
1 unit 3 Lecture hours (6 weeks)
Acceptable for Credit: California State University

This course is designed to teach students to improve their study skills and become more aware of their potential for success. Opportunity is provided for implementing new approaches to time management, note taking, test preparation, and other study techniques. Credit/No Credit Option.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
COUNS 050 CROSS-CULTURAL PERSPECTIVES
3 units Lecture 3 hours
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. Credit/No Credit Option.

COUNS 100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

COUNS 919A,B,C PRE-VOCATIONAL ASSESSMENT FOR THE DISABLED
1 unit each (Formerly Counseling 019A,B,C)
Lecture 3 hours (6 weeks each)
Evaluation in the physical, cognitive and motivational areas of functioning with emphasis on the understanding of self in preparation for career decision-making and exploration of occupational information. Courses may be taken in any sequence. A. Physical Assessment; B. Cognitive Assessment; C. Motivational Assessment. Credit/No Credit Option.

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

THE FACULTY
Linda Lawson

Degree & Certificate Requirements

Recommended preparation for all courses: Math 902
All courses except the following are Credit/No Credit Option:
CTR 024A, 024B, 026, 028, 034, 036A, 036B, 038.

COURT REPORTING AND RELATED TECHNOLOGIES
(A.S. Degree and Certificate)

Course  83 Units

First Semester
- CTR 024A Court Reporting Theory I and OR
- CA 015 Document Formatting OR
- English and Editing for Transcription 2

Second Semester
- CTR 008 80 WPM Speed Goal, pass any one of
  English Composition OR
- Read 053 Speed and Critical Reading OR
- Read 063 Vocabulary Development 3
- CTR 030A Realtime Basic Dictionary Building 2
- HTech 005 Basic Medical Terminology 3

Summer Session
- Appropriate speed building class 2

Third Semester
- CTR 024A English and Editing for Transcription 1.5
- CTR 024B English and Editing for Transcription 1.5
- English and Editing for Transcription 6.5

Fourth Semester
- Para 021 Introduction to American Law OR
- CTR 036A&B Legal Terminology and Intro to Law 3
- CTR 028A Basic Computer-Aided Transcription 2.5
- Appropriate speed building class 6.5

Summer Session
- Appropriate speed building class 2

Fifth Semester
- CTR 034A1 Medical Dictation for the Court Reporter 1.5
- Appropriate speed building class 6.5

Sixth Semester
- CTR 038 Court and Deposition Procedures for The Court Reporter 3
- Appropriate speed building class 6.5

Summer Session
- Appropriate speed building class 2

Seventh Semester
- CTR 042A or B Certified Shorthand Reporters'
- CTR 042A 6.5

Examination Review 2
- CTR 044 Court Reporting Apprenticeship 1
- Some students may move through the machine portion of the program more quickly. The machine portion and the academic content of the above schedule has been fully approved by the California Certified Reporters’ Board, which is located at 2535 Capitol Oaks Drive, Suite 230, Sacramento, California 95833. Students also are recommended to take CTR 030B Realtime and Legal Dictionary Building and CTR 030C Realtime and Medical Dictionary Building. Before the end of the program a student shall pass at least two 5-minute key boarding tests with a minimum of 60 gross wpm with a maximum of 5 errors. Computer applications program offers keyboarding classes. A certificate of proficiency in court reporting may be earned by students who have completed all required academic courses with at least a grade of C or credit and have completed CTR 020 A-D with a grade of C or better. Upon review of course content, academic courses completed at private court reporting schools may be accepted for purposes of qualifying for the CSR exam. New and transfer students are required to attend a court reporting orientation meeting, the date of which is published in each semester's schedule of classes.

Recommended Electives
- AJ 003 Principles and Procedures of the Justice System 3
- Bus 028 Business Law 3
- Read 975A-D Reading Skills .5 each
- To be awarded an A.S. Degree, a student must complete
  1. All of the major requirements
  2. A 200-word-per-minute goal speed building class (CTR 020A-D) with a grade of C or better or Credit
  3. Additional units to meet the college graduation requirements.

LEGAL SECRETARIAL STUDIES (Certificate)
You may continue your studies in this field by pursuing certificates in Administrative Careers, Level I and Level II, and an Associate of Science Degree in Business Administration.

Course  Units
- CA 032A Intern. Word Processing, WordPerfect OR
- CTR 024A English and Editing for Transcription 1.5
- CTR 024B English and Editing for Transcription 1.5
- Engl 905 Can be alternate for CTR 024A,B
- CA 035L Word Processing for the Law Office OR
- CA 035A Word Perfect for the Law Office

OR
- PARA 065A Word Processing for the Law Office 3
- PARA 021 Intro. to American Law 3
- PARA 022 Civil Litigation 3
- PARA 025 Legal Ethics 1.5

You do not need a steno machine for this program.

Orientation: Each semester an orientation meeting provides information needed for entering and returning students in Court Reporting and Related Technologies.

Students who need additional time to practice computer skills are encouraged to take advantage of the open lab time in the Technology Center.

A Certificate of Proficiency will be awarded to those students achieving a grade of “C” or better, or “Credit” in the major requirements listed above.

LEGAL TRANSCRIPTION TECHNOLOGIST
(A.S. Degree and Certificate)

Course  Units
- CTR 06A1 Court Reporting Theory I 2
- CTR 06B1 Court Reporting Theory II 2
- CTR 024A English and Editing for Transcription 1.5
- CTR 024B English and Editing for Transcription 1.5
- Engl 905 Can be alternate for CTR 024A,B
- CTR 028A Basic Computer-Aided Transcription 2.5
- CTR 030A Realtime and Computer-Aided Basic Dictionary Building 6
- CTR 030B Realtime and Computer-Aided Basic Dictionary Building 2
- CA 031A Beg. Word Processing, WordPerfect 1
- OR
- CA 031B Beg. Word Processing, Microsoft Word 1
- CA 032A Inter. Word Processing, WordPerfect 2
- OR
- CA 032A Inter. Word Processing, Microsoft Word 2
- Any one of the following:
  - CTR 035L Word Processing for the Law Office
  - CTR 035M Word Processing for the Law Office
  - CTR 035A Word Processing for the Law Office
  - CTR 035B Microsoft Word for the Law Office
  - PARA 065A Word Processing for the Law Office
  - PARA 065B Word Processing for the Law Office

Any one of the following with a grade of C or better, or demonstration of skill proficiency.
- CTR 08 A-D 080 WPM speed goal 6.5

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
A Certificate of Proficiency in Legal Transcription Technology can be earned by students who have completed all required courses with at least a grade of "C" or "Credit".

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

Before beginning any Court Reporting or Related Technology program, the student should have keyboarding skills of at least 45 words per minute; the computer Applications program offers keyboarding classes.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 06A</td>
<td>2</td>
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<tr>
<td>CTR 06B</td>
<td>2</td>
</tr>
<tr>
<td>CA 015</td>
<td>2</td>
</tr>
<tr>
<td>CTR 024A</td>
<td>English and Editing for Transcription 1.5</td>
</tr>
<tr>
<td>CTR 024B</td>
<td>English and Editing for Transcription 1.5 (CTR 024A, 024B are 9 weeks each)</td>
</tr>
<tr>
<td>Engl 905</td>
<td>Can be alternate for CTR 024A,B</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CTR 06A</td>
<td>80 WPM, Speed Goal 6.5</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CTR 050X</td>
<td>CTR Workshop (NIGHT) 4</td>
</tr>
<tr>
<td>CTR 028A</td>
<td>Basic Computer-Aided Transcription 2.5</td>
</tr>
<tr>
<td>CTR 02B</td>
<td>English Review and Office Practices for the Court Reporter 3</td>
</tr>
<tr>
<td>CTR 028</td>
<td>Basic Computer-Aided Transcription 3</td>
</tr>
<tr>
<td>CTR 030A</td>
<td>Computer-Aided Basic Dictionary 2</td>
</tr>
<tr>
<td>CTR 030C</td>
<td>Computer-Aided Medical Dictionary 2</td>
</tr>
<tr>
<td>CTR 044</td>
<td>Court Reporting Apprenticeship 1</td>
</tr>
</tbody>
</table>

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

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

**OFFICE ASSISTANT/TRANSCRIPTION TECHNOLOGIST (Certificate)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CTR 06A</td>
<td>Court Reporting Theory I 2</td>
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<tr>
<td>CTR 06B</td>
<td>Court Reporting Theory II 2</td>
</tr>
<tr>
<td>CTR 024A</td>
<td>English and Editing for Transcription 1.5</td>
</tr>
<tr>
<td>CTR 024B</td>
<td>English and Editing for Transcription 1.5 (CTR 024A, 024B are 9 weeks each)</td>
</tr>
<tr>
<td>Engl 905</td>
<td>Can be alternate for CTR 024A,B</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CTR 06A</td>
<td>Court Reporting Theory I 2</td>
</tr>
<tr>
<td>CTR 06B</td>
<td>Court Reporting Theory II 2</td>
</tr>
<tr>
<td>CA 031A</td>
<td>Beg. Word Processing, WordPerfect 1</td>
</tr>
<tr>
<td>CA 032A</td>
<td>Intern. Word Processing, WordPerfect 1</td>
</tr>
<tr>
<td>CA 032B</td>
<td>Intern. Word Processing, MS Word 2</td>
</tr>
<tr>
<td>CA 010</td>
<td>Computer Keyboarding 1</td>
</tr>
<tr>
<td>CA 015</td>
<td>Document Formatting 2</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 024A</td>
<td>English and Editing for Transcription 1.5</td>
</tr>
<tr>
<td>CTR 024B</td>
<td>English and Editing for Transcription 1.5 (CTR 024A, 024B are 9 weeks each)</td>
</tr>
<tr>
<td>Engl 905</td>
<td>Can be alternate for CTR 024A,B</td>
</tr>
<tr>
<td>CTR 030A</td>
<td>Computer-Aided Basic Dictionary 2</td>
</tr>
<tr>
<td>CTR 030C</td>
<td>Computer-Aided Medical Dictionary 2</td>
</tr>
<tr>
<td>CTR 044</td>
<td>Court Reporting Apprenticeship 1</td>
</tr>
<tr>
<td>CTR 08A-D</td>
<td>080 WPM speed goal 6.5</td>
</tr>
</tbody>
</table>

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

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

**NOTE**:

- A student must be able to write on a stenotype machine for five minutes of unfamiliar, spoken dictation at 180 words per minute for five minutes with 97.5% accuracy. Also, a student must be able to demonstrate a realtime translation percentage of at least 94 percent accuracy at 180 words per minute for three minutes.

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.
Courses

CTR 004 CAREER EXPLORATION IN COURT REPORTING AND RELATED TECHNOLOGIES
.5 unit Lecture 1 hour for 9 weeks
Acceptable for credit: California State University.
This course explores career opportunities using stenotype skills. It provides an overview and exploration of the various career paths currently available, and it highlights emerging opportunities.

CTR 006A1 COURT REPORTING THEORY I
2 units Lecture 2 hours; lab 6 hours; 5 hours of lab by arrangement (9 weeks).
Acceptable for credit: California State University.
The student will study the operation of a stenotype machine, learn all letters as taught in a computer-compatible theory, write simple one and two syllable words, develop oral reading ability of stenotype and machine dexterity, and write on a computerized stenotype machine real-time stenography at 45 words per minute with 70 percent accuracy. This course may be repeated 3 times.

CTR 006B1 COURT REPORTING THEORY II
2 units Lecture 2 hours; lab 6 hours; 5 hours of lab by arrangement (9 weeks).
Prerequisite: CTR 06A1.
Acceptable for credit: California State University.
The student will apply the knowledge developed in CTR 06A and learn prefixes, suffixes and special endings of a given computer-compatible theory. Machine dexterity, fluent reading ability of stenotype notes, and the application of real-time theory concepts to writing and reading of English dictate are developed. This course may be repeated 3 times.

CTR 008A 80 WPM SPEED GOAL
6.5 units Lecture 5 hours; lab 5 hours, lab by arrangement 3 hours.
Prerequisite: CTR 06B1.
Acceptable for credit: California State University.
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding English terminology through oral and written instruction.

CTR 008B 80 WPM SPEED GOAL
6.5 units Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
Prerequisite: CTR 06A.
Acceptable for credit: California State University.
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 008C 80 WPM SPEED GOAL
6.5 units Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
Prerequisite: CTR 08A or 08B.
Acceptable for credit: California State University.
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding general legal terminology through oral and written instruction.

CTR 008D 80 WPM SPEED GOAL
6.5 units Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
Prerequisite: CTR 08A, or 08B, or 08C.
Acceptable for credit: California State University.
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 008S 80 WPM SPEED GOAL
2 units Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: CTR 06B1.
Acceptable for credit: California State University.
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course is normally offered only during summer session.

CTR 008S 80 WPM SPEED GOAL
2 units Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: CTR 08B in any one of A through D or CTR 008S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 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 010A 100 WPM SPEED GOAL
6.5 units Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
Prerequisite: Any one of CTR 08A-D or 08S.
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 by arrangement 5 hours
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 by arrangement 5 hours
Prerequisite: CTR 010A or 010B.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 010D 100 WPM SPEED GOAL
6.5 units Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
Prerequisite: CTR 010A or 010B or 010C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course is designed to access the student’s progress in the 100-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 010S 100 WPM SPEED GOAL
2 units Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: CTR 08B in any one of A through D or CTR 008S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80 to 120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course may be repeated one time. This course is normally offered only during summer session.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
CTR 0012A 120 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
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 by arrangement 5 hours
Prerequisite: CTR 012A.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, technical current events, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 012C 120 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
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 legal terminology through oral and written instruction.

CTR 012D 120 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
Prerequisite: CTR 012A or 012B or 012C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 012S 120 WPM SPEED GOAL
2 units
Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: CTR 010 in any one of A through D or CTR 010S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100 to 140 words per minute. Materials include literary, jury charge, and multiple-voice. This course may be repeated one time. This course is normally offered only during summer session.

CTR 014A 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
Prerequisite: Any one of CTR 012A-D or 012S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of English vocabulary through oral and written instruction.

CTR 014B 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
Prerequisite: CTR 014A.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of oral and written instruction.

CTR 014C 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
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 legal terminology through oral and written instruction.

CTR 014D 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours
Prerequisite: CTR 014A or 014B, or 014C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 014S 140 WPM SPEED GOAL
2 units
Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: CTR 012 in any one of A through D or CTR 012S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120 to 160 words per minute. Materials include literary, jury charge, and multiple-voice. This course is normally offered only during summer session.

CTR 016A 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
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, arrangement 5 hours
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 legal knowledge of medical terminology through oral and written instruction.

CTR 016C 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
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, arrangement 5 hours
Prerequisite: CTR 016A or 016B or 016C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 160-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 016S 160 WPM SPEED GOAL
2 units
Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: CTR 014 in any one of A through D or CTR 014S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140 to 180 words per minute. Materials include literary, jury charge, and multiple-voice. This course is normally offered only during summer session.
CTR 018A 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
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 020 A 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
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 multiple-voice. This course also provides methods of expanding knowledge of legal terminology through oral and written instruction. This course may be repeated one time. Student shall pass two 5-minute 200 wpm Jury Charge tests with at least 97.5% accuracy. In addition, student shall pass one 5-minute 200 wpm 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, arrangement 5 hours
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, and multiple-voice. This course also provides methods of expanding knowledge of legal terminology through oral and written instruction. Student shall pass two 5-minute 200 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 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, arrangement 5 hours
Prerequisite: CTR 020A or 020B.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180 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. This course may be repeated 3 times. Credit/No Credit Only.

CTR 020D 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
Prerequisite: CTR 020A or 020B or 020C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student’s progress in the 200-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020E 200 WPM SPEED GOAL
2 units
Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: any one of CTR 018 A through D or CTR 018S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180 to 220 words per minute. Materials include literary, jury charge, congressional record and/or legal opinion, and multiple voice. This course may be repeated 3 times. This course is normally offered only during summer session. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lectures</th>
<th>Lab</th>
<th>Other</th>
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<tbody>
<tr>
<td>CTR 020X</td>
<td>CTR 200 WPM LAB</td>
<td>.5</td>
<td>5 hours</td>
<td>5 lab hours by arrangement (6 weeks)</td>
<td>Prerequisite: Any one of CTR 016 A-D or CTR 016S OR CTR 054 OR 054S. This short-term summer course is designed for students who wish to gain the speed and accuracy required to pass state or national licensing examinations (held in the autumn months) in court reporting and realtime captioning. Readers and teachers provide live dictation to advanced court reporting and captioning students who have achieved speed goals of at least 110 words per minute. The dictation contains a variety of relevant four-voice material from actual courtroom and deposition proceedings. All students will participate in read back from this dictation. They will have the opportunity to upgrade their skills in realtime writing. This course may be repeated three times. Credit/No Credit Only.</td>
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<tr>
<td>CTR 022</td>
<td>CTR LAB</td>
<td>2.5</td>
<td>Lab 5 hours; lab 2.5 hours by arrangement</td>
<td>Prerequisite: Any one of CTR 020 A-D or CTR 020S. This course is designed to provide high-speed, live dictation to students who presently write at 200 words per minute and who are preparing to pass qualifying examinations for state or national court reporting certification or who plan to enter areas of employment utilizing realtime stenotype output. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including multivoice courtroom testimony, congressional record, and material from medical and literary sources. All students will participate in read back from this dictation. They will have the opportunity to upgrade their skills in realtime writing. This course may be repeated three times. Credit/No Credit Only.</td>
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<tr>
<td>CTR 022A</td>
<td>CTR 220 WPM SPEED GOAL</td>
<td>6.5</td>
<td>Lecture 5 hours; lab 5 hours, arrangement 8 hours</td>
<td>Prerequisite: Any one of CTR 020 A-D or CTR 020S. This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy. Credit Only.</td>
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<tr>
<td>CTR 022B</td>
<td>CTR 220 WPM SPEED GOAL</td>
<td>6.5</td>
<td>Lecture 5 hours; lab 5 hours, arrangement 8 hours</td>
<td>Prerequisite: CTR 022A. Acceptable for credit: California State University. This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.</td>
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<tr>
<td>CTR 022C</td>
<td>CTR 220 WPM SPEED GOAL</td>
<td>6.5</td>
<td>Lecture 5 hours; lab 5 hours, arrangement 8 hours</td>
<td>Prerequisite: CTR 022A or 022B. Acceptable for credit: California State University. This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy. Credit Only.</td>
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<tr>
<td>CTR 022D</td>
<td>CTR 220 WPM SPEED GOAL</td>
<td>6.5</td>
<td>Lecture 5 hours; lab 5 hours, arrangement 8 hours</td>
<td>Prerequisite: CTR 022A or 022B or 022C. Acceptable for credit: California State University. This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student’s progress in the 220-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy. Credit Only.</td>
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<tr>
<td>CTR 022S</td>
<td>CTR 220 WPM SPEED GOAL</td>
<td>6.5</td>
<td>Lecture 5 hours; lab 5 hours, arrangement 8 hours</td>
<td>Prerequisite: Any one of CTR 020 A-D or 020S. This course is normally offered only during summer session. 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. Credit Only.</td>
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</table>

- **Requisites and Corequisites:** Requisites and Corequisites are MANDATORY. Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better. **Recommended** preparations are ADVISORY.
CTR 024B ENGLISH AND EDITING FOR TRANSCRIPTION
1.5 units Lecture 3 hours (9 weeks) Acceptable for credit: California State University.
This course covers all of the principles of punctuation in legal writing that anyone working in the legal and medical professions should know and be able to apply. It is a review for all wishing to pass the English components of state and national licensing examinations. Entering court reporting and medical transcription students learn ways to modify the rules in order to make verbatim English, as heard in courtrooms, deposition chambers, and doctors' reports, readable without changing content. Students review medical and legal documents and the organization and formatting of these documents. This course is designed for students in court reporting, medical transcription, paralegal studies, legal secretarial studies, park management, and areas in the administration of justice. Students may take this course, CTR 024B, before or after CTR 024A.

CTR 026 ENGLISH REVIEW AND OFFICE PRACTICES FOR THE COURT REPORTER
3 units Lecture 3 hours 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. This course may be repeated one time.

CTR 028A BASIC COMPUTER-AIDED TRANSCRIPTION FOR COURT REPORTING
2.5 units Lecture 2 hours; lab 5 hours, arrangement 3 hours Prerequisites: CTR 06B1 or CTR 06B.
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 029A ADVANCED COMPUTER-AIDED TRANSCRIPTION A
1.5 units Lecture 2 hours; lab 1 hour; lab by arrangement 2 hours (9 weeks)
This class will instruct court reporters and court reporting students in the advanced methods of computer-aided transcript production, including various formatting, automatic editing and indexing, dictionary maintenance, and other technical skills required of a court reporter. This course may be repeated three times. Credit/No Credit

CTR 029B ADVANCED COMPUTER-AIDED TRANSCRIPTION B
1 unit Lecture 2 hours; lab 1 hour; lab by arrangement 2 hours (6 weeks)
This class will instruct court reporters and court reporting students in realtime stenographic writing, emphasizing elimination of conflicts, use of briefs and phrases, dictionary building and maintenance, steno machine editing, steno-interpreting, and an introduction to captioning. This course may be repeated three times. Credit/No Credit Only.

CTR 029C ADVANCED COMPUTER-AIDED TRANSCRIPTION C
.5 unit Lecture 2 hours; lab 1 hour; lab by arrangement 2 hours (3 weeks)
This class will instruct court reporters and court reporting students in the advanced methods of litigation support to include the creation of ASCIIs and other forms of file transfer and in computer-integrated courtroom methods. This course may be repeated three times. Credit/No Credit Only.

CTR 030A REALTIME AND COMPUTER-AIDED BASIC DICTIONARY BUILDING
2 units Lecture 1 hour; lab 2 hours; arrangement 2 hours Prerequisite: CTR 06B1 or CTR 06B.
Acceptable for credit: California State University.
Students receive instruction in basic English text entry and nontechnical dictionary building on an electronic stenotype machine. Using specialized computer software, students create personal dictionaries of several thousand words. This course may be repeated two times. Credit/No Credit Option.

CTR 030B REALTIME AND COMPUTER-AIDED LEGAL DICTIONARY BUILDING
2 units Lecture 1 hour, lab 2 hours, arrangement 2 hours Prerequisite: CTR 06B1 CTR 006B.
Acceptable for credit: California State University.
Students receive instruction in legal text entry and legal dictionary building on an electronic stenotype machine. Students create personal electronic dictionaries of several hundred legal terms. Students learn legal formatting and legal real-time writing. This course may be repeated one time.

CTR 030C REALTIME AND COMPUTER-AIDED MEDICAL DICTIONARY BUILDING
2 units Lecture 1 hour, lab 2 hours, arrangement 2 hours Prerequisite: CTR 06B1 CTR 006B.
Acceptable for credit: California State University.
Students receive instruction in medical text entry and medical dictionary building on an electronic stenotype machine. Using specialized computer software, students create personal medical dictionaries of several hundred entries of medical terms. This course may be repeated one time.

CTR 034A1 MEDICAL DICTATION FOR THE COURT REPORTER
1.5 units Lecture 1 hours; 1.5 hours of this course may also be taught in a distance learning format. Prerequisite: HTech 5 and any one of CTR 012A-D or 012S.
Acceptable for credit: California State University.
Students will be given concentrated dictation on various professional medical series at varying speeds for testing and transcription. The vocabulary of various medical specialties and anatomical and medical terminology will be covered. Dictation will be given from medical case histories, operation reports, and other selected medical data. This course may be repeated one time. This course may also be offered in a distance learning format.

CTR 035L WORD PROCESSING FOR THE LAW OFFICE
3 units Lecture 3 hours; lab 2 hours by arrangement Prerequisite: CA 032A (formerly CA 061B)
Acceptable for credit: California State University.
Students will learn to utilize WordPerfect features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax.

CTR 035M WORD PROCESSING FOR THE LAW OFFICE
3 units Lecture 3 hours; lab 2 hours by arrangement Prerequisite: CA 032B
Acceptable for credit: California State University.
Students will learn to utilize Microsoft Word features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Only. (dual listed with CA 035B and PARA 006B)

CTR 036A INTRODUCTION TO LAW AND LEGAL TERMINOLOGY
1.5 units Lecture 3 hours (9 weeks) Acceptable for credit: California State University.
Students will learn the legal terminology and concepts used during a trial and in a deposition chamber. They will acquire an overview of substantive and procedural law as encountered by a court reporter employed in the federal and California court systems.

CTR 036B INTRODUCTION TO LAW AND LEGAL TERMINOLOGY
1.5 units Lecture 3 hours (9 weeks) Acceptable for credit: California State University.
Students will learn the legal terminology and concepts used during a trial and in a deposition chamber. They will acquire an overview of substantive and procedural law as encountered by a court reporter employed in the federal and California court systems.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
CTR 038 COURT AND DEPOSITION PROCEDURES
3 Units 3 Lecture hours
Acceptable for Credit: California State University
This course provides training in the procedures and professional practices in the federal and California court structures as these practices apply to the court reporter. The student will become acquainted with the California laws governing the profession of shorthand reporting. The material covered includes all of the statutes and rules of court that the Certified Shorthand Reporter’s Board requires an applicant to know when preparing for the California State licensing examination. Procedures and ethical conduct in the deposition chamber are emphasized as well as the preparation and handling of the deposition transcript. Introductory exposure to reporters working in concert with videotaped depositions, video teleconferencing, and other emerging technologies is provided. This course is West Valley College AA/AS degree and certificate applicable. This course may also be taught in a distance learning format.

CTR 042A CERTIFIED SHORTHAND REPORTER’S REVIEW I
2 units Lecture 2 hours
Prerequisite: CTR 026, 034, and 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. The student 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
Prerequisite: CTR 026, 034 and 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 044 COURT REPORTING APPRENTICESHIP
1 unit Arrangement 3 hours
Prerequisite: any one of CTR 018A-D or 018S.
Acceptable for credit: California State University.
This course supervises the apprenticeship training mandated by the Certified Shorthand Reporter’s Board. Transcript production of actual court and deposition proceedings is required in this course. This course may be repeated two times.

CTR 046 CURRENT WORKPLACE PRACTICES IN COURT REPORTING AND RELATED TECHNOLOGIES
1 unit Lecture 2 hours (9 weeks)
This course is a capstone experience for court reporting students who will be provided current information on topics and technologies related to their field. It is also a continuing education course for working reporters wishing to acquire academic units to maintain licensure. Lectures on and/or tours into the reporting environment provide firsthand information about workplace skills and challenges. This course may be repeated three times. It is Non AA/AS Degree applicable. Credit/No Credit Only.

CTR 050XI COURT REPORTING WORKSHOP-NIGHT (GOAL 80)
4 units Lecture 2 hours per week; lab 4 hours per week (18 weeks).
Prerequisite: CTR 0681, CTR 050S or 068A,B,C, or D
Acceptable for credit: California State University.
Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy. Emphasis in this course is placed on speed building and accurate transcription. Units of credit will be granted when the speed objective is attained. This course may be repeated three times.

CTR 050S COURT REPORTING WORKSHOP-NIGHT (GOAL 80)
1.5 units Lecture 3 hours per week; lab 4.5 hours per week (7.5).
Prerequisite: CTR 0681, CTR 050X or CTR08A,B,C, or D
Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy. Emphasis in this course is placed on speed building and accurate transcription. Units of credit will be granted when the speed objective is attained. This course may be repeated three times. Credit/No Credit Option.

CTR 051S COURT REPORTING WORKSHOP-NIGH (GOAL 100)
1.5 units Lecture 3 hours; lab 4.5 hours (7.5 weeks, NIGHT)
Prerequisite: CTR 051X or 050X or 050S or CTR 08A,B,C,D or 010A,B,C, or D
Acceptable for credit: California State University.
This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 35-120 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

CTR 051XI COURT REPORTING WORKSHOP-NIGHT (GOAL 100)
3 units Lecture 2 hours; lab 4 hours
Prerequisite: CTR 051S or 050X or 050S or CTR 08A,B,C,D or 010A,B,C or D
Acceptable for credit: California State University.
Students will review theory and operation of the stenotype machine. They will develop sufficient skill to write new material dictation for five minutes at the competency goal speeds and transcribe notes with at least 97.5% percent accuracy. This course may be repeated three times.

CTR 052S COURT REPORTING WORKSHOP-NIGHT (GOAL 120)
1.5 units Lecture 3 hours; lab 4.5 hours (7.5 weeks).
Prerequisite: CTR 051X or 051S or 052X or 010A,B,C or D or 012A,B,C, or D.
Acceptable for credit: California State University.
This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 100-140 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

CTR 052XI COURT REPORTING WORKSHOP-NIGHT (GOAL 120)
3 units Lecture 2 hours; lab 4 hours
Prerequisite: CTR 052S or 051X or 051S or 010A,B,C or D or 012A,B,C, or D.
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials will include literary, jury charge, and multiple voice dictation drills. Speed will vary from 100-140 words per minute. Students will analyze and transcribe the stenotype notes from proficiency tests. Proper format, typing skills, punctuation and spelling will be emphasized. This course may be repeated three times.

CTR 053S COURT REPORTING WORKSHOP-NIGHT (GOAL 140)
1.5 units Lecture 3 hours; lab 4.5 hours (7.5 weeks).
Prerequisite: CTR 052S or 053X or 052X or 010A,B,C, or D or 014A,B,C, or D.
Acceptable for credit: California State University.
This course will prepare the students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
CTR 053X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 140)
3 units
Lecture 2 hours; lab 4 hours (NIGHT)
Prerequisites: CTR 052X or 052S or 053S or 012A,B,C, or D or 014A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials will include literary, jury charge, and multiple-voice dictation drills. Speed will vary from 120-160 words per minute. The student will also practice transcription skills by transcribing proficiency tests and correcting them against the test cassette. Proper format and typing skills will be emphasized, as well as punctuation and spelling. This course may be repeated three times.

CTR 054S COURT REPORTING
WORKSHOP-NIGHT (GOAL 160)
1.5 units
Lecture 3 hours; lab 4.5 hours; lab by arrangement 3 hours (7.5 weeks, NIGHT)
Prerequisites: CTR 053X or 053S or 054X or CTR 014A, B, C, or D or 016A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 140 and 180 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.

CTR 054X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 160)
3 units
Lecture 2 hours; lab 4 hours; lab by arrangement 3 hours (NIGHT)
Prerequisites: completion of CTR 053X or 053S or CTR 014A, B, C, or D or 054S or 016A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 140 - 180 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option.

CTR 055X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 180)
1.5 units
Lecture 3 hours; lab 4.5 hours; lab by arrangement 3 hours (7.5 weeks)
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. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.

CTR 055S COURT REPORTING
WORKSHOP-NIGHT (GOAL 180)
3 units
Lecture 2 hours; lab 4 hours; lab by arrangement 3 hours
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 160-200 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.

CTR 056X1 COURT REPORTING
WORKSHOP-NIGHT (GOAL 200)-NIGHT
3 units
Lecture 2 hours; lab 4 hours; lab by arrangement 3 hours
Prerequisites: CTR 055X or 055S or 056S or CTR 018A,B,C, or D or 020A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 180-220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option.

CTR 056S COURT REPORTING
WORKSHOP (GOAL 200)-NIGHT
3 hours
Lecture 3 hours; lab 4.5 hours; lab by arrangement 3 hours
Prerequisites: CTR 055S or 056S or CTR 018A,B,C, or D or 020A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 180-220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option.

CTR 057X COURT REPORTING
WORKSHOP-NIGHT (GOAL 220)
1.5 units
Lecture 3 hours; lab 4.5 hours; lab by arrangement 3 hours (7.5 weeks)
Prerequisites: CTR 056X or 056S or 057X or CTR 020A,B,C, or D or 022A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 200 and 240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times.

CTR 057S COURT REPORTING
WORKSHOP (GOAL 220)-NIGHT
3 units
Lecture 2 hours; lab 4 hours; lab by arrangement 3 hours
Prerequisites: CTR 056X or 056S or CTR 020A,B,C, or D or 022A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 200-240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
CTR 084 CAREER EXPLORATION IN THE LEGAL FIELDS  
.5 unit  Lecture 1 hour (9 weeks)  
This introductory course provides an overview of careers in legal fields, such as law enforcement, legal secretary, medical transcription, court reporting, paralegal, and park ranger; explores career opportunities in these fields and highlights their emerging employment opportunities. This course will be dual listed with AJ 084, PARA 084, and PKMGT 084. This course is AA/AS Degree and Certificate applicable. Credit/No Credit Only.

CTR 0X91A ADVANCED COURT REPORTING DICTATION  
.5 unit  Lab 3 hours; lab by arrangement 2 hours (6 weeks)  
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Technical terminology is emphasized. The speed of dictation will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

CTR 0X91B ADVANCED COURT REPORTING DICTATION  
.5 unit  Lab 3 hours; lab by arrangement 2 hours (6 weeks)  
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Technical terminology is emphasized. The speed of dictation for each section will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

CTR 0X91C ADVANCED COURT REPORTING DICTATION  
.5 unit  Lab 3 hours; lab by arrangement 2 hours (6 weeks)  
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Legal terminology is emphasized. The speed of dictation will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

CTR 0X91D ADVANCED COURT REPORTING DICTATION  
.5 unit  Lab 3 hours; lab by arrangement 2 hours (6 weeks)  
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. The speed of the dictation will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

CTR 091A, 092, 093, S-091, S-092, S-093  
(SUMMER OFFERINGS)  1-3 units  

CTR DIRECTED STUDIES 091  
1 unit  Laboratory 3 hours by arrangement

CTR DIRECTED STUDIES S-091  
1 unit  Laboratory 6 hours by arrangement (Summer)

CTR DIRECTED STUDIES 092  
2 units  Laboratory 6 hours by arrangement

CTR DIRECTED STUDIES S-092  
2 units  Laboratory 12 hours by arrangement (Summer)

CTR DIRECTED STUDIES 093  
3 units  Laboratory 9 hours by arrangement

CTR DIRECTED STUDIES S-093  
3 units  Laboratory 18 hours by arrangement (Summer)  
Acceptable for credit: California State University. A student who is eligible for a speed building course, but cannot fully participate in that course due to a certifiable condition outside his or her control, may contract to fulfill a percentage of the requirements of that course for reduced credit. If conditions of the contract are met, proficiency tests passed during the term of the contract will count toward eligibility for the next higher speed building course. Credit/No Credit Option. These classes can be repeated for a maximum of six units.

CTR 100 SPECIAL TOPICS  
.5-3 units  Lecture and/or lab .5 to 9 hours  
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  Lab 20 hours; lab by arrangement 6 hours (1 week)  
This shortened dictation course allows students to continue preparation for the competency goals. This course is particularly designed for students and working reporters who are preparing to take national and state licensing examinations and also for those who wish to increase and maintain their speed writing and transcription skills during the college’s spring and winter breaks. The speed of dictation for each section of this course will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

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

Dance  
(See Physical Education)
# DIGITAL MEDIA/INTERNET SERVICES

## Degree & Certificate Requirements

### DIGITAL MEDIA/INTERNET SERVICES

**INTERNET SERVICES- (A.S. Degree)**

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 026</td>
<td>Web Applications: User Analysis, Documentation, Use Cases, and UML 3</td>
</tr>
<tr>
<td>DM/IS 075A</td>
<td>Internet Services 1</td>
</tr>
<tr>
<td>DM/IS 05B</td>
<td>Internet Services 2</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- DM/IS 007: Digital Media Production Process 1
- DM/IS 021A: Web Development 1 3
- DM/IS 021B: Web Development 2 3
- DM/IS 021C: Web Development 3 3
- DM/IS 022: Web Design: GoLive 3
- DM/IS 023: Web Design: Dreamweaver 3
- DM/IS 025: Internet Marketing 1
- DM/IS 027: Web Graphics 3
- DM/IS 066: Digital Audio and Video 3
- DM/IS 070A: XML Technologies 1 3
- DM/IS 070B: XML Technologies 2
- DM/IS 070C: XML Technologies 2
- DM/IS 071: Scalable Vector Graphics (SVG) 3
- DM/IS 072: Wireless Technologies 3

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

1. 36 units of major requirements, DM/IS 026, 075A, and DM/IS 075B must be included in the 36 units.
2. No more than 3 units of DM/IS courses may overlap toward completion of additional DM/IS certificates or degrees.
3. Internet relevant CIS courses may be included, verify before enrollment.
4. No courses may be “challenged” for units.
5. Achieve a grade of “C” or better in the major requirements.
6. Additional units to meet the college general education graduation requirements.

### INTERNET SERVICES-LEVEL 1 (Certificate)

**Recommended:** CA D20, O70

**Certificate Courses (select 17 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 026</td>
<td>Web Applications: User Analysis, Documentation, Use Cases, and UML 3</td>
</tr>
<tr>
<td>DM/IS 075A</td>
<td>Internet Services 1</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- DM/IS 007: Digital Media Production Process 1
- DM/IS 021A: Web Development 1 3
- DM/IS 021B: Web Development 2 3
- DM/IS 021C: Web Development 3 3
- DM/IS 022: Web Design: GoLive 3
- DM/IS 023: Web Design: Dreamweaver 3
- DM/IS 025: Internet Marketing 1
- DM/IS 027: Web Graphics 3
- DM/IS 066: Digital Audio and Video 3
- DM/IS 070A: XML Technologies 1 3
- DM/IS 070B: XML Technologies 2
- DM/IS 071: Scalable Vector Graphics (SVG) 3
- DM/IS 072: Wireless Technologies 3

To be awarded a Level 1 Certificate or a Level 2 Certificate in Internet Services a student must complete:

1. 17 units selected from the major requirements, with no repeated classes
   a. Level 1 Certificate requires DM/IS 026 and DM/IS 075A (075B may be taken)
   b. Level 2 Certificate requires DM/IS 075B
2. No more than 3 units of DM/IS courses may overlap toward completion of additional DM/IS certificates or degrees.
3. No units may overlap across a Level 1 Certificate and a Level 2 certificate in the same emphasis.
4. Internet relevant CIS courses may be included, verify before enrollment.
5. No courses may be “challenged” for units.
6. Achieve a grade of “C” or better in the major requirements.

### INTERNET SERVICES-LEVEL 2 (Certificate)

**Prerequisites - Internet Services-Level 1 Certificate**

**Certificate Courses (select 17 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 075B</td>
<td>Internet Services 2</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- DM/IS 007: Digital Media Production Process 1
- DM/IS 021A: Web Development 1 3
- DM/IS 021B: Web Development 2 3
- DM/IS 021C: Web Development 3 3
- DM/IS 022: Web Design: GoLive 3
- DM/IS 023: Web Design: Dreamweaver 3
- DM/IS 025: Internet Marketing 1
- DM/IS 027: Web Graphics 3
- DM/IS 066: Digital Audio and Video 3
- DM/IS 070A: XML Technologies 1 3
- DM/IS 070B: XML Technologies 2
- DM/IS 071: Scalable Vector Graphics (SVG) 3
- DM/IS 072: Wireless Technologies 3

To be awarded a Level 1 Certificate or a Level 2 Certificate in Internet Services a student must complete:

1. 36 units of major requirements, DM/IS 086 and DM/IS 087 must be included in the 36 units.
2. No more than 3 units of DM/IS courses may overlap toward completion of additional DM/IS certificates or degrees.
3. Additional digital ART courses may be included, verify before enrollment.
4. No courses may be “challenged” for units.
5. Achieve a grade of “C” or better in the major requirements.
6. Additional units to meet the college general education graduation requirements.

### DIGITAL MEDIA DESIGN AND PRODUCTION-LEVEL 1 (Certificate)

**Recommended:** CA D20, O70

**Certificate Courses (select 17 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001</td>
<td>Digital Media Design and Production 1</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- DM/IS 003: Digital Visual Design 3
- DM/IS 010A: Digital Audio and Video 3
- DM/IS 010B: Digital Editing: Premiere 3
- DM/IS 010C: Digital Editing: Premiere 3
- DM/IS 010D: Digital Images: Photoshop 3
- DM/IS 010E: Digital Images: Advanced Photoshop 3
- DM/IS 010F: Digital Illustration: Illustrator 3
- DM/IS 010G: Digital Illustration: FreeHand 3
- DM/IS 022: Web Design: GoLive 3
- DM/IS 023: Web Design: Dreamweaver 3
- DM/IS 024: Information and Content Design 1
- DM/IS 027: Web Graphics 3
- DM/IS 050A: Digital Authoring 1: Director 3
- DM/IS 050B: Digital Authoring 2: Director 3

### DIGITAL MEDIA DESIGN AND PRODUCTION-LEVEL 2 (Certificate)

**Recommended:** CA D20, O70

**Certificate Courses (select 17 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001</td>
<td>Digital Media Design and Production 1</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- DM/IS 003: Digital Visual Design 3
- DM/IS 010A: Digital Audio and Video 3
- DM/IS 010B: Digital Editing: Premiere 3
- DM/IS 010C: Digital Editing: Premiere 3
- DM/IS 010D: Digital Images: Photoshop 3
- DM/IS 010E: Digital Images: Advanced Photoshop 3
- DM/IS 010F: Digital Illustration: Illustrator 3
- DM/IS 010G: Digital Illustration: FreeHand 3
- DM/IS 022: Web Design: GoLive 3
- DM/IS 023: Web Design: Dreamweaver 3
- DM/IS 024: Information and Content Design 1
- DM/IS 027: Web Graphics 3
- DM/IS 050A: Digital Authoring 1: Director 3
- DM/IS 050B: Digital Authoring 2: Director 3
DM/IS 057A Digital Editing: Premiere 3
DM/IS 057B Advanced Video Editing: Premiere 3
DM/IS 062A Flash 1: Interactive Web Pages 3
DM/IS 062B Flash 2: Scripting and Web Interfaces 3
DM/IS 064 3D Application Graphics 3
DM/IS 066 Digital Audio and Video 3
DM/IS 085 CAD: Scanning and Color Printing 1
ART 031 Drawing 3

DIGITAL MEDIA DESIGN AND PRODUCTION - LEVEL 2 (Certificate)

Prerequisites - Digital Media Design and Production-Level 1 Certificate

Major Requirements:

Course | Units
--- | ---
DM/IS 086 Portfolio Planning and Review: Desktop Publishing and Digital Media 3
DM/IS 087 Digital Media Intern Experience 3

Recommended Electives:

DM/IS 001 Digital Media 1 1
DM/IS 003 Digital Visual Design 1 3
DM/IS 004 Digital Layout, Color, and Typography 3
DM/IS 007 Digital Media Production Process 1
DM/IS 010C Digital Images: Photoshop 3
DM/IS 010D Digital Images: Advanced Photoshop 3
DM/IS 014C Digital Illustration: Illustrator 3
DM/IS 015C Digital Illustration: FreeHand 3
DM/IS 021A Web Development 1 3
DM/IS 022 Web Design: GoLive 3
DM/IS 023 Web Design: Dreamweaver 3
DM/IS 024 Information and Content Design 1
DM/IS 027 Web Graphics 3
DM/IS 029 Digital Print Preparation 3
DM/IS 032 Digital Text Preparation: Web Copy and FrameMaker 3
DM/IS 062A Flash 1: Interactive Web Pages 3
DM/IS 062B Flash 2: Scripting and Web Interfaces 3
DM/IS 064 3D Application Graphics 3
DM/IS 066 Digital Audio and Video 3
DM/IS 071 Scalable Vector Graphics (SVG) 3
DM/IS 080 Commercial Web Site Project 3
DM/IS 085 CAD: Scanning and Color Printing 1
ART 031 Drawing 3

To be awarded an A.A. Degree in Digital Media Design and Production, a student must complete:

1. 36 units of major requirements, DM/IS 086 and DM/IS 087 must be included in the 36 units.
2. No more than 3 units of DM/IS courses may overlap toward completion of additional DM/IS certificates or degrees.
3. Additional digital ART courses may be included, verify before enrollment.
4. Additional ART courses may be included, verify before enrollment.
5. No courses may be "challenged" for units.
6. Achieve a grade of "C" or better in the major requirements.
7. Additional units to meet the college general education graduation requirements.

WEB DESIGN AND PRODUCTION - DESIGN EMPHASIS (AA Degree)

Recommended- Digital Media Design and Production, a student must complete:

Course | Units
--- | ---
DM/IS 001 Digital Media 1 1
DM/IS 003 Digital Visual Design 3
DM/IS 004 Digital Layout, Color, and Typography 3
DM/IS 007 Digital Media Production Process 1
DM/IS 010C Digital Images: Photoshop 3
DM/IS 010D Digital Images: Advanced Photoshop 3
DM/IS 014C Digital Illustration: Illustrator 3
DM/IS 015C Digital Illustration: FreeHand 3
DM/IS 021A Web Development 1 3
DM/IS 022 Web Design: GoLive 3
DM/IS 023 Web Design: Dreamweaver 3
DM/IS 024 Information and Content Design 1
DM/IS 027 Web Graphics 3
DM/IS 029 Digital Print Preparation 3
DM/IS 032 Digital Text Preparation: Web Copy and FrameMaker 3
DM/IS 062A Flash 1: Interactive Web Pages 3
DM/IS 062B Flash 2: Scripting and Web Interfaces 3
DM/IS 064 3D Application Graphics 3
DM/IS 066 Digital Audio and Video 3
DM/IS 071 Scalable Vector Graphics (SVG) 3
DM/IS 080 Commercial Web Site Project 3
DM/IS 085 CAD: Scanning and Color Printing 1

To be awarded a Level 1 Certificate or a Level 2 Certificate in Web Design and Production, Design Emphasis, a student must complete:

1. 17 units selected from the major requirements for each certificate, with no repeated classes
   a. Level 1 Certificate requires DM/IS 001
   b. Level 2 Certificate requires DM/IS 086 and DM/IS 087
2. No more than 3 units of DM/IS courses may overlap toward completion of additional DM/IS certificates or degrees.
3. No units may overlap across a Level 1 Certificate and a Level 2 Certificate in the same emphasis.
4. Additional digital ART courses may be included, verify before enrollment.
5. No courses may be "challenged" for units.
6. Achieve a grade of "C" or better in the major requirements.

WEB DESIGN AND PRODUCTION - DESIGN EMPHASIS (A.S. Degree)

Recommended- Digital Media Design and Production, a student must complete:

4. No courses may be included, verify before enrollment.
5. No courses may be "challenged" for units.
6. Achieve a grade of "C" or better in the major requirements.

WEB DESIGN AND PRODUCTION - LEVEL 2 DESIGN EMPHASIS (Certificate)

Recommended- Digital Media Design and Production, a student must complete:

Course | Units
--- | ---
DM/IS 001 Digital Media 1 1
DM/IS 003 Digital Visual Design 3
DM/IS 004 Digital Layout, Color, and Typography 3
DM/IS 007 Digital Media Production Process 1
DM/IS 010C Digital Images: Photoshop 3
DM/IS 010D Digital Images: Advanced Photoshop 3
DM/IS 014C Digital Illustration: Illustrator 3
DM/IS 015C Digital Illustration: FreeHand 3
DM/IS 021A Web Development 1 3
DM/IS 022 Web Design: GoLive 3
DM/IS 023 Web Design: Dreamweaver 3
DM/IS 024 Information and Content Design 1
DM/IS 027 Web Graphics 3
DM/IS 029 Digital Print Preparation 3
DM/IS 032 Digital Text Preparation: Web Copy and FrameMaker 3
DM/IS 062A Flash 1: Interactive Web Pages 3
DM/IS 062B Flash 2: Scripting and Web Interfaces 3
DM/IS 064 3D Application Graphics 3
DM/IS 066 Digital Audio and Video 3
DM/IS 071 Scalable Vector Graphics (SVG) 3
DM/IS 080 Commercial Web Site Project 3
DM/IS 085 CAD: Scanning and Color Printing 1
Recommended Electives:

- DM/IS 001 Digital Media 1
- DM/IS 003 Digital Visual Design
- DM/IS 004 Digital Layout, Color, and Typography 3
- DM/IS 010C Digital Images, Photoshop 3
- DM/IS 014C Digital Illustration: Illustrator 3
- DM/IS 015C Digital Illustration: FreeHand 3
- DM/IS 021A Web Development 1
- DM/IS 021B Web Development 2
- DM/IS 021C Web Development 3
- DM/IS 022 Web Design: GoLive
- DM/IS 023 Web Design: Dreamweaver
- DM/IS 024 Information and Content Design
- DM/IS 025 Internet Marketing 1
- DM/IS 026 Web Applications: User Analysis, Documentation, Use Cases, and UML 3
- DM/IS 027 Web Graphics
- DM/IS 032 Digital Text Preparation: Web Copy and FrameMaker
- DM/IS 062A Flash 1: Interactive Web Pages
- DM/IS 062B Flash 2: Scripting and Web Interfaces
- DM/IS 064 3D Application Graphics
- DM/IS 066 Digital Audio and Video
- DM/IS 070A XML Technologies 1
- DM/IS 070B XML Technologies 2
- DM/IS 071 Scalable Vector Graphics (SVG)
- DM/IS 072 Wireless Technologies
- DM/IS 075A Internet Services 1
- DM/IS 075B Internet Services 2
- DM/IS 080 Commercial Web Site Project 3

Recommended Electives:

- DM/IS 027 Web Graphics 3
- DM/IS 032 Digital Text Preparation: Web Copy and FrameMaker
- DM/IS 062A Flash 1: Interactive Web Pages 3
- DM/IS 062B Flash 2: Scripting and Web Interfaces 3
- DM/IS 064 3D Application Graphics 3
- DM/IS 066 Digital Audio and Video 3
- DM/IS 070A XML Technologies 1 3
- DM/IS 070B XML Technologies 2 3
- DM/IS 071 Scalable Vector Graphics (SVG) 3
- DM/IS 072 Wireless Technologies 3
- DM/IS 075A Internet Services 1 3
- DM/IS 075B Internet Services 2 3
- DM/IS 080 Commercial Web Site Project 3

To be awarded an A.S. Degree in Web Design and Production, with a Production Emphasis, a student must complete:

1. 36 units of major requirements, DM/IS 007, DM/IS 086 and DM/IS 087 must be included in the 36 units.
2. No more than 3 units of DM/IS courses may overlap toward completion of additional DM/IS certificates or degrees.
3. Additional internet related CIS courses may be included, verify before enrollment.
4. No courses may be “challenged” for units.
5. Achieve a grade of “C” or better in the major requirements.
6. Additional units to meet the college general education graduation requirements.

**WEB DESIGN AND PRODUCTION-PRODUCTION EMPHASIS-LEVEL 1 (Certificate)**

Recommended: CA 020, 070

Certificate Courses (select 17 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001</td>
<td>Digital Media 1</td>
</tr>
<tr>
<td>DM/IS 003</td>
<td>Digital Visual Design</td>
</tr>
<tr>
<td>DM/IS 004</td>
<td>Digital Layout, Color, and Typography 3</td>
</tr>
<tr>
<td>DM/IS 010C</td>
<td>Digital Images, Photoshop 3</td>
</tr>
<tr>
<td>DM/IS 014C</td>
<td>Digital Illustration: Illustrator 3</td>
</tr>
<tr>
<td>DM/IS 015C</td>
<td>Digital Illustration: FreeHand 3</td>
</tr>
<tr>
<td>DM/IS 021A</td>
<td>Web Development 1</td>
</tr>
<tr>
<td>DM/IS 021B</td>
<td>Web Development 2</td>
</tr>
<tr>
<td>DM/IS 021C</td>
<td>Web Development 3</td>
</tr>
<tr>
<td>DM/IS 022</td>
<td>Web Design: GoLive</td>
</tr>
</tbody>
</table>

To be awarded a Level 1 Certificate in or a Level 2 Certificate in Web Design and Production, with a Production Emphasis, a student must complete:

1. 17 units selected from the major requirements for each certificate, with no repeated classes

   a. Level 001 Certificate requires DM/IS 007

**WEB DESIGN AND PRODUCTION-DEVELOPMENT EMPHASIS-LEVEL 1 (Certificate)**

Recommended: CA 020, 070

Certificate Courses (select 17 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001</td>
<td>Digital Media 1</td>
</tr>
</tbody>
</table>

Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
DESKTOP PUBLISHING-LEVEL 1
(Certificate)
Recommended- CA 020, 070
Certificate Courses (select 17 units)
Course | Units
--- | ---
DM/IS 003 | Digital Visual Design 3
DM/IS 004 | Digital Layout, Color, and Typography 3
DM/IS 010C | Digital Images: Photoshop 3
DM/IS 014C | Digital Illustration: Illustrator 3
DM/IS 032 | Digital Text Preparation: Web Copy and FrameMaker 3
DM/IS 033C | Page Layout: QuarkXPress 3
DM/IS 042 | Desktop Publication Design 3
DM/IS 086 | Portfolio Planning and Review: Desktop Publishing and Digital Media 3
DM/IS 087 | Digital Media Intern Experience 3

To be awarded a Level 1 Certificate or a Level 2 Certificate in Desktop Publishing, a student must complete:
1. 17 units selected from the major requirements for each certificate, with no repeated classes
   a. Level 2 Certificate requires DM/IS 086 and DM/IS 087
2. No more than 3 units of DM/IS courses may overlap toward completion of additional DM/IS certificates or degrees
3. No units may overlap across a Level 1 Certificate and a Level 2 Certificate in the same emphasis.
4. Additional units to meet the college general education graduation requirements.

DESKTOP PUBLISHING-LEVEL 2
(Certificate)
Prerequisites - Desktop Publishing-Level 1 Certificate
Certificate Courses Select 17 units
Major Requirements:
Course | Units
--- | ---
DM/IS 086 | Portfolio Planning and Review: Desktop Publishing and Digital Media 3
DM/IS 087 | Digital Media Intern Experience 3

Recommended Electives:
Course | Units
--- | ---
DM/IS 003 | Digital Visual Design 3
DM/IS 004 | Digital Layout, Color, and Typography 3
DM/IS 010C | Digital Images: Photoshop 3
DM/IS 014C | Digital Illustration: Illustrator 3
DM/IS 032 | Digital Text Preparation: Web Copy and FrameMaker 3
DM/IS 033C | Page Layout: QuarkXPress 3
DM/IS 042 | Desktop Publication Design 3
DM/IS 086 | Portfolio Planning and Review: Desktop Publishing and Digital Media 3
DM/IS 087 | Digital Media Intern Experience 3

Additional digital ART courses may be included, verify before enrollment.
4. Additional internet related CIS courses may be included, verify before enrollment.
5. Achieve a grade of “C” or better in the major requirements.
## Courses

### DM/IS 001 DIGITAL MEDIA 1
1 unit  
Lecture 3, lab 2 hours by arrangement (6 weeks)  
This course introduces the basics of digital media creation and manipulation, including creating digital artwork, enhancing images, and preparing digital images for print. This course is West Valley College AA/AS degree and certificate applicable.  
Recommended Preparation: CA 020 or CA 070

### DM/IS 003 DIGITAL VISUAL DESIGN
3 units  
Lecture 3, lab 2 hours by arrangement  
Recommended Preparations: CA 020 or CA 070  
This course focuses on the planning, drawing, gathering information and resources, and production process of digital media design and development. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 004 DIGITAL LAYOUT, COLOR AND TYPOGRAPHY
3 units  
Lecture 3 hours, lab 2 hours by arrangement  
Recommended Preparation: CA 020 or CA 070  
This course focuses on developing a visual understanding of basic layout design using color and typography. Emphasis will be on anatomy of type, different typefaces, cross-platform issues, color theory, and the use of color to communicate effectively. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 007 DIGITAL MEDIA PRODUCTION PROCESS
1 unit  
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)  
This course is an introduction to the multimedia business. Topics include copyright issues, pricing of products, finding clients, and developing business plans. This course is West Valley College AA/AS degree and certificate applicable.  
Credit/No Credit Only

### DM/IS 010C DIGITAL IMAGES: PHOTOSHOP
3 units  
Lecture 3 hours, lab 2 hours by arrangement  
Recommended Preparation: CA 020 or CA 070  
This course focuses on professional techniques for digital image manipulation including creating digital artwork, enhancing images, and preparing digital images for color printing. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 010D DIGITAL IMAGES: ADVANCED PHOTOSHOP
3 units  
Lecture 3 hours, lab 2 hours by arrangement  
Recommended Preparation: DM/IS 010C  
This is an advanced course in digital image manipulation. This course focuses on creating original imagery and effective solutions to projects. Additional topics include workflow, methodologies, and techniques needed to resolve industry level design issues, and production requirements. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 014C DIGITAL ILLUSTRATION: ILLUSTRATOR
3 units  
Lecture 3 hours, lab 2 hours by arrangement  
Recommended Preparation: CA 020 or CA 070  
This course focuses on using Illustrator to create artwork, to design icons, to communicate visually with graphics, and to work with file formats. Emphasis is on the use of Illustrator for publishing, integrating with other applications, and designing web graphics. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 015C DIGITAL ILLUSTRATION: FREEHAND
3 units  
Lecture 3 hours, lab 2 hours by arrangement  
Recommended Preparation: CA 020 or CA 070  
This course focuses on using FreeHand to create artwork for publishing CD-ROMs and web sites. Emphasis is on drawing tools, color palettes, patterns, and file formats integrated with other Macromedia products. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 021A WEB DEVELOPMENT 1
3 units  
Lecture 3 hours, lab 2 hours by arrangement  
Recommended Preparation: CA 020 or CA 070  
This course focuses on web site production and development using XHTML, HTML, and CSS. Basic scripting code is introduced. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 021B WEB DEVELOPMENT 2
3 units  
Lecture 3 hours, lab 2 hours by arrangement  
Recommended Preparation: DM/IS 021A  
This course extends the DM/IS 021A course. It focuses on web site production and development using XHTML, HTML, and CSS by adding more complex web application requirements. Additional emphasis is placed on more advanced uses of markup and scripting languages. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 021C WEB DEVELOPMENT 3
3 units  
Lecture 3 hours, lab 2 hours by arrangement  
Recommended Preparation: DM/IS 021B  
This course focuses on commercial web design, production, and development using XHTML, CSS, and current tools and scripting technologies. Students work on a production team to create complex web-based applications. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 022 WEB DESIGN: GOLIVE
3 units  
Lecture 3 hours, lab 2 hours by arrangement  
Recommended Preparation: CA 020 or CA 070  
This course focuses on creating web pages, tables, rollovers, DHTML, CSS, validation, graphics, and database connectivity using Adobe GoLive. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 023 WEB DESIGN: DREAMWEAVER
3 units  
Lecture 3 hours, lab 2 hours by arrangement  
Recommended Preparation: CA 020 or CA 070  
This course focuses on the layout of web pages, frames, rollovers, DHTML, CSS, and database connectivity using Macromedia Dreamweaver. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 024 INFORMATION AND CONTENT DESIGN FOR THE WORLD WIDE WEB
1 unit  
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)  
Recommended preparation: CA 020 or CA 070;  
This course focuses on creating well-defined information structures, logical navigation, responsive feedback mechanisms, and effective interaction on the Web. This course is West Valley College AA/AS degree and certificate applicable.

### DM/IS 025 INTERNET MARKETING 1
1 unit  
3 Lecture hours, 2 Lab hours by arrangement (6 weeks)  
Recommended Preparations: CA 020 or CA 070;  
This course introduces the marketing of web sites on the Internet. Students learn to prepare web sites for submission to search engines and other web directories. Additionally, marketing plans, marketing budgets, and advertising options are explored. This course is West Valley College AA/AS degree and certificate applicable.  
Credit/No Credit Only
DM/IS 026 WEB APPLICATIONS: USER ANALYSIS, DOCUMENTATION, USE CASES, AND UML
3 units
3 Lecture hours, 2 Lab hours by arrangement
Recommended Preparation: DM/IS 021A
This course focuses on user analysis and the subsequent requirements and documentation needed to develop effective commercial web applications. This is not a technical writing course; rather, documentation preparation for developers is explored. As such, practice includes real project documentation requirements and documentation based on actual user analysis performed by the student. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 027 WEB GRAPHICS
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: CA 020 or CA 070
The creation and compression of artwork for web sites is integral to the layout of web sites. This course focuses on using digital tools to develop icons, artwork, and buttons for web sites. Additional emphasis is on the compression of photographic image and artwork for web presentations. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 029 DIGITAL PRINT PREPARATION
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: DM/IS 014C or DM/IS 015C
Understanding how to prepare files for printing is critical to entering the publishing industry. This advanced course emphasizes the proper preparation of DPI, color separation, file formats, paper stock, and working with service bureaus. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 030C PAGE LAYOUT: PAGEMAKER
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course focuses on using Adobe PageMaker to produce published materials. Emphasis is on using PageMaker tools; understanding graphic design principles; integrating text, graphics, and printer marks; and outputting color separations. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 032 DIGITAL TEXT: WEB COPY AND FRAMEMAKER
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course focuses on professional approaches to the planning and preparation of writing and presenting web copy and larger-scale web documents. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 036C PAGE LAYOUT: QUARKXPRESS
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course focuses on document layout and design, tools, color separation, and publishing techniques to create professional quality documents. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 042 DESKTOP PUBLICATION DESIGN
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended preparation: DM/IS 4 and DM/IS 014C or 015C
A publication design course where students use computer tools to design effective business communications. Students will learn how to use type as a design element, use grids to prepare balanced visuals, crop electronic photos for dynamic presentation, and use other techniques to produce well-designed business forms. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 050A DIGITAL AUTHORIZING 1: DIRECTOR
3 units
Lecture 3 hours; lab 2 hour by arrangement
Recommended preparations: CA 020 or CA 070
Concepts covered include accessing, digitizing, editing, storing and retrieving audio and visual materials. Application development techniques to be introduced include writing presentation scripts, editing and mixing text, sound and visual images, computer animation and presentation. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 050B DIGITAL AUTHORIZING 2: DIRECTOR
3 units
Lecture 3 hours; lab 2 hour by arrangement
Recommended preparations: CA 020 or CA 070, DM/IS 050A
In this hands-on intermediate Director course, students work in production groups to develop commercial quality movies incorporating programming and digital video editing. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 057A DIGITAL EDITING: PREMIERE
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: CA 020 or CA 070
Digital video is a dynamic way of delivering content through video, CD-ROM, and web sites. This course focuses on video editing using Adobe Premiere. Emphasis is on using Premiere tools to capture, edit, and compress digital video. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 057B ADVANCED VIDEO EDITING: PREMIERE
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: DM/IS 057A
This course focuses on using video editing software to produce professional broadcast quality video. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 062A FLASH 1: CREATING INTERACTIVE WEB PAGES
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CA 020 or CA 070
Students use Macromedia Flash to create interactive Web pages incorporating graphics, animation, sound, and programming. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 062B FLASH 2: SCRIPTING AND WEB INTERFACES
3 Units
3 Lecture hours, 2 Lab hours by arrangement
Recommended Preparation: DM/IS 062A
This advanced course focuses on programming Flash web sites. Students learn action scripting, forms, and interactive techniques using Flash programming. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 064 3D APPLICATION GRAPHICS
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: CA 020 or CA 070
A 3D modeling application will be used to explore modeling, texturing, rendering, and animating graphics for interface design in web site and CD-ROM development. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 066 DIGITAL AUDIO AND VIDEO
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course focuses on creation and compression of video and audio files for broadcast, CD-ROM, and the Internet. Emphasis is on shooting video, importing audio and video, developing Quicktime VR, and creating and mixing audio files. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 070A XML TECHNOLOGIES 1
3 unit
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparations: CA 020 or CA 070, and DM/IS 021A
This course focuses on XML and XML related technologies used to develop content and manipulate data for commercial web sites. This course is West Valley College AA/AS degree and certificate applicable.
DM/IS 070A XML TECHNOLOGIES 1
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: DM/IS 070A
This course introduces XML Technologies 1, focusing on additional technologies such as X-Forms, XML Databases, cXML,SOAP, and a larger application of technologies learned in XML Technologies 1. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 071 SCALABLE VECTOR GRAPHICS (SVG)
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: DM/IS 021A
This course focuses on designing, developing, and manipulating scalable vector graphics. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 072 WIRELESS TECHNOLOGIES
3 units
Lecture 3 hours, 2 Lab hours by arrangement
Recommended Preparation: DM/IS 021A
This course focuses on creating wireless applications using WML/WAP, XHTML Basic, and other new technologies. Emphasis is on extending commercial web sites with complimentary wireless options for users and on creating stand-alone wireless applications. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 075A INTERNET SERVICES 1
3 units
Lecture 3 hours, lab 2 hours by arrangement
This course combines a presentation of technical information with hands-on work to introduce web producers and developers, entrepreneurs, and company supervisors and managers to the technical aspects of the wide array of Internet services available to individuals and organizations. Examples of topics covered are current web technologies, application service providers, and upcoming Internet technologies. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 075B INTERNET SERVICES 2
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: DM/IS 075A
This course extends Internet Services 1 by exploring more complex and sophisticated Internet services technologies. This course examines the Internet on a multi-organizational and transnational level. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 080 COMMERCIAL WEB SITE PROJECT
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparations: CA 020 or CA 070; DM/IS 021A, 024
Students plan, design, develop and test large scale commercial Web sites. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 085 CAD: SCANNING AND COLOR PRINTING
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 020
This course is designed for any student who needs to learn to work with a scanner and a color printer. Students will have the opportunity to learn techniques for scanning black and white and color images, and reducing and changing colors in scanned images. They will learn color calibration for color printing from various software programs and for various color printers. Credit/No Credit Only. This class is dual listed with FD 086.

DM/IS 086 PORTFOLIO PLANNING/REVIEW: DESKTOP PUBLISHING AND DIGITAL MEDIA
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: DM/IS 080 or concurrent enrollment
This course is for Desktop Publishing and Digital Media students committed to developing a professional quality hard copy and digital portfolio. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 087 DIGITAL MEDIA INTERN EXPERIENCE
3 units
Lecture 1 hour, 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 by both 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. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 091, 092, 093 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college.

DM/IS 094A COMPUTER SKILLS DEVELOPMENT
1 unit
Laboratory 3 hours by arrangement
Recommended preparation: CA 020 or CA 070
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 others where there is no required computer lab by arrangement. Students will be required to submit a plan of study including the software features to be reviewed and documents to be produced. Credit/No Credit Option.

DM/IS 094B COMPUTER SKILLS DEVELOPMENT
2 units
Laboratory 6 hours by arrangement (12 weeks)
Recommended preparation: CA 020 or CA 070.
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 others where there is no required computer lab by arrangement. Students will be required to submit a plan of study including the software features to be reviewed and documents to be produced. Credit/No Credit Option.

DM/IS 094C COMPUTER SKILLS DEVELOPMENT
3 units
Laboratory 9 hours by arrangement (18 weeks)
Recommended preparation: CA 020 or CA 070.
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 others where there is no required computer lab by arrangement. Students will be required to submit a plan of study including the software features to be reviewed and documents to be produced. Credit/No Credit Option.

DM/IS 100 SPECIAL TOPICS
.5-3 units
Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings.

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

Directed Studies are courses which provide students the opportunity to individually pursue advanced work of special interest which is related to, but not included in, regular courses offered by the college. Directed Studies are intended to provide challenge for the advanced student and are generally open only to students who have satisfactorily completed introductory level courses. It is expected that the material covered in Directed Studies goes beyond the treatment in an approved course or series of courses. Under the direction of an instructor, Directed Studies may include field experience, research, or development of skills and competencies. No more than a total of six (6) units of Directed Studies in any field may be taken or applied toward the AA degree.

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

Disabled Program and Services
See Supported Education Program

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
# Drafting Technology

## Degree & Certificate Requirements

**DRAFTING TECHNOLOGY**  
(A.S. Degree and Certificate)

The Drafting Technology program is offered at both West Valley College and Mission College. A total of 36 units of specified drafting courses are required for fulfillment of the technician certificate. An A.S. Degree in Drafting Technology will be awarded to students who complete 36 units of required drafting courses and electives and who meet all other college requirements for graduation. Consult an Engineering Technology counselor for detailed information.

The following drafting major requirement courses are required for the certificate or degree by both West Valley College and Mission College and may be taken at either campus.

### Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Draft 051A</td>
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<td>3</td>
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<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Electives</td>
<td>6</td>
</tr>
<tr>
<td>Engr 022</td>
<td>3</td>
</tr>
<tr>
<td>Engr 028</td>
<td>3</td>
</tr>
<tr>
<td>Math D</td>
<td>3</td>
</tr>
</tbody>
</table>

### Recommended Electives:

**Available at both campuses:**
- **Courses 001:** College Survival Skills 2
- **Courses 012:** Careers and Life Styles 3
- **Phys 02A:** General Physics 5

**Available at Mission College:**
- **Draft 058A:** Electronics Drafting 3
- **Draft 058B:** R.C. Board Design 3
- **Draft 058C:** Electro/Mechanical Packaging Design 3
- **Draft 070:** Survey to CAD 2
- **Draft 071:** CAD Printed Circuits 3
- **Draft 072:** CAD Mechanical Design 3

**Available at West Valley College:**
- **Arch 032A:** Introduction to Architecture and Environmental Design 2
- **Draft 050:** Beginning Drafting 2
- **Draft 051A:** Technical Drafting: Beginning 3

## Courses

### DRAFT 050 BEGINNING DRAFTING

2 units  
Lecture 2 hours; lab 2 hours

A survey course designed to provide a working knowledge of the methods of graphical communication. For the student who has not had previous drafting experience, Covers drafting tools and materials, basic fundamentals of freehand sketching, pictorial drawing, orthographic projection, auxiliaries, sections, and dimensioning, and an introduction to architectural floor plans. Credit/No Credit Option.

### DRAFT 051A TECHNICAL DRAFTING: BEGINNING

3 units  
Lecture 2 hours; lab 4 hours

Prerequisite: One year of high school mathematics or Math 902 and Draft 050. Acceptable for credit: California State University. The study of drafting practices, especially in orthographic projections (multi-view), sections, primary auxiliaries, dimensioning practices, and some freehand sketching and lettering practice. Credit/No Credit Option.

### DRAFT 051B TECHNICAL DRAFTING: INTERMEDIATE

3 units  
Lecture 2 hours; lab 4 hours

Prerequisite: Draft 051A. Acceptable for credit: California State University. The continued study of orthographic projection, plus secondary auxiliaries, threads and fasteners, revolutions, developments and intersections, dimensioning and tolerancing, and axonometric projection. Credit/No Credit Option.

### DRAFT 051C TECHNICAL DRAFTING: ADVANCED GENERALIZATION

3 units  
Lecture 2 hours; lab 4 hours

Prerequisite: Draft 051B. Acceptable for credit: California State University. Special fields in drafting including machine drafting (detail and subassemblies), topographic drawing, gears and cams, welding representation (weldments) and military standards and specification. Credit/No Credit Option.

### DRAFT 051D TECHNICAL DRAFTING: ADVANCED SPECIALIZATION—DESIGN

3 units  
Lecture 2 hours; lab 4 hours

Prerequisite: Draft 051B. Acceptable for credit: California State University. A specialized study of one or more of the special fields of drafting, individual or small-group problem solving. True position and geometric tolerancing. A study of reproduction of drawings and of industrial drafting room practices. Credit/No Credit Option.

### DRAFT 058A ELECTRONICS DRAFTING (Offered at Mission College)

3 units  
Lecture 2 hours; lab 4 hours

Prerequisite: Draft 051A. Acceptable for credit: California State University. A study of electronic drawings, symbols, methods and techniques. Covers block diagrams, schematics, interconnecting and wiring diagrams, printed circuits, electronic assembly drawings, and electronic terminology.

### DRAFT 058B ELECTRONICS DRAFTING P.C. DESIGN (Offered at Mission College)

3 units  
Lecture 2 hours; lab 4 hours

Prerequisite: Draft 058A. Acceptable for credit: California State University. This course includes an introduction to and study of printed circuit board preparation, layout, and design.

### DRAFT 058C ELECTRONIC MECHANICAL PACKAGING DESIGN (Offered at Mission College)

3 units  
Lecture 2 hours; lab 4 hours

Prerequisite: Draft 058B. Acceptable for credit: California State University. Designed for drafting and electronics students. Prepares students for employment in the field of electro/mechanical drafting. Student develops all necessary documentation skills for an entire electro/mechanical design package.

### DRAFT 073 INTRODUCTION TO COMPUTER-AIDED DESIGN

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

Recommended Preparation: Math 902 or concurrently Acceptable for credit: California State University. This course is an introduction to computer-aided drafting using AutoCAD on the PC. The course emphasis will be in the construction of both 2D and 3D drawings. In addition to basic AutoCAD techniques, topics will include problems using the Advanced Modeling Extension (AME). This course is designed for students with NO prior computer experience. This course is AA/AS degree and certificate applicable. This course is dual listed with CA 075, ARCH 070, ID 065, and PKMGT 016H. Credit/No Credit Option.
Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Engineering

THE FACULTY
Thomas Sanford

Degree & Certificate Requirements

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

ENGINEERING (A.S. Degree)
Common Lower-Division Requirements: Certain math and physical science courses are common to all engineering programs as follows (check with your counselor regarding the specific four-year transfer school of your choice):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 001A</td>
<td></td>
<td>General Chemistry (see note below)</td>
</tr>
<tr>
<td>Engr 010</td>
<td>4</td>
<td>Intro to Engineering</td>
</tr>
<tr>
<td>Engr 020</td>
<td>3</td>
<td>Engineering Graphics</td>
</tr>
<tr>
<td>Engr 021</td>
<td>3</td>
<td>Intro to Computing for Scientists and Engineers</td>
</tr>
<tr>
<td>Engr 023</td>
<td>3</td>
<td>Mechanics</td>
</tr>
<tr>
<td>Engr 024</td>
<td>3</td>
<td>Intro to Circuit Analysis</td>
</tr>
<tr>
<td>Math 003AB</td>
<td>5</td>
<td>Analytical Geometry and Calculus</td>
</tr>
</tbody>
</table>

Math 004A Intermediate Calculus 4
Math 004B Differential Equations 4
Phys 004ABC Engineering Physics 5-5

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

NOTE: Only Chemistry 001A is required for the A.S. degree. Transfer students may need to take additional chemistry courses to complete the requirements for a B.S. degree. Please consult with a counselor to determine campus-specific requirements.

Additional math may be required.

Those students majoring in civil engineering should enroll in Engr 01A, Plane Surveying.

Recommended Electives: Choose those general education requirements outside the major which may apply toward the bachelor’s degree requirements at the four-year institution where you transfer.

ENGINEERING TECHNOLOGY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

Courses

ENGR 01A PLANE SURVEYING
3 units Lecture 2 hours; lab 4 hours
Prerequisite: Math 0000D or high school trigonometry. Acceptable for credit: University of California, California State University.
This course will introduce first-year engineering students to the principles of surveying, engineering design, and to the profession. This course is transferable to the California State University and the University of California, Credit/No Credit Option

ENGR 021 INTRODUCTION TO COMPUTING FOR SCIENTISTS AND ENGINEERS
3 units Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: Math 0034 (may be taken concurrently). Acceptable for credit: University of California, California State University.
This course emphasizes the use of the computer as a tool using the C++ program language to solve scientific and engineering problems. Topics include program design, algorithms, development, documentation and elementary data structures. The student will use the C++ language for programming the solution to a variety of engineering problems.

ENGR 022 DESCRIPTIVE GEOMETRY
3 units Lecture 2 hours; lab 4 hours
Acceptable for credit: University of California, California State University.
A thorough study of orthographic projection techniques utilizing both drawing board and CAD. The study of points, lines and planes in space and of their intersections. The graphical solution of space problems. Develops an understanding of visualizing objects in various positions. Primarily for transfer students in engineering or for drafting majors.

ENGR 023 VECTOR MECHANICS
3 units Lecture 3 hours
Prerequisite: Physics 004A.
Acceptable for credit: University of California, California State University.
Application of static principles for solution of problems with particles, trusses, frames, cables, and other structural components under concentrated and distributed force systems.

ENGR 024 INTRODUCTION TO CIRCUIT ANALYSIS
3 units Lecture 3 hours
Prerequisite: Physics 004B, Math 004A or concurrent. Acceptable for credit: University of California, California State University.
Introduction to the analysis of lumped, linear, bilateral circuits. Considers basic elements; elementary network differential equations; development of steady state sinusoidal circuits analysis from the network differential equations. (CAN ENGR 12)

ENGR 060 INTRODUCTION TO MATH CAD
.5 unit Lecture 4 hours (2 weeks)
Introduction to solving mathematical equations and expressions using MathCAD. Lectures, examples and hands-on practice from several engineering fields will be given. This course is West Valley College Degree applicable and can be repeated once. Credit/No Credit Option

ENGR 100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
THE FACULTY
Carol Abate  Clementina Golaw  Leslie Salto
Gordon E. Barrett  Julie Maia  Susan Schulte
Paulette Boudreaux  Eric Pape  Fiona I. Sohns
Rebecca Cisneros  Linda Plutynski  Douglas Temkin
Lydia C. Fontan  Cherleen Pearce  Carmen Torres
Karen Wallace

Degree & Certificate Requirements

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

ENGLISH (A.A. Degree)
Major Requirements:
1. Completion of 6 units of English Composition selected from the following:
   Course Units
   - Engl 001A,B,C English Composition 3-3-3

2. Completion of one of the following literature survey sequences:
   Engl 005A,B Survey of English Literature 3-3
   Engl 007A,B American Literature 3-3

3. Completion of 9 units of literature courses, without duplicating any of the above:
   Engl 005A,B Survey of English Literature 3-3
   Engl 006A,B World Literature 3-3

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

A student planning to transfer to a B.A. program in English should select courses that apply toward both the college graduation requirements and the bachelor’s degree requirements of the four-year institution to which he/she intends to transfer.

Students planning to undertake graduate study in English are advised to complete Intermediate Foreign Language 02A and 02B before transferring.

Courses

ENGL 001A ENGLISH COMPOSITION
3 units
Lecture 3 hours; lab 2 hours by arrangement
Prerequisite: Proof of assessment or credit in ENGL 905
Acceptable for credit: University of California, California State University
This course introduces the techniques of collegiate English composition with emphasis on clear and effective writing and analytical reading. Students will write a series of essays including a documented research paper. Because this is a collegiate-level writing course, students must enroll with strong grammatical competence. This course fulfills the written communication requirement for Associate and Bachelor degrees. This course may also be offered in a distance learning format. (CAN ENGL 002)

ENGL 001B ENGLISH COMPOSITION
3 Units
3 Lecture hours, 2.0 Lab hours by arrangement
Prerequisite: ENGL 001A
Acceptable for credit: California State University, University of California
This course builds on composition skills developed in ENGL 001A by introducing students to the analysis of literature through discussion and writing. Students will read and discuss literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. By composing analytic essays about literature, they will learn a variety of writing techniques, interpretive strategies, and research skills emphasizing synthesis of multiple sources. This course fulfills the critical thinking requirement for California State University transfer. This course is also offered in an online format. This course is West Valley College AA degree applicable. (CAN ENGL 004)

ENGL 001C CLEAR THINKING IN WRITING
3 units
Lecture 3 hours; lab 2 hours by arrangement
Prerequisite: English 001A
Acceptable for credit: University of California, California State University
This writing course focuses on techniques and principles of writing effective argument. The course examines word choice, inference, evidence, reasoning, and strategies in argument written by both professional and student writers. Students will spend 2 hours per week by arrangement working on writing and thinking skills to enhance performance in the course. Fulfills the English requirement for the Associate degrees; a baccalaureate course. This class is also taught in distance learning format.

ENGL 005A SURVEY OF ENGLISH LITERATURE
3 units
Lecture 3 hours
Recommended preparation: Engl 001A
Acceptable for credit: University of California, California State University
A survey of Anglo-Saxon literature and Beowulf through the 18th century and Dr. Johnson. Credit/No Credit Option. (CAN ENGL 008)
**ENGL 005B SURVEY OF ENGLISH LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A  
Acceptable for credit: University of California, California State University.  
A survey of English literature from the Romantic period and Wordsworth to the 20th century and Dylan Thomas. Credit/No Credit Option. (CAN ENGL 010; ENGL 005A=005B=CAN ENGL SEQ B)

**ENGL 006A WORLD LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A  
Acceptable for credit: University of California, California State University.  
A survey of World literature from the early Greeks and Homer to the 17th century and Milton. Credit/No Credit Option.

**ENGL 006B WORLD LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A. 006A is not a prerequisite for 006B.  
Acceptable for credit: University of California, California State University.  
World literature from the 17th century and Milton to the present and Solzhenitsyn. Credit/No Credit Option.

**ENGL 007A AMERICAN LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A  
Acceptable for credit: University of California, California State University.  
A survey of major American writers from the colonial period and the Puritans through the Civil War and Whitman to the present and Barth. Credit/No Credit Option. (CAN ENGL 014)

**ENGL 007B AMERICAN LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A. 007A is not a prerequisite for 007B.  
Acceptable for credit: University of California, California State University.  
A survey of major writers of America. Study of major American writers from the Civil War and Whitman to the present and Barth. Credit/No Credit Option. (CAN ENGL 016; ENGL 007A=007B= CAN ENGL SEQ C)

**ENGL 010 CHILDREN'S LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: ENGL 001A  
Acceptable for credit: University of California, California State University  
This course provides a survey of representative samples of the world’s literature written for and about children. Students will examine both the history of this literature and the trends in style, purpose, and subject matter. Folk tales, mythology, fantasy, modern fiction, poetry, biography, and autobiography form the basic categories of study.

**ENGL 012 AFRICAN-AMERICAN LITERATURE**  
3 units  
Lecture 3 hours  
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.

**ENGL 013 LATINO/CHICANO LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A  
Acceptable for credit: University of California, California State University  
This course examines Latino/Chicano 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 Chicanos and Chicanas 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.

**ENGL 014 THE BIBLE AS LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A  
Acceptable for credit: University of California, California State University  
A literary analysis of the Old and New Testaments with consideration of their influence upon language and literature. Credit/No Credit Option.

**ENGL 015 CONTEMPORARY AMERICAN LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A  
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 will examine issues of race, gender, and class as explored through short stories and novels. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Credit/No Credit Option.

**ENGL 016 LATIN AMERICAN LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A  
Acceptable for credit: University of California, California State University  
This course introduces students to the richness of Latin American literature through English translations. It examines dominant themes, including racial, cultural, gender, and class issues, in the works of men and women writers from diverse Latin American cultures. Credit/No Credit Option.

**ENGL 017 ASIAN AMERICAN LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: ENGL 001A  
Acceptable for credit: University of California, California State University  
This course provides a cross-cultural comparative study of the literary works of several Asian American authors. Through their works, students will learn not only the literature, but also the history, culture, customs, and traditions of at least four of the following Asian American communities: Chinese, Japanese, Korean, Filipino, Vietnamese, Indian, and other Southeast Asians and Pacific Islanders.

**ENGL 018 WORLD LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: ENGL 001A  
Acceptable for credit: University of California, California State University  
This course provides a cross-cultural comparative study of the literary works of several Asian American authors. Through their works, students will learn not only the literature, but also the history, culture, customs, and traditions of at least four of the following Asian American communities: Chinese, Japanese, Korean, Filipino, Vietnamese, Indian, and other Southeast Asians and Pacific Islanders.

**ENGL 019 LITERATURE AND FILM**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A  
Acceptable for credit: University of California, California State University  
This course examines how literature and film differ in narrative technique as well as how formal elements (such as point of view in literature and camera work in film) are used to create an aesthetic statement. Student will use critical theories and methods, such as reader response and reception theory, to compare the treatment of the course theme in the two media. This course is West Valley College degree applicable. Credit/No Credit Option.

**ENGL 020 CLASSICAL MYTHOLOGY**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A  
Acceptable for credit: University of California, California State University  
An examination of the major myths of our western heritage, and consideration of the subsequent treatment through the centuries of these myths in various literary genres. Credit/No Credit Option.

**ENGL 021 CONTEMPORARY AMERICAN MULTICULTURAL LITERATURE**  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 001A  
Acceptable for credit: University of California, California State University  
This course examines contemporary and modern American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern American. Students will examine issues of race, gender, and class as explored through short stories and novels. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Credit/No Credit Option.
ENGL 047 INTRODUCTION TO POETRY
3 units  Lecture 3 hours
Recommended preparation: Engl 001A.
Acceptable for credit: University of California, California State University.
A study of the elements of poetry through reading, analysis, and discussion of selected poems. Credit/No Credit Option.

ENGL 048 INTRODUCTION TO SHAKESPEARE
3 units  Lecture 3 hours
Recommended preparation: Engl 001A.
Acceptable for credit: University of California, California State University.
An analysis and discussion of a selection of the author’s major plays and poems, with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to gain insight into human variety, understanding, and worth as illuminated through an appreciation of Shakespeare’s works. This course does not satisfy the Shakespeare requirement at San Jose State University, but does fulfill general education requirements at West Valley College for the Associate degree. Credit/No Credit Option.

ENGL 049 MODERN FICTION
3 units  Lecture 3 hours
Recommended preparation: Engl 001A.
Acceptable for credit: University of California, California State University.
Reading and analysis of the modern and contemporary novel and short story; fulfills general education requirement for literature. Credit/No Credit Option.

ENGL 070A and 070B CREATIVE WRITING
3 units each  Lecture 3 hours each course
Prerequisite: Eligibility for Engl 001A
Acceptable for credit: University of California, California State University.
Creative Writing 070A includes the study and practice of the techniques involved in writing fiction and poetry, discussion of the work of various professional writers, and analysis and criticism of student writing during class workshops. Creative Writing 070B allows students to further develop and enhance skills and techniques of writing fiction and poetry introduced in ENGL 070A. These courses may also be taught in a distance learning format. Credit/No Credit Option.

ENGL 093 BASIC GRAMMAR AND SENTENCE STRUCTURE
3 units  Lecture 3 hours (Formerly Engl 103)
A first-level language skills course concentrating on grammar, sentence structure, punctuation, usage, spelling, vocabulary, and reading. This course is not designed to meet the needs of ESL students. A grade of “credit” qualifies the student for English 905. This course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level course. Credit/No Credit Only.

ENGL 095 ENGLISH FUNDAMENTALS-A PREPARATORY COURSE FOR ENGLISH 01A
3 Units 3 Lecture Hours
Prerequisite: ENGL 903 or ESL 065GW or proof of assessment
Co-Requisite: ENGL 980A, B, C, or D
This course prepares students for college-level writing and ENGL 001A. Students will learn to write essays that develop ideas clearly and use grammatically correct language. Students will develop various writing strategies using classroom computers. A grade of credit qualifies the student for ENGL 001A, a transfer-level course. Although ENGL 905 does not apply to the AA/AS degree, it provides the foundation needed for beginning college writing. Credit/No Credit Only.

ENGL 097A, B, C, D WRITING SKILLS LAB
.5 unit each Laboratory 3 hours by arrangement
(Formerly Engl 175A,B,C,D)
These courses offer individualized programs for the native speaker of English and non-native speakers who have completed ESL 065GW. Students work in all levels of writing competency, from learning the parts of speech to mastering punctuation, from improving paragraph structure to writing thesis statements. Students who are enrolled concurrently in English composition classes and the Writing Lab may be assigned to specially designed core programs appropriate to their class level and their individual needs. Instructors and instructional aides work closely with all students to monitor their lab-generated papers and ensure their improvement. Credit earned in this course does not apply to an Associate degree. Credit/No Credit Only.

ENGL 980A, B, C, D - COMPUTER ASSISTED WRITING
.5 Unit 1.5 Lab Hours by arrangement
Corequisites: ENGL 905
This lab course is a co-requisite for ENGL 905. Through a self-paced, individualized program of assignments, students will gain additional insights into the writing process and enhance writing skills developed in ENGL 905. The lab environment provides students with support for employing writing strategies that make use of computers. Lab aides are available to assist students in using specialized computer programs designed to help them improve their writing and editing skills. Credit earned in this course does not apply to an Associate degree. Credit/No Credit Only.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
# English as a Second Language

## Degree & Certificate Requirements

### ESL 050 READING DEVELOPMENT IN ESL
- **3 units**
- Lecture 3 hours
- Prerequisite: ESL 065RV and ESL 065GW or completion of ESL assessment.
- Acceptable for credit: California State University.
- ESL 050 is designed for ESL students wishing to fulfill the reading requirement for English 001A. This course will focus on reading English paragraphs and essays with attention given to complex English structures and English vocabulary. A grade of C or better in this course and a passing score on the exit exam will meet the reading requirement for English 001A. This course may be repeated three times. Credit/No Credit Option.

### ESL 061GW BASIC GRAMMAR AND WRITING
- **3.5 units**
- Lecture 3 hours; lab 1.5 hours by arrangement
- Prerequisite: Completion of ESL assessment or successful completion of previous level.
- Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 061LS and ESL 061RV.
- Acceptable for credit: California State University.
- This course is designed to improve the basic writing and grammar skills of beginning-level ESL students. The focus is on understanding and using basic grammatical forms and writing simple sentences using correct word forms, word order, function words, spelling, and punctuation. This course includes 1.5 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option. Effective fall 2003, this course will be non-degree applicable.

### ESL 062GW BASIC LISTENING AND SPEAKING
- **3 units**
- Lecture 3 hours
- Prerequisite: ESL 061GW or completion of ESL assessment.
- Acceptable for credit: California State University.
- ESL 062GW focuses on the comprehension of verbal instructions, of vocabulary in context, and of ideas in sentences, monologues, and dialogues. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns of stress and intonation. This course includes 1.5 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option. Effective fall 2003, this course will be non-degree applicable.

### ESL 063GW SENTENCE DEVELOPMENT
- **3 units**
- Lecture 3 hours
- Prerequisite: ESL 062GW or completion of ESL assessment.
- Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 063LS and ESL 063RV.
- Acceptable for credit: California State University.
- This course develops writing fluency at the sentence and paragraph level through study and practice of compound and complex sentence patterns and organizational patterns used in standard written English. This course may be repeated three times. Credit/No Credit Option. Effective fall 2003, this course will be non-degree applicable.

### ESL 064GW PARAGRAPH DEVELOPMENT
- **3 units**
- Lecture 3 hours
- Prerequisite: ESL 063GW or completion of ESL assessment.
- Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 064LS and ESL 064RV.
- Acceptable for credit: California State University.
- This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The course focuses on study and practice of complex sentence structures, pre-writing techniques including outlining, and basic rhetorical patterns. This course may be repeated three times. Credit/No Credit Option. Effective fall 2003, this course will be non-degree applicable.

### ESL 065GW COMPOSITION IN ENGLISH AS A SECOND LANGUAGE
- **3.5 units**
- Lecture 3 hours; lab 1.5 hours by arrangement
- Prerequisite: ESL 064GW or completion of ESL assessment.
- Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 065LS and ESL 065RV.
- Acceptable for credit: University of California, California State University.
- 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 of vocabulary in context, and of main ideas and details in sentences, monologues, dialogues, and short paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and continues the development of basic English pronunciation patterns of stress and intonation. This course includes 1.5 hours of laboratory work (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option. Effective fall 2003, this course will be non-degree applicable.

### Prerequisites and Corequisites
- **Prerequisites and Corequisites are Mandatory.** See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- **Recommended** preparations are advisory.
ESL 063LS ORAL COMMUNICATION 1
3.5 units
Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: ESL 062LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 063RV and ESL 063GW.
Acceptable for credit: California State University.
This course intermediate-level ESL students receive guidance and extensive practice in oral communication in a variety of social or/and vocational situations. Students use current vocabulary resources, syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication. This course includes 1.5 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option. Effective fall 2003, this course will be non-degree applicable.

ESL 064LS ORAL COMMUNICATION 2
3.5 units
Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: ESL 063LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 064RV and ESL 064GW.
Acceptable for credit: California State University.
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 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. This course may be repeated three times. Credit/No Credit Option. Effective fall 2003, this course will be non-degree applicable.

ESL 065LS ACADEMIC LISTENING AND SPEAKING
3.5 units
Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: ESL 064LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 065RV/ and ESL 065GW.
Acceptable for credit: California State University.
Advanced-level ESL students receive guidance and extensive practice in listening and speaking in academic and professional settings. Listening focuses on understanding spoken English in formats such as college lectures and news broadcasts. Students are exposed to various styles and accents of speakers. Note-taking tasks reinforce aural comprehension and focus on recognizing organizational patterns and outlining main ideas and supporting details through audiotaped, videotaped, and live presentations. Speaking focuses on increased fluency and communicative strategies used by native speakers in academic and professional settings. This course includes 1.5 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

ESL 061RV BASIC READING AND VOCABULARY
3.5 units
Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 061LS and ESL 061GW.
Acceptable for credit: California State University.
This course focuses on vocabulary development and basic comprehension of ideas in sentences and groups of sentences written in standard English. Students will receive focused practice in the association of sound and meaning. Materials and class discussions are designed to increase knowledge of American culture necessary for understanding concepts and texts in English. This course includes 1.5 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option. Effective fall 2003, this course will be non-degree applicable.

ESL 062RV BASIC READING AND VOCABULARY
3 units
Lecture 3 hours
Prerequisite: ESL 061RV or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 062LS and ESL 062GW.
Acceptable for credit: California State University.
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 062RV. Students become familiar with using the library. This course may be repeated three times. Credit/No Credit Option. Effective fall 2003, this course will be non-degree applicable.

ESL 063RV INTERMEDIATE READING AND VOCABULARY 1
3 units
Lecture 3 hours
Prerequisite: ESL 062RV or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 063LS and ESL 063GW.
Acceptable for credit: California State University.
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 062RV. Students become familiar with using the library. This course may be repeated three times. Credit/No Credit Option. Effective fall 2003, this course will be non-degree applicable.

ESL 064RV INTERMEDIATE READING AND VOCABULARY 2
3 units
Lecture 3 hours
Prerequisite: ESL 063RV or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 064LS and ESL 064GW.
Acceptable for credit: California State University.
This is a reading and vocabulary development course for ESL students which focuses on the development of skills from ESL 063RV. Emphasis is on paraphrasing, summarizing, and the simple analysis of texts to identify main ideas and distinguish fact from opinion. This course may be repeated three times. Credit/No Credit Option. Effective fall 2003, this course will be non-degree applicable.

ESL 065RV ACADEMIC READING AND VOCABULARY
3 units
Lecture 3 hours
Prerequisite: ESL 064RV or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 065LS and ESL 065GW.
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 064RV. Emphasis is on paraphrasing, summarizing, and analysis of texts to make abstract inferences and recognize propaganda. This course may be repeated three times. Credit/No Credit Option.

ESL 068 PRONUNCIATION SKILLS
3 units
Lecture 3 hours
Prerequisite: ESL 063LS or completion of ESL assessment.
Acceptable for credit: California State University.
This course is intended for advanced ESL students who want to improve their pronunciation skills and fluency in English. The course offers individual speech assessment and intensive practice in American English speech sounds, stress, rhythm, and intonation. Students will carry out class assignments for skill application and will learn how to monitor their speech in social and professional speaking situations. This course may be repeated three times. Credit/No Credit Only.
ESL 070 PRESENTATION SKILLS FOR ESL STUDENTS
3 units Lecture 3 hours per week
Prerequisite: ESL 065LS, ESL 065GW and ESL 065RV or completion of ESL assessment.
Acceptable for credit: California State University.
Students will be introduced to oral presentation techniques and learn to overcome speech anxiety. ESL 070 bridges the gap between ESL 065LS and Communication Studies 1 by focusing on nonverbal communication, oral fluency, pronunciation, English-language environments. This course may be repeated three times. Credit/No Credit Option

ESL 0975A,B,C,D ENGLISH AS A SECOND LANGUAGE SKILLS LAB
.5 units Laboratory 3 hours by arrangement
(7 weeks each course)
(Formerly Engl 175A,B,C,D)
Prerequisite: Completion of ESL assessment.
The ESL 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 will allow students to progress at their own pace. ESL instructors and aides will be available to help ensure students’ success. Students may take up to 1 unit per semester. Credit earned in this course does not apply to an associate degree. Credit/No Credit Only

Ethnic Studies

Degree & Certificate Requirements

ETNICH STUDIES (Certificate)
The Ethnic Studies certificate is an interdisciplinary program. Currently Ethnic Studies classes are already offered by the History, English, Sociology, and Spanish departments. The certificate will offer students the knowledge and intellectual training needed for an introductory understanding of cultural diversity issues. To fulfill the requirements for an Ethnic Studies certificate program students must complete a total of 12 units from the courses listed below.

African American Studies:
- History 012 African American History 3
- English 012 African American Literature 3
- English 001B English Composition 3

Asian American Studies:
- English 018 Asian American Literature 3

Chicano/Latino Studies:
- History 016 Mexican American History 3
- English 013 Chicano/Latino Literature or
- Soc 012 Sociology of Chicaniismo 3
- Span 049 Spanish for Spanish Speaking 3

Native American Studies:
- History 014 History of the Native North American 3
Fashion Design and Apparel Technology

THE FACULTY
Sally S. Aitken
Kyunghi (Kaee) Min
Woo Shin

Degree & Certificate Requirements

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

COURSE DESIGN—Level 1
(Certificate)
Course Course Units
FD 030 Intro. to Fashion Design 3
FD 030A Success Strategies 3
FD 040A Flats and Specs 1
FD 040B Fashion Sketching 2
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking I 3
FD 061 Manual Pattern Making 3
FD 062 Pattern Making II 3
FD 063 Fitting & Pattern Adjustment 2
FD 064 Professional Draping 3
FD 065 Production Pattern Making 3
FD 065A Flats and Specs 1
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking I 3
FD 061 Manual Pattern Making 3
FD 062 Pattern Making II 3
FD 063 Fitting & Pattern Adjustment 2
FD 064 Professional Draping 3
FD 065 Production Pattern Making 3
FD 065A Flats and Specs 1

Plus 3 units from Career Enhancement Courses below:

FD 027 Professional Image 3
Comm 012 Intercultural Communication 3
Comm 018 Career Communication 3
Bus 030 Total Quality Management 3
Bus 054 Small Bus. Start Up & Mgmt. 3
Bus 062 Business Math 3
Bus 078 Business Communications 3
Coun 012 Job Search Methods 3
Coun 050 Cross Cultural Perspectives 3

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

APPAREL PRODUCTION—Level 2
(Certificate)
Course Course Units
FD 030 Intro. to Fashion Design 3
FD 030A Success Strategies 3
FD 040A Flats and Specs 1
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking I 3
FD 067 Manual Grading 3
FD 068 Electronic Grading and Marking 3
FD 069 Electronic Patternmaking 3
FD 060 Patternmaking I 3
FD 067 Manual Grading 3
FD 068 Electronic Grading and Marking 3
FD 069 Electronic Patternmaking 3
FD 060 Patternmaking I 3
FD 067 Manual Grading 3
FD 068 Electronic Grading and Marking 3
FD 069 Electronic Patternmaking 3
FD 060 Patternmaking I 3
FD 067 Manual Grading 3
FD 068 Electronic Grading and Marking 3
FD 069 Electronic Patternmaking 3

Plus 3 units from Career Enhancement Courses below:

FD 027 Professional Image 3
Comm 012 Intercultural Communication 3
Comm 018 Career Communication 3
Bus 030 Total Quality Management 3
Bus 054 Small Bus. Start Up & Mgmt. 3
Bus 062 Business Math 3
Bus 078 Business Communications 3
Cours 012 Job Search Methods 3
Cours 050 Cross Cultural Perspectives 3

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

ELECTRONIC PATTERNMAKING
(Certificate)
Course Course Units
FD 018B Electronic Grading and Marking 3
FD 017 Product Data Management 1

These courses require the following pre-requisites:
Recommended preparations courses or demonstrated ability.

FD 011 Intro. to Electronic Manufacturing 1
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking I 3
FD 067 Manual Grading 1
FD 040A Flats and Specs 1

ELECTRONIC GRADING AND MARKER MAKING
(Certificate)
Course Course Units
FD 018A Electronic Grading and Marking 3
FD 018B Electronic Patternmaking 3
FD 017 Product Data Management 1

These courses require the following pre-requisites or recommended preparations.courses or demonstrated ability.

FD 11 Intro. to Electronic Manufacturing 1
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking I 3
FD 040A Flats and Specs 1

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
### Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 011</td>
<td>INTRODUCTION TO ELECTRONIC MANUFACTURING</td>
<td>1</td>
<td>3</td>
<td></td>
<td>Recommended preparation: Math 902. This course is West Valley College AA/AS</td>
</tr>
<tr>
<td>FD 012A</td>
<td>ELECTRONIC PATTERNMAKING 1</td>
<td>2</td>
<td>3</td>
<td></td>
<td>Lecture hours; lab hours by arrangement. Recommended preparation: FD 011 or</td>
</tr>
<tr>
<td>FD 012B</td>
<td>ELECTRONIC PATTERNMAKING 2</td>
<td>1</td>
<td>3</td>
<td></td>
<td>Recommended preparation: FD 012A. This course continues the techniques for</td>
</tr>
<tr>
<td>FD 014</td>
<td>ELECTRONIC DIGITIZING</td>
<td>1</td>
<td>3</td>
<td></td>
<td>Recommended preparation: FD 011 or CA 020 or CA 070 or experience using &quot;Windows&quot; and Math 902.</td>
</tr>
<tr>
<td>FD 015</td>
<td>ELECTRONIC PATTERN GRADING</td>
<td>1</td>
<td>3</td>
<td></td>
<td>Recommended preparation: Math 902. In this course, students will be given the opportunity to concentrate on computer techniques for pattern input referred to as digitizing. Students digitize production pattern pieces into the computer using the Gerber AccuMark software and digitizing tablet. Students must have basic Gerber AccuMark experience prior to enrolling in this class. This course is West Valley College AA/AS degree and certificate applicable. May be repeated two times. Credit/No Credit Option.</td>
</tr>
<tr>
<td>FD 016</td>
<td>ELECTRONIC MARKING</td>
<td>1</td>
<td>3</td>
<td></td>
<td>Recommended preparation: Math 902. This course continues the techniques for computerized patternmaking begun in Computer Aided Patternmaking I. Students will use manual drafting equipment to draft patterns directly on the Silhouette worktable. Patterns will then be changed and altered on the computer using the GT AccuMark Pattern Design System (PDS) software. Students must have a working knowledge of the PDS system and manual pattern-making experience before entering this course. This course is West Valley College AA/AS degree and certificate applicable, and can be repeated once. Credit/No Credit Option.</td>
</tr>
<tr>
<td>FD 017</td>
<td>PRODUCT DATA MANAGEMENT</td>
<td>1</td>
<td>3</td>
<td></td>
<td>Recommended preparation: FD 011, 054 or CA 020 or CA 070 or experience using &quot;Windows&quot; and Math 902.</td>
</tr>
<tr>
<td>FD 018A</td>
<td>ELECTRONIC GRADING AND MARKING</td>
<td>3</td>
<td>3</td>
<td></td>
<td>Recommended preparation: Math 902. This course concentrates on computer techniques for digitizing (pattern input), grading (creating patterns in a full range of sizes), and creating markers (pattern cutting layouts) using the Gerber Technology (GT) AccuMark computer system. Students will have the opportunity to learn the System Management and Marker Making software for digitizing and grading production patterns and creating markers. Students must know how to grade patterns and make markers manually before entering the class. Experience with Microsoft Windows is helpful. This course is West Valley College AA/AS degree and certificate applicable and may be repeated one time. Credit/No Credit Option.</td>
</tr>
<tr>
<td>FD 020</td>
<td>COUTURE EMBELLISHMENT</td>
<td>3</td>
<td>3</td>
<td></td>
<td>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. This course is West Valley College AA/AS degree and certificate applicable, and can be repeated one time. Credit/No Credit Option.</td>
</tr>
<tr>
<td>FD 027</td>
<td>PROFESSIONAL IMAGE</td>
<td>3</td>
<td>3</td>
<td></td>
<td>Acceptable for credit: California State University. Theories of color harmony, individual coloring, proportion, line and design for individual figures and faces will be presented in this course is particularly applicable for those in all professional careers. It is transferable to California State University. The course fulfills the West Valley General Education Pattern under Area E: Lifelong Understanding and Development. Requirement for an A.S. Degree. Credit/No Credit Option.</td>
</tr>
</tbody>
</table>

- **PREREQUISITES AND COREQUISITES are MANDATORY.** See page 17 for specific information.
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.**
- **RECOMMENDED preparations are ADVISORY.**
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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
FD 062 PROFESSIONAL PATTERNMAKING II
3 units
Lecture 3 hours; lab 6 hours by arrangement
Prerequisite: FD 060.
Recommended preparation: FD 040A and FD 064 and Math 902
Acceptable for credit: California State University.
This course is a continuation of Professional Patternmaking I. Advanced flat patternmaking techniques are emphasized for both woven and knit fabrics. Students draft style variations for sportswear, activewear, and outerwear designs using basic pattern blocks. First patterns are developed and sample garments constructed and tested for fit on industry dress forms. All projects are produced using industry dress forms and industry equipment in the FD lab. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 063 FITTING AND PATTERN ALTERATION
2 units
Lecture 3 hours; lab by arrangement 2 hours (12 weeks)
Prerequisite: FD 060
Acceptable for credit: California State University.
This course covers general principles of garment fitting according to industry standards. Fitting problems and solutions for all types of garments will be discussed. Techniques for adjusting patterns to correct fit will be practiced. This course is West Valley College AA/AS degree and certificate applicable, and may be repeated once. Credit/No Credit Option.

FD 064 PROFESSIONAL DRAPEING
3 units
Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers the three-dimensional method of creating workroom sample patterns using fashion industry professional draping techniques. Designs are draped in muslin and fashion fabric on standard industry dress forms provided in the FD lab then transferred into first patterns for apparel production. Sample garments are constructed using production techniques and equipment provided in the FD lab. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 065 PRODUCTION PATTERNMAKING
3 units
Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: FD 062.
Recommended preparation: Math 902
In this course, the students will be given the opportunity to learn the methods of transferring a first sample pattern into a production pattern. Students will also be given the opportunity to learn to draft patterns for men, women and children while concentrating on garment fit for a variety of body types and size ranges. Cost effective designs are stressed. Students will construct garments. This course may be repeated once for credit. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 066 PRODUCTION PATTERNMAKING II
3 units
Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: FD 060.
Recommended preparation: Math 902
In this course, the students will be given the opportunity to learn the methods of grading production patterns into a full range of sizes for apparel production. Students grade patterns with a manual grading machine and develop an understanding of how the pattern grows relative to size ranges for men, women, and children. This course may be repeated once for credit. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 067 MANUAL PATTERN GRADING
1 units
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Prerequisite: FD 060.
Recommended preparation: Math 902
In this course, the students will be given the opportunity to learn the manual methods of grading production patterns into a full range of sizes for apparel production. Students grade patterns with a manual grading machine and develop an understanding of how the pattern grows relative to size ranges for men, women, and children. This course may be repeated once for credit. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 070 ELEMENTS AND PRINCIPLES OF DESIGN
3 units
Lecture 3 hours; lab .5 hour by arrangement
Acceptable for credit: California State University.
This course introduces students to the basic design elements and principles as they apply to fashion design. These concepts will be applied to designing apparel and accessories in subsequent fashion design courses. The effect of silhouette, proportion, line and color are explored with the emphasis on developing an aesthetic awareness of good design. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 076 CREATIVE APPAREL DESIGN
3 units
Lecture 3 hours; lab 2 hours by arrangement
Prerequisite: FD 040A, FD 040B, 052A, 060.
Recommended preparation: Math 902, FD 064
Acceptable for credit: California State University.
This course explores the creative process of apparel design and the development of groups and collections. Students learn the process of designing for specific markets, seasons and price categories and develop designs within their chosen area of interest. Methods of organizing and presenting design concepts are stressed. Sample garments are constructed using industrial production equipment in the FD lab. Credit/No Credit Option.

FD 078 CREATING AND MARKETING A LINE
4 units
Lecture 3 hours; lab 3 hours; lab 3 hours by arrangement
Prerequisites: FD 040A, 040B, 052B, 054, 062, 076
Recommended preparation: FD 64, Math 902
Acceptable for credit: California State University.
This course focuses on the process of creating a line of apparel and techniques for marketing that apparel at the wholesale level. Emphasis is on the process of organizing original design concepts into a complete apparel collection including the designing, construction, and costing of wholesale production samples. Students create their own line of apparel in their chosen area of interest using industry standard production equipment. Basic business practices, presentation techniques and marketing strategies are covered. Students will present their line in a final show. This course is West Valley College AA/AS degree and certificate applicable.

FD 082 FASHION PORTFOLIO DEVELOPMENT
1 unit
Lecture 3 hours (6 weeks)
Prerequisite: FD 040A, FD 040B.
This course presents techniques for the development of a professional fashion portfolio. Students will select the portfolio format, create or refine existing work to include in the portfolio and learn techniques for presenting the portfolio in an interview situation. This course may be repeated once for credit. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 083 FASHION FIELD STUDY
1 unit
Lecture 3 hours (6 weeks)
The course acquaints students with the world of fashion and career options within it. The course includes a combination of field trips to different companies, seminars, and other related activities. Students will job shadow or interview someone working in the apparel industry. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Option.

FD 084 FASHION DESIGN INTERNSHIP
3 units
Lecture 1 hour per week; lab 6 hours by arrangement
Prerequisite: FD 030, FD 040A, FD 060.
The student will apply knowledge/skills learned in the Fashion Design Program through an internship in an apparel firm or design department under the supervision of a fashion professional. This course provides direct industry experience as well as a forum to discuss various aspects of employment in the apparel industry. This course may be repeated for credit a total of three times. Each internship must focus on a different company or department to provide a unique learning opportunity. This course may be repeated twice. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 085 CAD: SCANNING AND COLOR PRINTING
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Prerequisite: CA 020
Acceptable for credit: California State University.
The course covers techniques for scanning black and white and color images, reducing and changing colors in scanned images and calibrating colors for color printing. Although primary emphasis is placed on techniques used for textile and apparel design in the apparel industry, this course is appropriate for students who need to work with a scanner and a color printer in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, multimedia. This course is West Valley College AA/AS degree and certificate applicable, and can be repeated once. Credit/No Credit Option. (This class is dual listed with DM/IS 085).

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
FD 086 CAD: DESIGNING TEXTURES AND BACKGROUNDs

2 Units
Lecture 3 hours; lab 3 hours by arrangement (12 weeks)
Prerequisite: FD 085 or DM/IS 085
Recommended preparation: FD 082B, FD 070
Acceptable for credit: California State University.
Students will have the opportunity to learn techniques for creating textures and backgrounds that can then be used in presentation and designs. Students will use paint programs including Adobe Photoshop and Fractal Design Painter on the Mac. Students will also be introduced to the use of the digitizing tablet for creating their designs. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once. This course may also be offered in a distance learning format. (This class is dual listed with CA086) Credit/No Credit Option.

FD 087 CAD: CREATING DESIGNS AND TECHNICAL SKETCHES

2 units
Lecture 3 hours; lab 3 hours by arrangement (12 weeks)
Prerequisite: FD 085 or DM/IS 085.
Recommended preparation: FD 040A, FD 040B
This course covers the methods of creating flat sketches, technical drawings for apparel and basic textile designs using the Macintosh computer and common computer drawing programs. Techniques for creating layouts and presentations are also covered. This course is appropriate for students who want to create flat drawings, technical drawings and background images in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, multimedia. This course is West Valley College AA/AS degree and certificate applicable, and can be repeated once. This class is also taught in a distance learning format. Credit/No Credit Option.

FD 088 CAD SURFACE DESIGN

3 units
Lecture 3 hours; lab 3 hours by arrangement
Recommended Preparations: CA 043B or CA 043C; CA 044B or CA 044C; CA 043D, CA 044D, FD 085, FD 086
In this course, students will have the opportunity to create color reductions, colorways, color separations and design repeats using the computer. Students will also have the opportunity to work with a variety of graphics software, including Adobe Photoshop and Fractal Design Painter. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 090 CLOTHING FOR WORK

.5 units
Lecture 4.5 hours (2 weeks)
Recommended preparation: Math 902
This course is designed to help students enter the job market with confidence. The student’s existing wardrobe will be assessed in terms of current workplace requirements. A variety of exercises will be used to build a “capsule” wardrobe for use in everyday work environment. Budgeting for and care of work clothing will be discussed. This course is West Valley College AA/AS degree and certificate applicable, and it may be repeated once. This course is also taught in a distance learning format. Credit/No Credit Option.

FD 091, 092, 093 DIRECTED STUDIES

1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University.
Independent work of special interest to the students related to but not included in regular Fashion Design program.

FD 095 (A-Z) CURRENT FASHION TOPICS

.5 unit
Lecture 3 hours (3 weeks)
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to; International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Credit/No Credit Option.

FD 096 (A-Z) CURRENT FASHION TOPICS

1 unit
Lecture 3 hours (6 weeks)
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to; International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Credit/No Credit Option.

FD 097 (A-Z) CURRENT FASHION TOPICS

.5 unit
Lecture 3 hours (3 weeks)
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to; International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Credit/No Credit Option.

FD 0100 SPECIAL TOPICS

.5-3 units
Lecture and/or lab .5 to 9 hours
The course will explore topics related to his discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
The major requirements may be satisfied in the foreign languages listed below:
- Italian
- German
- Japanese
- French
- Spanish

It is strongly recommended for transfer that one year of a second foreign language be completed.

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.

**FOREIGN LANGUAGE FRENCH:**

(Certificate)

Minimum of 15 units from any of the following:
- French 02A Intermediate French 5
- French 02B Intermediate French 5
- French 03A Advanced French Oral and Written Composition 5
- French 03B Advanced French Oral and Written Composition 5
**French Courses**

**FRNCH 001A BEGINNING FRENCH**
5 units
Lecture 5 hours, supplemented by outside use of language laboratory
Coreq: French 001A
Acceptable for credit: University of California, California State University.
The student will learn the fundamentals of French grammar and pronunciation and be able to converse on a limited scale about topics of everyday importance. He/she will be able to record this same information in writing and will be able to understand written and spoken French within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to various aspects of the culture of the French-speaking world.
Credit/No Credit Option.

**FRNCH 001B BEGINNING FRENCH**
5 units
Lecture 5 hours, supplemented by outside use of language laboratory
Coreq: French 001B
Prerequisite: French 001A or its equivalent (two years of high school French).
Acceptable for credit: University of California, California State University.
In this course, the student will continue his/her development of speaking, reading and writing skills, and increase his/her vocabulary and knowledge of basic French grammar. More emphasis will be placed on self-expression and readings from topics of general interest. Cultural topics will include further exploration of the geography of France. Credit/No Credit Option.

**FRNCH 002A INTERMEDIATE FRENCH**
5 units
Lecture 5 hours
Prerequisite: French 001A or 3 years of HS French.
Acceptable for credit: University of California, California State University.
Students will review basic grammar and learn new structures and vocabulary while furthering their knowledge of the customs and cultures of France and other French-speaking countries. Conversation and oral and written drills will be emphasized, as well as practice in written composition. Examples of different styles of literature will be introduced to enhance reading skills.
Credit/No Credit Option.

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

**FRNCH 003A ADVANCED FRENCH ORAL AND WRITTEN COMPOSITION**
5 units
Lecture 5 hours
Prerequisite: French 002B.
Acceptable for credit: University of California, California State University.
This course centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Comprehension will be enhanced by use of video cassettes and native guest speakers. Credit/No Credit Option.

**FRNCH 003B ADVANCED FRENCH ORAL AND WRITTEN COMPOSITION**
5 units
Lecture 5 hours
Prerequisite: French 003A.
Acceptable for credit: University of California, California State University.
This course is a continuation of French 003A. It centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Listening comprehension will be enhanced through videos and native guest speakers. Credit/No Credit Option.

**FRNCH 011A FRENCH LABORATORY**
.5 unit
Directed study 1.5 hours per week by student’s individual arrangement.
Recommended preparation: French 011A concurrently
Acceptable for credit: California State University.
This course is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of the French-speaking world through a variety of media. The student will review the customs and culture of French-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing French language and pronunciation drill are also available. The course provides an excellent supplement to French 001A. Credit/No Credit Option.

**FRNCH 011B FRENCH LABORATORY**
.5 unit
Directed study 1.5 hours per week by student’s individual arrangement.
Recommended preparation: French 011B concurrently
Acceptable for credit: California State University.
This course is a continuation of French 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of French-speaking people through further use of slides, filmstrips, films and current publications. Tapes and programs providing French language and pronunciation drill are also available. The course provides an excellent supplement to French language classes and is usually taken in conjunction with French 001B. Credit/No Credit Option.

**FRNCH 0030A BASIC FRENCH PRONUNCIATION**
1 unit
Lecture 1 hour
Acceptable for credit: California State University.
This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought provoking short-reading selections and short dialogues are used for practice drills. This course is West Valley College AA/AS Degree. Credit/No Credit Option.

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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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
FRNCH 0030B BASIC FRENCH PRONUNCIATION
1 unit Lecture 1 hour
Acceptable for credit: California State University.
This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought-provoking short reading selections and short dialogues are used for practice drills. This course is West Valley College AA and AS degree and certificate applicable. Credit/No Credit Option.

FRNCH 0040A WOMEN OF FRANCE
1 unit Lecture 1 hour
This course will focus on the lives of ten important French women who lived up to the early 20th century, and will explore their contributions in history, music art and literature to the culture of France. This course is West Valley College degree applicable. Credit/No Credit Option.

FRNCH 0040B WOMEN OF FRANCE
1 unit Lecture 1 hour
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. This course is West Valley College degree applicable. Credit/No Credit Option.

FRNCH 0050A BASIC FRENCH CONVERSATION AND CULTURE
3 units
Lecture 3 hours (Also offered as a television course.)
Prerequisite: French 050B.
Acceptable for credit: California State University.
This is an elementary course designed to help students to express themselves orally in French. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their French while furthering their knowledge of the customs and culture of France and other French-speaking countries. Credit/No Credit Option.

FRNCH 0051B INTERMEDIATE FRENCH CONVERSATION AND CULTURE
3 units
Lecture 3 hours (Also offered as a television course.)
Prerequisite: French 051A.
Acceptable for credit: California State University.
This course is a continuation of French 051A. Conferences will be held following the television course. Thematic topics will be chosen from current newspaper and magazine articles. Credit/No Credit Option.

FRNCH 0052A FRENCH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours
Acceptable for credit: California State University.
This course is suitable for students in the following areas: business majors planning to study international business or government, undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business, and majors in science and technology fields planning to enter the expanding international business world opening up to American based firms. It is designed to give students a solid foundation in business vocabulary, basic business and cultural concepts, and situation practice necessary to be successful in today’s French speaking business world. It may be repeated once. Credit/No Credit Option.

FRNCH 0053B FRENCH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours
Prerequisite: French 0052B
Acceptable for credit: California State University.
This course is suitable for students in the following areas: business majors planning to study international business or government; undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business, and majors in science and technology fields planning to enter and to expand the international business world opening up to American based firms. This course is West Valley College degree AA and AS degree applicable. It may be repeated once. Credit/No Credit Option.

FRNCH 0054A IMMERSION FRENCH
3 units
Lecture 2 hours, lab 3 hours by arrangement
Prerequisite: French 001A.
Acceptable for credit: California State University.
This course may be repeated once. Credit/No Credit Option.

FRNCH 0055A THE FRENCH MOVIE: COMPREHENSION/CULTURE
1 unit Lecture 1 hour
Recommended preparation: FRNCH 050A
Acceptable for credit: University of California; California State University.
This course consists of a lecture series designed to incorporate six French movies on video in order to focus on the comprehension of the French language and some selected aspects of French culture. Through the lectures, the films, class discussions, and limited research, students will be exposed to cultural differences in pronunciation and intonation; will be introduced to certain aspects of cinematography, will become acquainted with three authors, two artists, two French historical periods; and will become acquainted with the philosophy and psychology of certain regions of France. Instruction materials are provided in English and French. West Valley College AA/AS Degree and G.E. applicable. This course can be repeated once. Credit/No Credit Option.

FRNCH 0056B THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit Lecture 1 hour
Prerequisite: None
Recommended preparation: French 050A, Basic French Conversation and Culture
Acceptable for credit: California State University.
This is a course of six lectures in English designed to incorporate six subtitled French videos (different from 060A, 060C), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, geography, literature, the arts). Some comprehension skills are also covered. Instructional materials are provided in English and French. This course is West Valley College AA/AS Degree and GE applicable. This course may be repeated once. Credit/No Credit Option.

WEST VALLEY COLLEGE  2002 • 2003 CATALOG

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

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

**RECOMMENDED preparations are ADVISORY.**
FRNCH 060C THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit Lecture 1 hour
Acceptable for credit: California State University.
This is a course of 6 lectures in English designed to incorporate six subtitled French videos (different from 060A, 060B), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, literature, geography, and the arts). Some comprehension skills are also covered. Instructional materials are provided in French and English. This is West Valley College AA/AS Degree and GE applicable. This course may be repeated once. Credit/No Credit Option.

FRNCH 062 AN INTRODUCTION TO THE CULTURE OF FRANCE
2 units Lecture 2 hours
This is a multi-disciplinary introduction to the culture of France. Topics include the regions of France, French food and wines, an introduction to the French language, Paris, French art, the French character, and business customs. This course will be of interest for those who travel, do business with French companies, work in the food and restaurant industry, and for those wishing to expand their general knowledge of culture. This course is West Valley College AA/AS Degree applicable. Credit/No Credit Option.

FRNCH 091, 092, 093 DIRECTED STUDIES
1-3 units Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract. 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. This course is West Valley College degree and certificate applicable. It may be repeated two times. Credit/No Credit Option.

FRNCH 0100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

FRNCH 060C THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit Lecture 1 hour
Acceptable for credit: California State University.
This is a course of 6 lectures in English designed to incorporate six subtitled French videos (different from 060A, 060B), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, literature, geography, and the arts). Some comprehension skills are also covered. Instructional materials are provided in French and English. This is West Valley College AA/AS Degree and GE applicable. This course may be repeated once. Credit/No Credit Option.

Geography

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

GEOGRAPHY: (Certificate)
See Social Science A.A. Degree with option in Geography.

Courses

GEOG 001 INTRODUCTION TO PHYSICAL GEOGRAPHY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
A survey 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. Credit/No Credit Option, CAN GEOG 002.

GEOG 002 INTRODUCTION TO CULTURAL GEOGRAPHY
3 units Lecture 3 hours
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. Credit/No Credit Option. (CAN GEOG 004).

GEOGRAPHIC INFORMATION SCIENCE

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
The course provides laboratory and field experience to introduce the field of historical earth science. It includes description of rocks, fossils, and geologic maps, directed to provide evidence for the theories of the evolution of the Earth. Time is spent in the field, both during the regular scheduled time plus one weekend.

1. All the major requirements

Courses

GEOL 001A PHYSICAL GEOLOGY
4 units
Lecture 3 hours; lab 3 hours. (Also offered as a television course).
Acceptable for credit: University of California, California State University.

This course provides an introduction to the earth sciences, although not required, will help the student considerably.

GEOL 001B HISTORICAL GEOLOGY
3 units
Lecture 3 hours
Acceptable for credit: University of California, California State University.

Theories of the origin of the earth, and a study of the evolutionary history of the earth as seen in the fossil and stratigraphic record. Emphasis on the development of the North American continent.

GEOL 002B HISTORICAL GEOLOGY LABORATORY
1 unit
Laboratory 3 hours
Recommended preparation: Geol 001B or concurrent.
Acceptable for credit: University of California, California State University.

This course provides laboratory and field experience to introduce the field of historical earth science. It includes description of rocks, fossils, and geologic maps, directed to provide evidence for the theories of the evolution of the Earth. Time is spent in the field, both during the regular scheduled time plus one weekend.

GEOL 003A, B, C CALIFORNIA NATURAL HISTORY FIELD WORK
2 units
2 Lecture hours
Acceptable for Credit: California State University

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

GEOL 005 MINERALOGY
4 units
Lecture 3 hours; lab 3 hours
Acceptable for credit: California State University.

This course stresses the study of crystallography, physical properties, and origin of common minerals. Specimens of common minerals will be identified.

GEOL 010 EARTH SCIENCE SYSTEMS
3 units
Lecture 2 hours; lab 3 hours
Acceptable for credit: California State University.

Within a theme of understanding Earth, this introductory science survey course covers major topics in geology, oceanography, meteorology, astronomy, geography, and the scientific method. This course is intended to fulfill a science requirement for teaching credential programs and non-science majors.

GEOL 015 GEOLOGY OF CALIFORNIA
3 units
Lecture 3 hours
Acceptable for credit: University of California, California State University.

Study of the geologic development of California in space and time as shown by sedimentary, igneous, and metamorphic rocks and associated faults, folds, and land forms. A background of earth science, although not required, will help the student considerably.

GEOL 020 FIELD GEOLOGY
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: California State University.

Study and practice in observing, mapping, and interpreting rocks and rock structures in the field. Locations studied depend on the season and interests of the class. In the past, work has been done in the Santa Cruz Range, the Diablo Range, Lassen Volcanic National Park, Yosemite National Park, the northern California Coast Range, and Point Reyes National Park. The class meets normally one day per week, Saturday and weekend field trips are by arrangement.

GEOL 091, 092, 093 DIRECTED STUDIES
1-3 units
Laboratory 3 hours, 6, or 9 hours per week by arrangement
Prerequisite: Interview with a teacher or complete relevant course.
Recommended Preparation: Math 90/2
Acceptable for credit: University of California, California State University. "UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

Students may apply for Directed Studies in Geology or Oceanography, provided they have successfully completed sufficient course work to do advanced, independent work beyond the regular course curriculum. A project report is required.
German

Courses

**GERM 001A BEGINNING GERMAN**
5 units
Lecture 5 hours, supplemented by outside use of language laboratory
Coreq: 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. Credit/No Credit Option.

**GERM 001B BEGINNING GERMAN**
5 units
Lecture 5 hours, supplemented by outside use of the language laboratory
Coreq: 011B
Prerequisite: German 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. Credit/No Credit Option.

**GERM 002A INTERMEDIATE GERMAN**
5 units
Lecture 5 hours
Prerequisite: German 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. Credit/No Credit Option.

**GERM 002B INTERMEDIATE GERMAN**
5 units
Lecture 5 hours
Prerequisite: German 002A or four years of high school German.
Acceptable for credit: University of California, California State University.
Continuation of German 002A. Review of grammar. Discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction. Composition and conversation based on text material. Excerpts from prose and poetry. Credit/No Credit Option.

**GERM 011A GERMAN LABORATORY**
.5 unit
Laboratory 1.5 hours by arrangement
Recommended Preparation: German 001A concurrently
Acceptable for credit: California State University.
This is a separate beginning laboratory course offered by arrangement at the student’s convenience, which aims to present the culture of the German-speaking world through a variety of media. The student will review the customs and culture of German-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing German language and pronunciation drill are also available. The course provides an excellent supplement to German 001A. Credit/No Credit Option.

**GERM 011B GERMAN LABORATORY**
.5 unit
Laboratory 1.5 hours by arrangement
Recommended Preparation: German 001B concurrently
Acceptable for credit: California State University.
This is a continuation of German 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of German-speaking people through further use of slides, filmstrips, films and current publications. Tapes and programs providing German language and pronunciation drill are also available. The course provides an excellent supplement to German language classes and is usually taken in conjunction with German 001B. Credit/No Credit Option.

**GERM 015A, B INTERMEDIATE GERMAN CONVERSATION AND CULTURE**
3 units each
Lecture 3 hours each course
Prerequisite: 011B is prerequisite for 015A.
Acceptable for credit: University of California, California State University.
These courses are designed for those who wish a basic conversational approach to learning the practical aspects of the language. They appeal to people conducting business with foreign countries. 015A is a continuation of 011A. Credit/No Credit Option.

**GERM 015A, B INTERMEDIATE GERMAN CONVERSATION AND CULTURE**
3 units each
Lecture 3 hours each course
Prerequisite: 011A is prerequisite for 015B.
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. 015B is a continuation of 015A. Credit/No Credit Option.

**GERM 050A, B BASIC GERMAN CONVERSATION AND CULTURE**
3 units each
Lecture 3 hours each course
Prerequisite: 050A is prerequisite for 050B.
Acceptable for credit: University of California, California State University.
These courses are designed for those who wish a basic conversational approach to learning the practical aspects of the language. They appeal to people conducting business with foreign countries. 050B is a continuation of 050A. Credit/No Credit Option.

**GERM 050A, B BASIC GERMAN CONVERSATION AND CULTURE**
3 units each
Lecture 3 hours each course
Prerequisite: 051A is prerequisite for 051B.
Acceptable for credit: California State University.
This course is designed to give students the opportunity to be in a German speaking environment for a three-day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only German. This course is West Valley College Certificate applicable and will be transferable to CSU. This course may be repeated once. Credit/No Credit Option.

**GERM 050A, B BASIC GERMAN CONVERSATION AND CULTURE**
3 units each
Lecture 3 hours each course
Prerequisite: 050A is prerequisite for 050B.
Acceptable for credit: California State University.
These courses are designed for those who wish a basic conversational approach to learning the practical aspects of the language. They appeal to people conducting business with foreign countries. 050B is a continuation of 050A. Credit/No Credit Option.

**GERM 051A, B INTERMEDIATE GERMAN CONVERSATION AND CULTURE**
3 units each
Lecture 3 hours each course
Prerequisite: 051A is prerequisite for 051B.
Acceptable for credit: California State University.
Advanced language abilities will be taught with an emphasis on vocabulary and skills designed to assist people with the conduct of business in foreign countries. 051B is a continuation of 051A. Credit/No Credit Option.

**GERM 058A GERMAN IMMERSION**
3 units
Lecture 2 hours; Lab by arrangement 3 hours
Acceptable for credit: California State University.
This course is designed to give students the opportunity to be in a German speaking environment for a three-day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only German. This course is West Valley College Certificate applicable and will be transferable to CSU. This course may be repeated once. Credit/No Credit Option.

**GERM 059A, 092, 093 DIRECTED STUDIES**
1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: 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 of special interest in German, reading, writing, lab work, research, etc. Related to the regular German courses offered but not included in them. Credit/No Credit Option.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Greek

Courses

GRK 050A CONVERSATIONAL GREEK AND CULTURE
3 units
Lecture 3 hours; lab by arrangement 3 hours
This course is designed for students who wish to have a basic conversational approach to learning the practical aspects of the language. It appeals to students planning to travel as well as to conduct business with Greek speaking countries. This course is West Valley College certificate applicable and AA/AS degree applicable and is transferable to CSU. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option.

GRAPHIC DESIGN: Transfer:
See Transfer Planning Guide available at the Counseling Center.
## HEALTH CARE TECHNOLOGIES

There are eight programs in the department.

*HTech 054A and HTech 054B are to be taken upon completion of all required courses with a grade of C or better. See Program Director.

### INSURANCE BILLING SPECIALIST (Certificate)

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**Recommended Electives:**
- Comm 012 Intercultural Communication 3

### MEDICAL ADMINISTRATIVE ASSISTANT (Certificate)

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**Recommended Electives:**
- Comm 012 Intercultural Communication 3

### MEDICAL TRANSCRIPTION (Certificate)

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**Recommended Electives:**
- Comm 012 Intercultural Communication 3

### MEDICAL OFFICE RECEPTION (Certificate)

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**Recommended Electives:**
- Comm 012 Intercultural Communication 3

### MASSAGE THERAPY

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**Recommended Electives:**
- Comm 012 Intercultural Communication 3

## Degree & Certificate Requirements

The following courses are required for the Health Care Technologies degree:

### Recommended Preparations in Basic Skills:

- Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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**FACULTY**

Farah Faraheh Javanmardian  
Kris Gaiero
Courses

HTECH 001 INTRODUCTION TO HEALTH CARE
1 unit Lecture 1 hour
Survey of the structure and functions of the health care delivery system, the history of medicine, and the development of health care technologies. Instruction in the role of the various professions, educational requirements and personal qualifications. This course is also taught in a Distance Learning format. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

HTECH 002 MEDICAL INFORMATION PROCESSING
2 units Lecture 1 hour; lab 3 hours
Rec prep: Typing speed at 55 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. This course is West Valley College Degree and certificate Applicable. Credit/No Credit Option.

HTECH 004 STRUCTURE AND FUNCTION OF THE HUMAN BODY
3 Units
3 Lecture hours, 1 lab hours, 1 lab 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. The students will have the opportunity to learn the basic anatomical components and associated physiology integrated for each body system. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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.

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

The MEDICAL OFFICE RECEPTION program is designed to provide the student with the knowledge and skills needed to manage the front desk in a medical office or similar setting including telephone technique, public relations, and records management.

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

The MASSAGE THERAPY program offers theory and hands-on training in Massage Therapy.
HTECH 005 BASIC MEDICAL TERMINOLOGY
3 units Lecture 3 hours; lab 1 hour
An introduction to basic medical terms that relate to medicine and the human body and physiological states. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 006 ADVANCED MEDICAL TERMINOLOGY
3 units Lecture 3 hours; lab 1 hour by arrangement
Prerequisite: HTECH 005.
Acceptable for credit: California State University.
An introduction to the nature of disease and terms that relate to diseases, symptoms and pathophysiological states. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

HTECH 007 MEDICAL ETHICS AND LAW
2 units Lecture 2 hours
Acceptable for Credit: California State University.
The students will receive instruction in medical ethics and law. The areas covered will be bioethical issues, medical practice acts, legal relationships and responsibilities, invasions of privacy, medical professional liability, the litigation process, avoiding unjustified malpractice/ negligence claims, and the exploration of relevant current issues. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 008 COMMUNICATION FOR HEALTH CARE PERSONNEL
2 units Lecture 2 hours
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. This course is also taught in a Distance Learning format. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 020 PHARMACOLOGY FOR TRANSCRIPTION
1 unit Lecture 2 hours (9 weeks)
The study of pharmaceutical terms for medical transcription. Students will learn to use a drug index; learn drug categories and usage; and perfect spelling of frequently used pharmacological terms. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

HTECH 025A MEDICAL TRANSCRIPTION
2 units
1 Lecture Hours, 2 Lab Hours, 3 Lab Hours by arrangement
Prerequisites: HTECH 005 or concurrent; HTECH 002 or concurrent enrollment
Recommended preparation: typing skill 35 word per minute
Acceptable for Credit: California State University.
In this course, the students will review medical terminology, use reference materials, use transcribing equipment, and review English usage and punctuation. The students will transcribe reports on various medical specialties. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 025B MEDICAL TRANSCRIPTION
3 units Lecture 2 hours; lab 4 hours by arrangement
Prerequisite: HTECH 025A.
Acceptable for credit: California State University.
Continue review of medical terminology, use of reference materials and transcribing equipment. Practical application by transcribing professionally prepared and actual medical dictation. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 025C MEDICAL TRANSCRIPTION
3 units Lecture 2 hours; lab 4 hours by arrangement
Prerequisite: HTECH 025B.
Acceptable for credit: California State University.
Continue review of medical terminology and use of reference materials. Practical application by transcribing actual medical dictation from all fields of specialty. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 041 BASIC MEDICAL OFFICE BUSINESS PROCEDURES
3 units Lecture 2 hours; lab 3 hours; lab 1 hour by arrangement
Prerequisite: HTECH 005 or concurrently.
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. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 042 INSURANCE BILLING AND CODING
2 units Lecture 1 hour; lab 3 hours
Prerequisite: HTECH 005 or concurrent.
Recommended preparation: 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. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 043 BASIC MEDICAL ACCOUNTING AND RECORD KEEPING
3 units
Lecture 3 hours; lab 1 hour
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. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 054A INTERNSHIP
2 units Laboratory 120 hours by arrangement per semester
Prerequisite: All required courses for each certificate must be met prior to enrolling in 054A or 054B.
See the Health Care Technologies section under Instructional Programs in this catalog for a list of required courses by certificate. Contact the Health Care Technologies Department Chair to verify that prerequisites have been met and to register in 054A and 054B.
Practical experience, under supervision, in hospital, clinic or physician’s office, with classroom critique. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 054B INTERNSHIP
2 units Laboratory 120 hours by arrangement per semester
Prerequisite: All required courses for each certificate must be met prior to enrolling in 054A or 054B.
See the Health Care Technologies section under Instructional Programs in this catalog for a list of required courses by certificate. Contact the Health Care Technologies Department Chair to verify that prerequisites have been met and to register in 054A and 054B.
Practical experience, under supervision, in hospital, clinic or physician’s office, with classroom critique. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 055 CLINICAL PROCEDURES 1
2 Units
Lecture 1 hour, lab 3 hours, lab 1 hour by arrangement
Prerequisite: HTECH 005 or concurrently.
Recommended preparation: 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. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.
HTECH 056 CLINICAL PROCEDURES II
2.5 units Lecture 2 hours; lab 1.5 hours
Prerequisite: HTECH 055 or concurrently.
Recommended preparation: Math 103/103R
The student will receive instruction in medical office procedures. The areas covered will be: first aid and bandaging; electrocardiographs, x-ray and laboratory procedures and instructions; and medical office physical therapy modalities; as well as, correct charting documentation, using appropriate terms and abbreviations. This course is West Valley College Degree Applicable. Credit/No Credit Option.

HTECH 057 CLINICAL PROCEDURES III
2.5 units Lecture 2 hours; lab 1.5 hours
Prerequisite: HTECH 056 or concurrently.
Recommended preparation: Math 902
Theory and practice in sterilization procedures, sterile technique, assisting with minor office surgery, and assisting with examinations and procedures in pediatrics, proctology, gynecology and obstetrics. Instruction in basic nutrition and diet therapy. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

HTECH 058 LABORATORY TECHNIQUES
3 units Lecture 2 hours; lab 3 hours
Recommended preparation: Math 902
Designed to develop knowledge and understanding of basic laboratory tests that may be done in a Medical Office, or sent to a reference laboratory: specimen collection, analytical techniques, normal values and interpretation of abnormal values. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.s

HTECH 063 MEDICATION ADMINISTRATION
1.5 units Lecture 1 hour; lab 1.5 hours
Prerequisite: HTECH 055, HTECH 056, HTECH 057 or concurrent enrollment.
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). This course is West Valley College Degree Applicable. Credit/No Credit Option.

HTECH 070 INTRODUCTION TO HOLISTIC MEDICINE
1 unit Lecture 1.5 hours; lab .5 hour
Recommended preparation: Math 902
This course is an introduction to newer forms of alternative medicine including diet and nutrition, yoga, meditation, homeopathy, aromatherapy, massage therapy, and acupuncture. In this course the four aspects of complete health (spiritual, emotional, mental, and physical health) are discussed. The emphasis is on assisting people to understand and help themselves, on education and self-care, prevention of disease, and promotion of a healthy lifestyle. This course is certificate applicable. Credit/No Credit Option.

HTECH 071A BASIC MASSAGE THERAPY
2 units Lecture 1 hour, lab 3 hours, lab 1 hour by arrangement
Prerequisite: HTECH 004 or concurrent.
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. This course is West Valley College certificate applicable. Credit/No Credit Option.

HTECH 071B - SHIATSU AND CHAIR MASSAGE
2 units 1 Lecture hours, 3 lab hours, 1 lab 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/life force, comparison and contrast of Eastern and Western medicine, and the philosophy of holistic health. Students will have the opportunity to learn to give a complete Shiatsu and on-site chair massage. Incorporated into each class will be a short practicum of yoga/stretching and/or meditation. This course is West Valley College certificate applicable. Credit/No Credit Option.

HTECH 072 PHLEBOTOMY
2 units Lecture 5 hours; lab 15 hours (4 weeks)
Prerequisites: HTECH 058
Recommended preparation: Math 103/103R
This course can be taken for continuing education units or as a course to earn the Phlebotomy certificate. This course prepares students to draw blood from patients for laboratory analysis to aid the physician in diagnosing a disease. This course is certificate applicable. This course may be repeated 3 times. Credit/No Credit Option.

HTECH 090 MEDICAL ASSISTING REVIEW
1 unit Lecture 18 hours by arrangement per semester
Review of medical assisting courses to acquaint the certification examination applicant with the scope of the OMA Examination as outlined by the American Association of Medical Assistants. Credit/No Credit Only.

HTECH 091, 092, 093 DIRECTED STUDIES
1-3 units Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University.
Directed studies of special interest to the student which are related to but not included in regular courses offered by the college. Registration by contact with instructor. Credit/No Credit Option.

HTECH 100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
Recommended preparation: none required
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.
Health Education

The following Health Education courses satisfy the State Board of Education requirements for certification of Elementary and Secondary Teaching Credentials in the areas of personal, family, and community health, including the effects of alcohol, tobacco, dangerous drugs and narcotics on the human body and thus are transferable to state colleges and universities to meet the above-mentioned teaching credential requirements.

Degree & Certificate Requirements

Courses

H-ED 005 STANDARD FIRST AID AND ADULT* CPR ("Responding to Emergencies")
1.5 units Lecture 1.5 hours; lab .5 hours
Acceptable for credit: University of California, California State University.
A fundamental course in Standard First Aid and Adult Cardiopulmonary Resuscitation (CPR) accredited by the American Red Cross. Emphasis is on identifying life-threatening situations, and the application of practical skills, safety techniques, and emergency procedures. This class is approved by the California Emergency Medical Services Authority (EMSA Title 22), and upon successful completion with a C grade or better, Red Cross certificates will be issued in "Responding to Emergencies" and "EMSA Title 22". Students earning a "B" grade or better in the CPR unit will also be issued an "Adult CPR" certificate. Course can be repeated every 3 years. (NOTE: CPR must be renewed yearly.) If Child and Infant CPR are also desired, a Health Education 11 class should be taken concurrently. This will lead to the issuance of a "CPR for the Professional Rescuer" certificate. Credit/No Credit Option.

H-ED 006 ADVANCED FIRST AID PROFESSIONAL RESCUE CR ("Emergency Response")
3 units Lecture 3 hours
Recommended preparation: H-ED 005 and H-ED 011
Acceptable for credit: California State University.
This is an advanced course in first aid techniques. It is intended to meet the needs of the responder who intends to become EMT trained, or who is employed where there are opportunities to give first aid care frequently in the course of their daily duties. This course is fully accredited by the American Red Cross, and upon successful completion with a "C" grade or better a certificate in "Emergency Response" will be issued. A "CPR for the Professional Rescuer" certificate will also be issued to those students passing this unit with a "B" grade or better. Credit/No Credit Option.

H-ED 007 LIFETIME FITNESS
2 units Lecture 2 hours
Acceptable for credit: University of California, California State University.
This course is directed towards providing the student with accurate concepts of physical fitness and the relationship of physical activity to health-related fitness. Evaluation will be based on lecture examinations and laboratory reports, not on skills and fitness levels. Credit/No Credit Option.

HED 008 UNDERSTANDING HEALTH
3 units Lecture 3 hours
(Also offered as a television course)
Acceptable for Credit: University of California, California State University.
This course surveys current health issues and explores today's most prevalent health problems. Emphasis is placed on the promotion of optimal wellness throughout the life span. Students are empowered to make healthy decisions and to develop practices of a preventive lifestyle for healthy living. Topics include the latest information on psychosocial health, drinking responsibly, tobacco and drug use, nutrition and weight control, personal fitness, health relationships, human sexuality, infectious disease, stress management, cardiovascular disease, cancer, personal safety, holistic health, consumer and environmental health, and coping with aging and dying. Today's controversial and far-reaching health issues will also be explored. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HED 010 HEALTH AND HUMAN SEXUALITY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Human Sexuality is a course designed to develop knowledge, attitudes and behavior patterns that contribute to a better understanding of the biological, psychological and sociological aspects of human sex and reproduction. Credit/No Credit Option.

HED 011 CARDIOPULMONARY RESUSCITATION* ("CPR FOR THE PROFESSIONAL RESCUE", OR "BLS HEALTHCARE PROVIDER")
.5 unit Lecture 3 hours; lab 3 hours (2 weeks)
Acceptable for credit: California State University.
This course is designed to prepare the student to provide mouth-to-mouth rescue breathing and closed chest heart compression to a victim whose vital signs have failed. In addition to Adult, Child and Infant CPR, two person team CPR and oxygen administration are also covered. Completion of this course with a "B" or better qualifies the student for an American Red Cross certificate in "CPR for the Professional Rescuer". A course H-ED 011 (CPR Renewal) will be offered issuing an American Heart Association certificates in "BLS Healthcare Provider" (2 year certification). A valid Red Cross "CPR for the Professional Rescuer" or Heart Association "BLS Healthcare Provider" certificate that has not been expired more than one year are required. Check with the instructor for eligibility and enrollment. NOTE: There are 3 different types of Red Cross CPR certificates: Adult, Community, and CPR for the Professional Rescuer. Check with the instructor or the schedule of classes for the certificate being offered. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
H-ED 012 STRESS MANAGEMENT
3 units  Lecture 3 hours
Acceptable for credit: California State University
Stressors are a component of daily life. How one deals with these stressors determines whether that stress will produce growth or the breakdown of body systems. This course will help the student understand the basic principles of holistic stress management through the presentation of coping skills, the study of the mind-body relationship in stress management (psychophysiology of stress), cognitive reappraisal of daily life stressors, and techniques to deal with these stressors. These cognitive strategies and relaxation techniques are the cornerstones for optimal health and will help one, throughout life, to manage stressors in a healthful and productive manner. This course is AA/AS degree applicable. It may also be offered in a distance learning format. Credit/No Credit Option.

H-ED 013 THE HEART AND CARDIOVASCULAR DISEASE; DRUGS, AND OTHER CHRONIC DISEASES
3 Units  3 Lecture Hours
Acceptable for Credit: California State University
This course is designed to develop knowledge, attitudes, and behavior patterns that contribute to a better understanding of: the heart and its functions; the prevention and treatment of chronic diseases such as cardiovascular disease, cancer, and diabetes; the use, the misuse, and laws governing prescription, legal and illicit drugs in our society; and an understanding of the psychological, physiological, cultural, and sociological factors affecting heart disease and drug use and abuse through the life span. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

H-ED 100 SPECIAL TOPICS
.5-3 units  Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

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

**THE FACULTY**
Robert G. Fricke
Thomas Gallup
Tomas Garcia

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**Degree & Certificate Requirements**

**HISTORY (A.A. Degree)**

**Major Requirements**

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Choose 6 Units of Electives from Hist 008A, 008B, 012, 014, 015, 016, 020, 030, 031 or 006

- Requirements vary somewhat among four-year institutions. Consult the department advisor and counselor for transfer requirements of the institution of your choice.
- **Other Social Science Electives**

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<td>Geog 001</td>
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To be awarded an A.A. Degree, a student must complete:

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

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**Courses**

**HIST 003 AN INTRODUCTION TO ASIAN-AMERICAN EXPERIENCE: THE CHINESE**

3 units

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

History 003 studies the Chinese in the United States, their backgrounds, why they immigrated, their role in the development of the West, and the political and social forces which shaped Chinese culture and society within the American context. Credit/No Credit Option.

**HIST 004A HISTORY OF WESTERN CIVILIZATION**

3 units

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

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

**HIST 004B HISTORY OF WESTERN CIVILIZATION**

3 units

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

History 004B is a survey of the political, social, economic and cultural development of western civilization from 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. (CAN HIST 004) Credit/No Credit Option. (HIST 004A+004B=HIST SEQ A)

**HIST 008A HISTORY OF THE AMERICAS**

3 units

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

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

**HIST 008B HISTORY OF LATIN AMERICA**

3 units

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

To understand the nations of the Americas today, this course includes the history of Canada, the United States and the Latin American nations from 1825 to the present. The 19th Century involved industrialization as well as political change. The effect on women and men is followed by an analysis of 20th Century developments. The revolutions in Latin America and the interaction among the three areas conclude the course. Credit/No Credit Option.

**HIST 011 HISTORY OF AFRICA**

3 units

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

History 011 is a study of Africa from pre-historic times to the present. This course will examine the cultural, political and economic developments of the diverse peoples of the African continent. Credit/No Credit Option.

**HIST 012 AFRICAN-AMERICAN HISTORY**

3 units

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

History 012 is a survey of the roles and 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. Credit/No Credit Option.
HIST 014 HISTORY OF THE NATIVE NORTH AMERICANS
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 014 is a history of Native North Americans who lived in the area which is now the United States from pre-European settlement to 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 accentuates the ecological lifestyle of the Native Americans, exclusive of the Indians of Mexico. Credit/No Credit Option.

HIST 016 MEXICAN-AMERICAN HISTORY
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 016 is a history of the United States and the Mexican-American experience from 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 sociocultural institutions of the United States. Credit/No Credit Option.

HIST 017A UNITED STATES HISTORY
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 017A is a survey of the political, economic, social and cultural history 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 origin and principles of the U.S. Constitution, westward expansion, sectional conflict, the Civil War and Reconstruction. This class may also be taught by Internet. This course may also be taught in a distance learning format. (CAN HIST 008) Credit/No Credit Option.

HIST 017B UNITED STATES HISTORY
3 units  Lecture 3 hours
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 the Reconstruction to the present. Topics covered include Reconstruction, Industrialization, the Progressive Era, World War I, the Twenties, the New Deal, and World War II. Also covered are domestic and foreign policy issues of the post-World War II period including the 1950s and 60s, Vietnam and Watergate. This course also highlights the development of California State and local governments. This course may also be taught in a distance learning format. (CAN HIST 010; HIST 017A+017B=HIST SEQ B) Credit/No Credit Option.

HIST 020 HISTORY AND GEOGRAPHY OF CALIFORNIA
3 units  Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: University of California, California State University.
The course will examine California geographic regions, the Indians 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, California history in the 20th Century, and state and local government. This course is also offered in three (3), six (6) week one (1) unit modules. Credit/No Credit Option.

HIST 021 HISTORY OF SANTA CLARA COUNTY AND THE SAN FRANCISCO BAY REGION
3 units  Lecture 3 hours
Acceptable for credit: California State University.
History 021 is a history of Santa Clara County and the San Francisco Bay region from pre-settlement to the present day. The emphasis is on the county history and its relationship with the Bay region after 1850 in its social, political, and economic growth. Credit/No Credit Option.
The West Valley College Honors University Transfer Program is one of the institution's primary instruments for advanced academic excellence and scholastic training within a critical-thinking mode. The program's primary mission is to create and maintain an alternative curriculum model which, by virtue of its interdisciplinary structure, ensures course enrichment and accelerates the intellectual and creative development of high-ability students.

**Philosophy**

The West Valley College Honors University Transfer Program has been established to encourage the creative and intellectual development of high-ability students at the community college level. The program offers an alternative curriculum model which ensures course enrichment and fosters an environment of academic excellence and advanced critical thinking. The Honors Program is the best example of exceptional training and vision that West Valley College offers.

**Program Description**

Honors Program courses tend to require a higher level of analysis, rather than more work on the part of the student. This is accomplished by using an innovative curriculum model called a transdisciplinary unit, which expands the concept of team-teaching and interdisciplinary instruction. An Honors Program team consists of three to four instructors who coordinate their course content and methods. Through an interdisciplinary approach, the Honors Program concentrates on three themes (two per semester): Civilizations of the World, Science: Inquiry and Applications, and Thought and Politics.

Each transdisciplinary unit is comprised of a cluster of courses which collectively provide a multidisciplinary foundation and the common intellectual ground for a central theme. These courses offer an integrated curriculum without sacrificing the integrity and rigor of the content of the specific disciplines included in the module. Students have the option of enrolling in one, two, or three courses depending on prerequisites, the number and type of general education courses already completed, and the requirements of their majors. Honors students who wish to transfer under the terms of the transfer alliances with selected universities receive priority consideration. To quality students must complete six or more Honors courses (18 units) with a GPA of 3.0 or higher.

**Course Size**

Course enrollment is limited to 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 quantitative. The Honors curriculum allows for more individualized, interdisciplinary, experiential, and collaborative learning experiences. Students will participate in advanced seminars as well as independent projects. Knowledge will be demonstrated primarily through written assignments and oral presentations.

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

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

Honors Program course descriptions are in the Honors Program brochure available in the Counseling Center, room 6.

For further information, call 741-2614.

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

**ANTHR 003 HONORS—INTRODUCTION TO CULTURAL ANTHROPOLOGY**

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

**ART 001A HONORS—SURVEY OF WESTERN ART I**

- 3 units Lecture 3 hours; lab 2 hours by arrangement
  - Acceptable for credit: University of California, California State University.
  - An analysis of stylistic movements in western world painting, architecture and sculpture from pre-history through the Gothic era. Art will be examined as a reflection of human interaction with events of the time emphasizing aesthetic, cultural and historical values. As it relates to the literature of classical mythology, visual imagery will be identified and researched. Introduction to the arts, which is taken in conjunction with this course, traces classical world archetypes in music and is implemented in art, theatre, and music modules. (CAN ART 002)

**ART 001B HONORS—SURVEY OF WESTERN ART II**

- 3 units Lecture 3 hours; lab 2 hours by arrangement
  - Acceptable for credit: University of California, California State University.
  - A general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, using art as a reflection of human interaction with the events of the time, emphasizing aesthetic, cultural and historical values. (CAN ART 004)

**ART 001D HONORS—20TH CENTURY ART**

- 3 units Lecture 3 hours; lab 2 hours by arrangement
  - Acceptable for credit: University of California, California State University.
  - A general survey of painting, sculpture, and architecture in the western world from the Impressionists to the present day, emphasizing the evolution of changing attitudes toward form and content.

**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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
ART 004 HONORS—ART APPRECIATION
3 units Lecture 3 hours; lab 2 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. Credit/No Credit Option.

ASTRO 001 HONORS—ASTRONOMY
3 units Lecture 3 hours
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.

A course in descriptive Astronomy, covering the entire panorama of evolution: the birth, life, and death cycle of stars, the birth, life, and death cycle of galaxies, the origin of the entire universe, the origin of planets, and the beginnings of life on earth. With that as a foundation, the possibility of communicating with distant technical civilizations is discussed. This course will involve a quantitative rather than qualitative approach.

ASTRO 002 HONORS—ASTRONOMY LABORATORY
1 unit Laboratory 3 hours
Prerequisite: May be taken concurrently with Astron-omy 1, 10 or 11, or upon completion of Astronomy 1, 10 or 11.
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.

Hands-on approach to learning astronomical data-collecting methods, reinforcing concepts learned in Astronomy 1. Methods include use of planetarium instrument, celestial globes, “homemade” instruments such as sundials, and astronomical photographic plates of stars and galaxies.

BIO 011 HONORS—HUMAN BIOLOGY
4 units Lecture 3 hours; lab 3 hours; 1 lab hour by arrangement
Acceptable for credit: University of California, California State University.

This is an introductory biology course that uses humans as the model for understanding and applying the principles and concepts of biology. Emphasis is placed on using critical thinking skills to find the solution to everyday problems. Topics include the scientific method, cell structure and function, the physiology of human nutrition, circulation, excretion, reproduction, heredity, and how humans are related and adapted to their environment. Laboratory work includes hands-on application of concepts discussed in lectures. This course is designed to meet general education requirements in science [compare BIO 010] and will be of particular interest to students considering careers in health. BIO 011 is not open to students who have completed BIO 010 with a grade of “C” or better. This course is West Valley College AA/AS degree applicable.

BIO 021 HONORS—GENETICS WITH LAB
4 units Lecture 3 hours; lab 3 hours
Acceptable for credit: University of California, California State University.

An introduction to the basic principles and concepts of heredity and their applications. Topics will include classical and modern concepts of the gene, gene function and regulation, population genetics, evolution, and recombinant DNA technology.

BIO 024 HONORS—CONTEMPORARY BIOLOGY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.

This course is designed for students of all disciplines to introduce a wide range of contemporary biological issues that will affect their lives: environmentally related issues, issues related to human physiology, and issues related to inheritance. Basic biological, chemical and physical principles are presented as appropriate for meaningful discussions of these issues and to understand articles, essays, and lectures. This course is West Valley College AA/AS degree applicable.

COMM 001 HONORS—PUBLIC SPEAKING
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.

This Honors in communications studies emphasizes the fundamentals of extemporaneous speaking. Includes involvement in interpersonal transactions, study of the role of the listener in oral communication, understanding audience-speaker relationship, research, organization, reasoning and style.

COMM 010 HONORS—PERSUASIVE SPEAKING
3 units Lecture 3 hours
Prerequisite: Engl 905.
Recommended preparation: ESL 65LS strongly recommended for ESL students.
Acceptable for credit: University of California, California State University.

This course will focus on the study, presentation, and analysis of persuasive messages. Considerable attention will be given to developing the student’s ability to prepare and present persuasive messages and the ability to listen critically and to evaluate persuasive messages. Students will examine the difference between fact and inference, the influence of ethos, logos, and pathos as persuasive proofs, the difference between induction and deduction, types of propositions (claims) and types of arguments (reasoning); identification and analysis of fallacies; and other topics as related to persuasion and its place in historical and contemporary communication events. Substantial writing of essays plus full-content outlines that help the student learn the relationship of language to logic will be required. This course is intended to satisfy the IGETC requirement for Critical Thinking/English Composition.

COMM 020 HONORS—ARGUMENTATION AND DEBATE
3 units Lecture 3 hours
Prerequisite: Engl 905
Recommended preparation: ESL 65LS strongly recommended for ESL students.
Corequisite: Transdisciplinary Units IIA, IIB, II.A and II.B.
Acceptable for credit: University of California, California State University.

In Argumentation and Debate, students will learn the means of discovering and supporting intelligent decisions and effectively presenting them orally. The study of rhetorical theory and practice will be adapted to the content presented in the Honors Program units Thought and Politics and Science Inquiry and Application. Students will be expected to present arguments which demonstrate a higher level of analysis and breadth acquired by the corequisite courses and supported by Dialogue searches.

ECON 001A HONORS—PRINCIPLES OF MACROECONOMICS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.

An introduction to macroeconomic analysis and principles. Analysis of the economy as a whole: determinants of the level of income, employment, and prices; money and banking; economic fluctuations; economic development. A study and analysis of the institutions and processes of the economy as a whole. The honors section will include extensive application of economic principles to the analysis of issues or scenarios drawn from the corresponding corequisite courses.

ECON 001B HONORS—PRINCIPLES OF MICROECONOMICS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.

An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and noncompetitive product markets; the role of public policy. The honors section will include extensive application of economic principles to and analysis of economic/ political issues.

ECON 003 HONORS—INTRODUCTION TO POLITICAL ECONOMY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.

This course introduces the student to the more interdisciplinary dimensions of political economy which are largely excluded from either Econ 10 or Econ 1A, 1B. Political economy embraces the economic works and concerns of the Marxists and Institutionalisdlists, as well as the more traditional perspectives of Neo- Classical and Keynesian economists. Political economy tends to stress the unity of micro and macro events and processes. It exhibits a tendency to go beyond the bounds of pure economics in order to understand or rationalize the structure and changes within the economy.
ENGL 1C HONORS—CLEAR THINKING IN WRITING  
3 units  Lecture 3 hours  
Prerequisite: English 1A  
Acceptable for credit: University of California, California State University.  
Recommended Preparation: Read 970  
This writing course focuses on techniques and principles of writing effective argument. The course examines word choice, inference, evidence, reasoning, and strategies in argument written by both professional and student writers.

ENGL 006A,B HONORS—WORLD LITERATURE  
3 units each  Lecture 3 hours each course  
Recommended preparation: Engl 1A. 6A is not a prerequisite for 6B.  
Acceptable for credit: University of California, California State University, 6A Honors World Literature: A survey of World literature from the early Greeks and Homer to the 17th century and Milton.  
6B Honors World Literature: World literature from the 17th century and Milton to the present and Solzhenitsyn.

ENGL 043 HONORS—CLASSICAL MYTHOLOGY  
3 units  Lecture 3 hours  
Recommended preparation: Engl 1A  
Acceptable for credit: University of California, California State University.  
An examination of the major myths of our western heritage, and consideration of the subsequent treatment through the centuries of these myths in various literary genres. Credit/No Credit Option.

ENGL 046 HONORS—CONTEMPORARY AMERICAN MULTI-CULTURAL LITERATURE  
3 units  Lecture 3 hours  
Recommended preparation: Engl 1A  
Acceptable for credit: University of California, California State University.  
This course examines contemporary and modern American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern American. Students will examine issues of race, gender, and class as explored through short stories and novels. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Credit/No Credit Option.

ENGL 049 HONORS—MODERN FICTION  
3 units  Lecture 3 hours each course  
Recommended preparation: Engl 1A  
Acceptable for credit: University of California, California State University.  
Reading and analysis of the modern and contemporary novel and short story; fulfills general education requirement for literature.

GEOG 002 HONORS—INTRODUCTION TO CULTURAL GEOGRAPHY  
3 units  Lecture 3 hours each course  
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.

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

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

IS 004 HONORS FORUM  
3 units  Lecture 3 hours  
Acceptable for credit: University of California, California State University.  
The Honors Forum is an interdisciplinary course that focuses on (1) the work of an individual artist, scientist, or philosopher who has had an impact on more than one field of study, or (2) a central theme, as reflected by a related group of thinkers, which has had an impact on more than one field of study. The course consists of lectures from guest speakers as well as faculty in disciplines related to the subject of the course.

IS 012 HONORS—VISUAL AND PERFORMANCE ARTS: ETHNIC AND CROSS-CULTURAL PERSPECTIVES  
3 units  Lecture 3 hours  
Acceptable for credit: California State University.  
A survey of music, theater, movement, and the visual arts from a cross-cultural and intercultural (ethnic) context. Historical, theoretical and aesthetic study of the visual and performance arts will be emphasized.

LIBR 002 HONORS—INFORMATION RETRIEVAL  
3 units  Lecture 3 hours  
Acceptable for credit: University of California, California State University.  
This course is an integral part of the Honors curriculum. It is designed to develop research and information retrieval skills using the resources of the college library and information utilities. The fundamentals of research entail a knowledge of general and specialized reference tools such as the Reference Collection, the Audio Visual Collection, and the Periodical Indexes. After a brief review of the basic organization of information storage systems, the emphasis will be on developing comprehensive bibliographic techniques that concentrate in a specific area of knowledge.
MATH 008 HONORS—FINITE MATHEMATICS
3 units Lecture 3 hours
Prerequisite: Math 106 or 106R with a grade of “C” or better or 2 years high school algebra.
Acceptable for credit: University of California, California State University.
The course will cover descriptive and inferential statistics including data analysis, probability, correlation, and linear regression, probability distribution, and assorted hypothesis testing. Students in this course will demonstrate, through experiments and use of statistical computer packages, a rigorous understanding of experimental design, data collection, and data analysis. Actual experimental design and data collection are not part of the standard elementary statistics course. Additional topics commonly used in research—such as validity and reliability, the power of a statistical test, and ANOVA—will be covered. (CAN Stat 2)

MATH 018 HONORS—MATHEMATICAL PROBLEM SOLVING
3 units Lecture 3 hours and 1 hour by arrangement
Recommended preparation: Math 106 or 106R or 1 year high school algebra II.
Acceptable for credit: California State University. No credit for this course will be given at the University of California after Summer, 1997.
The course introduces students to a variety of mathematical problem-solving strategies used in both theoretical and practical applications. The course uses microcomputers to reinforce concepts, and applications may be drawn from mathematics, computer science, physical sciences, life sciences, and/or behavioral sciences. No computer background is assumed or required.

MUSIC 001 HONORS—MUSIC LITERATURE
3 units Lecture 3 hours; 1 hour 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 LITERATURE
3 units Lecture 3 hours; 1 hour 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 051 HONORS—DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course examines dance as a cultural expression in the U.S.A. We will explore dance forms indigenous to the U.S.A., their social, political, economic, and religious significance, such as Amerindian, Cajun, Hula, Jazz, and Mexican. We will analyze styles that originated in different cultures and how these forms have emerged as an expression of cultural identity in our society.

PHIL 004 HONORS— PATTERNS IN COMPARATIVE RELIGION
3 units Lecture 3 hours
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, Arab, and Oriental peoples.

PHIL 005 HONORS—INTRODUCTION TO ASIAN PHILOSOPHY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
The course introduces the student to the philosophical and religious traditions of Asia. Students will read primary sources which reveal the philosophic beliefs of Asian peoples, including materials from Hinduism, Buddhism, Confucian, Taoist and Japanese traditions. Emphasis will be placed on the integration of philosophic and religious beliefs with the social and cultural values of Asian societies.

PSYCH 002 HONORS—EXPERIMENTAL PSYCHOLOGY WITH LAB
4 units Lecture 2 hours; lab 3 hours (and 3 hours by arrangement)
Prerequisite: Psych 1
Corequisite: Math 10
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiology and behavior. A computerized psychophysiology laboratory will be used to introduce students to (1) experimental design and analysis, and (2) theoretical and methodological concepts in psychophysiological research, which investigates the relationship between physiological events and behavior. General areas covered include: philosophy of science, research design, experimental procedures, data analysis, synthesis, evaluation, and summary. Elementary statistics will be incorporated into the course using actual data collected from experiments conducted during laboratory sessions. Computer modeling will be compared and contrasted with empirical research as a problem solving method. Primary references used for experimental write-ups and the final research project will require data base searching on Dialog.

PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
RECOMMENDED preparations are ADVISORY.
SOC 002 HONORS—SOCIAL PROBLEMS
3 units Lecture 3 hours
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—INTRODUCTION TO THEATRE
3 units Lecture 3 hours; lab 1 hour by arrangement
Acceptable for credit: University of California.
This Honors course offers a general overview of the world of theatre, including dramatic literature, technical theatre, production techniques and the critical evaluation of productions.

THEAR 015 HONORS—INTRODUCTION TO FILM
3 units Lecture 2 hours; lab 3 hours
Acceptable for credit: University of California, California State University.
This course is intended as a critical analysis of the film media from an audience perspective. Elements of film production from cinematic structure, style and historical perspective will be explored. Included in the course will be reading, lecture and discussions on the theory and practice of filmmaking with an emphasis on producers, directors, actors and critics. Credit/No Credit Option.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
HUMAN 001A HUMAN VALUES IN AND FROM THE ARTS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Humanities 1A is designed to show integration of the visual, literary and musical arts within a historical context from ancient world to the early Renaissance, leading to better understanding of past values and their continuity, 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. Credit/No Credit Option.

HUMAN 001B HUMAN VALUES IN AND FROM THE ARTS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Humanities 1B is a continuation of Humanities 1A from Renaissance, to the present. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values. Credit/No Credit Option.

HUMAN 002 INTRODUCTION TO HUMANITIES IN AMERICA
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
An interdisciplinary study of the American character and value patterns through analyses of major works of literary, historical and philosophical significance and through examination of selected examples of architectural structures, painting, sculpture, and music. Credit/No Credit Option.

HUMAN 005 HUMANITIES IN THE ORIENTAL, ISLAMIC AND INDIAN CULTURES
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course deals with the integration, co-relation and cross-fertilization of ideas and values by an examination of the literature, the arts, and the music of the East. There is an emphasis on the comparison of Western attitudes and institutions to Eastern thought and culture. An understanding of the East’s value system can enhance one’s own personal philosophy of life. Credit/No Credit Option.

HUMAN 091, 092, 093 DIRECTED STUDIES
1-3 units Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: *University of California, California State University.* UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students’ work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information. Individual work on special topics in humanities by arrangement.

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

Degree & Certificate Requirements

IS 006 INTEGRATING PERSONAL VALUES WITH WORK AND COMMUNITY
1 unit Lecture 3 hours (6 weeks)
This course focuses on important commitments students face in their lives—commitments to family, community, self, and work. Students will identify their skills and personal strengths. In addition, students will learn about various community resources they can access for the benefit of their families. This course is specifically designed to address the life experiences of students who are single parents. The content of the course, however, is of value to any interested student. This course is dual listed with COUNS 006. This course is West Valley College degree applicable. Credit/No Credit Only.

IS 009 MAKING A DIFFERENCE IN THE COMMUNITY
1 unit Lecture 3 hours (6 weeks)
Recommended preparations: LIBR 005.
This course is designed to help students nurture a sense of community involvement while gaining work experience and developing workforce skills. Students will be placed in volunteer or paid work positions in community service agencies, where they will learn about community issues and problems as well as potential solutions. Students in volunteer positions will work a total of six hours. Paid work experiences will be available to students who have access to federal work-study or CalWORKS work-study funds. It may be repeated two times. This course will be dual listed with COUNS 009. This course is West Valley College degree applicable. Credit/No Credit Option.

IS 040 TUTOR TRAINING
1.5 units Lecture Varies, 27 hours total for 1.5 units
Prerequisite: A or B in appropriate academic course and recommendation from a faculty member in the appropriate discipline.
Acceptable for credit: California State University
The purpose of this course is to train tutors to help students as peers to maximize their learning potential. However, this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/lecture discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test-taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach. This course is AA/AS degree applicable. It may also be offered in a distance learning format.

IS 100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
# Interior Design

## THE FACULTY
Diane Hurd  
Celine Pinet

## Degree & Certificate Requirements

### INTERIOR DESIGN
See Transfer Planning Guide available at the Counseling Center.

### INTERIOR DESIGN (Certificate)

The following is an outline of the REQUIRED and RECOMMENDED courses in the certificate program. Courses may be taken during any semester (if offered), providing prerequisites are met. Certificates are awarded upon the recommendation of the Interior Design Department.

#### Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 030</td>
<td>Construction Materials</td>
</tr>
<tr>
<td>Art 01B</td>
<td>Survey of Art</td>
</tr>
<tr>
<td>Art 033A</td>
<td>Basic Design</td>
</tr>
<tr>
<td>ID 005</td>
<td>Intro. to Interior Design</td>
</tr>
<tr>
<td>ID 010</td>
<td>Elements and Principles of Interior Design</td>
</tr>
<tr>
<td>ID 015</td>
<td>Interior Architectural Drafting</td>
</tr>
<tr>
<td>ID 020</td>
<td>Color Theory and Application</td>
</tr>
<tr>
<td>ID 025</td>
<td>Interior Finish Materials</td>
</tr>
<tr>
<td>ID 030</td>
<td>Graphic Techniques</td>
</tr>
<tr>
<td>ID 036A</td>
<td>History of Furniture and Interiors</td>
</tr>
<tr>
<td>ID 035B</td>
<td>History of Furniture and Interiors</td>
</tr>
<tr>
<td>ID 035C</td>
<td>Design of Historic Interiors</td>
</tr>
<tr>
<td>ID 040</td>
<td>Residential Design</td>
</tr>
<tr>
<td>ID 045</td>
<td>Professional Practice</td>
</tr>
<tr>
<td>ID 050</td>
<td>Kitchen and Bath</td>
</tr>
<tr>
<td>ID 055</td>
<td>Estimating and Costing</td>
</tr>
<tr>
<td>ID 060</td>
<td>Commercial Design</td>
</tr>
<tr>
<td>ID 065</td>
<td>Intro to Computer-Aided Design and Drafting: AutoCAD</td>
</tr>
<tr>
<td>ID 070</td>
<td>Advanced Graphic Techniques</td>
</tr>
<tr>
<td>ID 075</td>
<td>Lighting Design</td>
</tr>
</tbody>
</table>

Electives from recommended list 3

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

### Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 010</td>
<td>Architecture Drawing</td>
</tr>
<tr>
<td>Arch 032A</td>
<td>Architecture and Environmental Design</td>
</tr>
<tr>
<td>Bus 028</td>
<td>Business Law</td>
</tr>
<tr>
<td>Bus 078</td>
<td>Business Communication</td>
</tr>
</tbody>
</table>

### Professional Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 010A</td>
<td>Introduction to Geographic Information and Global Positioning Systems</td>
</tr>
<tr>
<td>DM/IS 010B</td>
<td>Digital Image Manipulation: Photoshop</td>
</tr>
</tbody>
</table>

### FACILITIES PLANNING AND DESIGN (Certificate)

#### Required Courses:

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

### KITCHEN AND BATH DESIGN (Certificate)

#### Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 010</td>
<td>Kitchen and Bath</td>
</tr>
<tr>
<td>ID 080B</td>
<td>Residential Design Advanced</td>
</tr>
<tr>
<td>ID 085</td>
<td>Design Detailing</td>
</tr>
<tr>
<td>ID 090C</td>
<td>Kitchen and Bath Design Internship</td>
</tr>
</tbody>
</table>

### FACILITIES PLANNING AND DESIGN (Certificate)

#### Required Courses:

<table>
<thead>
<tr>
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</tr>
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<td>Advanced AutoCAD</td>
</tr>
</tbody>
</table>

### RECOMMENDED Preparation are ADVISORY.

- PREREQUISITES and COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- Recommended preparations are ADVISORY.
ID 005 INTRODUCTION TO INTERIOR DESIGN
1 unit Lecture 3 hours for 6 weeks
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course provides an introduction to the profession, its history, and related specialties and disciplines.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course will cover the principal styles of furniture, interiors, and related decorative arts from antiquity through the French period. Credit/No Credit Option.

ID 010 ELEMENTS AND PRINCIPLES OF INTERIOR DESIGN
3 units
Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement.
Recommended preparation: Math 902
Acceptable for credit: California State University.
The course is intended to provide students with the knowledge of conceptual design elements and principles which will be applied to designing interior spaces in subsequent interior design courses. Credit/No Credit Option.

ID 015 INTERIOR ARCHITECTURAL DRAFTING
3 units
Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course introduces the tools and techniques necessary for interior architectural drafting. Emphasis is on lettering, measuring techniques, scale problems, use of architectural graphic standards, dimensioning, plans, elevations, and sections. Credit/No Credit Option.

ID 020 COLOR THEORY AND APPLICATION
3 units
Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course introduces the tools and techniques necessary for interior architectural drafting. Emphasis is on lettering, measuring techniques, scale problems, use of architectural graphic standards, dimensioning, plans, elevations, and sections. Credit/No Credit Option.

ID 025 INTERIOR FINISH MATERIALS
3 units
Lecture 3 hours; 2 lab hours by arrangement
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers instruction in various interior design materials, characteristics, processes and uses, including textiles and other products for floors, walls, ceilings, and furniture. Credit/No Credit Option.

ID 030 GRAPHIC TECHNIQUES
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers sketching and rendering techniques in relation to interior spaces. One-point perspective drawing, an introduction to two-point perspective drawing, and sketching and rendering techniques in black and white, with an introduction to color media, will be explored. Credit/No Credit Option.

ID 030A HISTORY OF FURNITURE AND INTERIORS
3 units Lecture 3 hours
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course will cover the principal styles of furniture, interiors, and related decorative arts from antiquity through the French period. Credit/No Credit Option.

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

ID 035C DESIGN OF HISTORIC INTERIORS
3 units Lecture 3 hours
Prerequisite: ID 035A
Recommended preparation: Math 902, ID 025
This course examines the process, laws and regulations, categories, qualification criteria and financial incentives for the interior design of historic buildings. In addition, rehabilitation of a building is explored in detail. This course is West Valley College degree and certificate applicable. It may be repeated one time. Credit/No Credit Option.

ID 040 RESIDENTIAL DESIGN
3 units Lecture 2 hours; lab 3 hours; lab 4 hours by arrangement
Prerequisite: ID 010, ID 015, ID 020, ID 025 or concurrently.
Recommended Preparation: Math 902
Acceptable for credit: California State University.
This course covers planning and design for interior spaces with emphasis on the home environment. Projects will include studies of special spaces and a complete residence with scale drawings and materials schemes and selection of furnishings. This course is AA/AS degree and certificate applicable. Credit/No Credit Option.

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

ID 050 KITCHEN AND BATH DESIGN
3 units
2 Lecture Hours, 3 Lab Hours, 4 Lab hours by arrangement
Recommended Preparations: ID 040 or Concurrent; Math 902
Acceptable for credit: California State University.
This course covers the processes and techniques of estimating and specifying materials related to the finishing and furnishing of interior spaces, including window treatment, wall treatment, floor treatment, upholstery, and architectural surfaces. Credit/No Credit Option.

ID 055 INTERIOR DESIGN BUDGET ESTIMATING
3 units Lecture 3 hours
Prerequisite: ID 025.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers the budgeting process and the compilation of the necessary data and information required for the development of a complete building budget. Credit/No Credit Option.

ID 060 COMMERCIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours; lab 4 hours by arrangement
Prerequisite: ID 040.
Recommended preparation: Math 902
Acceptable for credit: California State University.
Students will 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 furnishings for commercial projects are examined and methods of producing presentation drawings are practiced. Credit/No Credit Option.

ID 065 AUTOCAD: INTRODUCTION TO COMPUTER AIDED DESIGN
3 units
Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement
Recommended Preparation: Math 902 or concurrently
Acceptable for credit: California State University.
This course is an introduction to computer-aided drafting using AutoCAD on the PC. The course emphasis will be in the construction of both 2D and 3D drawings. In addition to basic AutoCAD techniques, topics will include problems using the Advanced Modeling Extension (AME). This course is West Valley College AA/AS degree and certificate applicable. This course is dual listed with ARCH 070, DRAFT 073, CA 075 and PKMGT 016H. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
ID 066 ADVANCED AUTOCAD
3 units
Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement
Prerequisites: Draft 073 or ID 065 or Arch 070 or CA 075.

This course will enable students to work on more complicated problems of concepts already learned in ID 065, Draft 073, CA 075, or Arch 070 and to study advanced topics in AutoCad. The course emphasis will be advanced topics in the construction of both 2D and 3D drawings and solid modeling. This course is West Valley College AA/AS degree and certificate applicable. It is dual listed with DRAFT 075. Credit/No Credit Option.

ID 070 ADVANCED GRAPHIC TECHNIQUES
3 units  Lecture 2 hours; lab 3 hours
Prerequisite: ID 030
Recommended Preparations: ID 040, Math 902
Acceptable for credit: California State University
This course covers advanced sketching and rendering techniques in relation to interior spaces. Two-point perspective drawing, sketching and rendering techniques in different media and presentation materials will be explored. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Option.

ID 075 LIGHTING DESIGN
3 units  Lecture 3 hours
Prerequisite: ID 015, and 020 or concurrently.
Recommended preparation: Math 902
Acceptable for credit: California State University
This course covers the theory and practice of lighting design and development of plans with light-fixture specifications. Credit/No Credit Option.

ID 080 ADVANCED COMMERCIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours; lab 4 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. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

ID 080B ADVANCED RESIDENTIAL DESIGN
3 units  Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement
Prerequisite: ID 040, ID 045
This course covers advanced planning and design of the residential environment with an emphasis on kitchen and bathroom design. The course involves the study of advanced residential interior design via projects of increased size, detail and complexity and addressing diverse needs. This course is AA/AS degree and certificate applicable. Credit/No Credit Option.

ID 085 DESIGN DETAILING
3 units  Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement
Prerequisite: ID 060, Arch 030.
Recommended preparation: Math 902
Acceptable for credit: California State University
This course covers the development of the design process and skills as applied to custom interior detailing and furniture design. Credit/No Credit Option.

ID 090 INTERNSHIP
3-4 units  Hours by arrangement: 9-12 per week
Prerequisite: ID 05, 010, 015.
Recommended Preparations: ID 080; MATH 902
Acceptable for credit: California State University
This course is intended to provide students with professional experience working in the profession of Interior Design. Credit/No Credit Option.

ID 090C KITCHEN AND BATH DESIGN INTERNSHIP
6 units  Lab 18 hours
Prerequisite: ID 050
Recommended Preparation: Math 902
This course is intended to provide students with advanced professional experience working in the profession of Interior Design, with an emphasis on kitchen and bathroom design or related areas. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

ID 091, 092, 093 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Recommended preparation: Math 103/103R
Acceptable for credit: California State University
Independent work of special interest to the student related to but not included in regular Interior Design courses offered by the college. Credit/No Credit Option.

ID 095 PRESENTATION TECHNIQUES AND PORTFOLIO
3 Units  2 Lecture Hours, 3 Lab Hours
Prerequisite: ID 060.
Recommended Preparations: ID 080; MATH 902
Acceptable for credit: California State University
This course offers students the opportunity to prepare a professional portfolio. Program development, schematic studies, working drawings, and specifications of past projects are reviewed, reworked, and included in the portfolio. Resume writing, letters of introduction, and interviewing techniques are explored. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

ID 100 SPECIAL TOPICS
5-3 units
Lecture and/or lab .5 to 9 hours
Recommended Basic Skill Level: none required
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

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

ITAL 001B BEGINNING ITALIAN
5 units Lecture 5 hours
Prerequisite: Ital 001A or 2 years of high school Italian.
Corequisite: Ital 011B.
Acceptable for credit: University of California, California State University.
Students will continue their development of speaking, reading and writing skills and increase their vocabulary and knowledge of basic Italian grammar. More emphasis will be placed on oral communication and the culture of Italy. Credit/No Credit Option.

ITAL 002A,B INTERMEDIATE ITALIAN
5 units each Lecture 5 hours each course
Prerequisite: Ital 001B or three years of high school Italian; 002A for 002B.
Acceptable for credit: University of California, California State University.
An intermediate course. Review of grammar, emphasizing structural analysis and practice in writing. Intensive oral and written drills. Selected readings from representative works of contemporary Italian authors. Credit/No Credit Option.

ITAL 011A ITALIAN LABORATORY
.5 unit Laboratory 1.5 hours weekly by arrangement
Recommended preparation: Ital 001A concurrently.
Acceptable for credit: California State University.
This is a separate course, offered by arrangement at the student’s convenience, which aims to present the culture of the Italian-speaking world through a variety of media. The student will review the customs and culture of Italian-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing Italian language and pronunciation drill are also available. The course provides an excellent supplement to Italian 1A. Credit/No Credit Option.

ITAL 011B ITALIAN LABORATORY
.5 unit Laboratory 1.5 hours weekly by arrangement
Recommended preparation: Ital 001B concurrently.
Acceptable for credit: California State University.
This course is a continuation of Italian 011A, although 11A is not a prerequisite. The student will expand his/her knowledge of the cultures of Italian-speaking people through further use of slides, tapes, filmstrips, films and current publications. Tapes and programs providing Italian language and pronunciation drill are also available. The course provides an excellent supplement to Italian language classes and is usually taken in conjunction with Italian 1B. Credit/No Credit Option.

ITAL 050A BASIC ITALIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Acceptable for credit: California State University.
Designed for those desiring a less structured, more practical conversational approach, this course emphasizes conversation and vocabulary building. A variety of classroom activities will permit the students to use the language while studying it. Cultural topics will center on everyday life in Italy (food, customs and traditions, the family, etc.), and some audiovisual aids will be used. Credit/No Credit Option.

ITAL 050B BASIC ITALIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Prerequisite: Ital 050A.
Acceptable for credit: California State University.
Continuation of Italian 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Italy will be presented through newspaper and magazine articles and audiovisual materials. Credit/No Credit Option.

ITAL 051A INTERMEDIATE ITALIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Prerequisite: Ital 051A.
Acceptable for credit: California State University.
Continuation of Italian 51A. Emphasis on conversation, vocabulary acquisition and idiomatic expressions. Review of basic grammar principles and discussion based on topics chosen from current newspaper and magazine articles. Credit/No Credit Option.

ITAL 051B INTERMEDIATE ITALIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Prerequisite: Ital 051A.
Acceptable for credit: California State University.
Continuation of Italian 51A. Emphasis on conversation, vocabulary acquisition and idiomatic expressions. Review of basic grammar principles and discussion based on topics chosen from current newspaper and magazine articles. Credit/No Credit Option.

ITAL 055A ITALIAN IMMERSION
3 units Lecture 2 hours; Lab 3 hour by arrangement
Acceptable for credit: California State University.
This course is designed to give students the opportunity to be in a Italian speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Italian. This course is West Valley College Certificate applicable. This course may be repeated once. Credit/No Credit Option.

ITAL 091, 092, 093 DIRECTED STUDIES
1-3 units
Lecture 2 hours; Lab 3 hour by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: “University of California, California State University.“ UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work in fundamentals of grammar and pronunciation and further development of language skills. Some exposure to the customs and culture of Italy through discussions and reading selections. Credit/No Credit Option.
Courses

**JPNS 001A, B BEGINNING JAPANESE**
5 units each
Lecture 5 hours each course
Prerequisite: 001A is prerequisite to 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 situations. In addition, the student will be exposed to various aspects of the culture of the Japanese speaking world. Credit/No Credit Option.

**JPNS 002A INTERMEDIATE JAPANESE**
5 units Lecture 5 hours
Prerequisite: 001B.
Acceptable for credit: University of California, California State University.
The student will review basic grammar and learn new structures and vocabulary while increasing his/her knowledge of the customs and culture of Japan. Conversation and written drills will be emphasized as well as practice in written composition. Credit/No Credit Option.

**JPNS 002B INTERMEDIATE JAPANESE**
5 units Lecture 5 hours
Prerequisite: 002A.
Acceptable for credit: University of California, California State University.
The course will continue the grammar and vocabulary of Japanese 002A, and it will introduce new material about the culture of Japan. Conversation and written drills will be emphasized as well as practice in written composition. Credit/No Credit Option.

**JPNS 011A JAPANESE LABORATORY**
.5 unit Lab 1.5 hours by arrangement
Recommended preparation: 011A concurrently
Acceptable for Credit: California State University
Japanese 011A is a separate course offered by arrangement for the student’s convenience. It aims to present the culture of the Japanese speaking people through a variety of media. The student will review the Japanese culture through slides, filmstrips, film, cassettes and current publications. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with JPNS 011A. This course may be repeated once. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

**JPNS 011B JAPANESE LABORATORY**
.5 unit Lab 1.5 hours by arrangement
Recommended preparation: 011B concurrently
Acceptable for Credit: California State University
Japanese 011B is a continuation of JPNS 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the Japanese speaking people and their culture through further use of tapes, slides, filmstrips, and current publications. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with JPNS 011B. This course may be repeated once. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

**JPNS 050A, B BASIC JAPANESE CONVERSATION AND CULTURE**
3 units each Lecture 3 hours each course
Prerequisite: 050A is prerequisite to 050B.
Acceptable for credit: California State University.
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Japan today (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. Credit/No Credit Option.

**JPNS 051A INTERMEDIATE JAPANESE CONVERSATION AND CULTURE**
3 units Lecture 3 hours
Prerequisite: 050B OR 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 active use of the language. Cultural topics will center on everyday life in Japan today (food, customs, traditions, government, etc.). A variety of audiovisual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Credit/No Credit Option.

**JPNS 051B INTERMEDIATE JAPANESE CONVERSATION AND CULTURE**
3 units Lecture 3 hours
Prerequisite: 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. Credit/No Credit Option.

**JPNS 058A JAPANESE IMMERSION**
3 units Lecture 3 hours
Acceptable for credit: California State University.
Prior to the three-day Immersion Weekend retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Japanese. This course is West Valley College AA/AS degree and certificate applicable. It may be repeated once. Credit/No Credit Option.

**JPNS 091, 092, and 093 JAPANESE DIRECTED STUDIES**
1, 2 or 3 units
3, 6, or 9 Lab 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. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.
THE FACULTY
Janine Gerzanics

JOURN 001 NEWS MEDIA
3 units Lecture 3 hours
Recommended preparation: Engl 905.
Acceptable for credit: California State University.
This is the first part of a three-segment course in mass communication in society. Journalism 1A (News Media) focuses on the major mass media: newspapers, magazines, books, radio, television, and motion pictures. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

JOURN 001A THE FOURTH ESTATE: MASS MEDIA AND SOCIETY
1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Acceptable for credit: University of California, California State University.
This is the first part of a three-segment course in mass communication in society. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

JOURN 001B MASS COMMUNICATION THEORIES AND ISSUES
1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Acceptable for credit: University of California, California State University.
This is the second part of a three-segment course in mass communication in society. Section B (Mass Communication Theories and Issues) discusses mass communication/multimedia theory and mass communication/multimedia issues with a special emphasis on First Amendment issues. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

JOURN 001C LEGAL ASPECTS OF COMMUNICATION
1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Acceptable for credit: University of California, California State University.
This is the third part of a three-segment course in mass communication in society. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

JOURN 003 INTRODUCTION TO PHOTO COMMUNICATION
3 units Lecture 3 hours
Acceptable for credit: California State University.
A visually-oriented study of photography as an effective means of communication, to narrate, to document, to interpret, to illustrate; of the need for perception, coordination, continuity; or editing for impact. (Not offered each year.)

JOURN 005 INTRODUCTION TO RADIO-TELEVISION BROADCASTING
3 units Lecture 3 hours
Acceptable for credit: California State University.
A comprehensive study of the radio-television broadcasting industry, its origin, development, operation, regulation, social-political-economic significance, and basic production techniques. (Not offered each year.)

JOURN 020A NEWS GATHERING
1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Recommended preparation: English 905
Acceptable for credit: California State University.
This is the second part of a three-segment course in beginning news writing principles, where clear, concise and accurate written communication is emphasized. Section B (News Gathering) focuses on news and information gathering techniques for newswriting and multimedia projects. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

JOURN 020B NEWS WRITING PRACTICE
1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Prerequisite: JOURN 020A and JOURN 020B
Recommended preparation: English 905
Acceptable for credit: California State University.
This is the third part of a three-segment course in beginning news writing principles, where clear, concise and accurate written communication is emphasized. Section C (Newswriting Practice) focuses on putting news gathering and news writing principles together with controlled newswriting and multimedia writing exercises. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

JOURN 021A BEGINNING NEWSWRITING
1 unit
Lecture 3 hours
Recommended preparation: English 905
Acceptable for credit: California State University.
A lecture and laboratory course in newswriting principles. Clear, concise, accurate communication is emphasized. The first semester includes writing and rewriting of basic, typical news stories. The course is designed to satisfy, in part, the basic newswriting requirements for baccalaureate programs in Journalism. (CAN JOUR 2)
JOUR 021B ADVANCED NEWSWRITING
3 units Lecture 3 hours
Prerequisite: Journ 021A
Recommended preparation: English 905
Acceptable for credit: California State University.
The second part of a two-semester sequence course of lecture and laboratory in newswriting techniques. Clear, concise, accurate communi-
cation is emphasized. Preparation of news sto-
rries that are more complex and require greater
detail, including multi-element stories, news fea-
tures, human-interest features, editorials and
opinion columns. Also includes greater empha-
sis on copy editing and advanced reporting
techniques, including how to cover speeches,
meetings, etc. The course is designed to satisfy,
in part, the basic newswriting requirements
for baccalaureate programs in journalism. (Not
offered each year.) (CAN JOUR 2)

JOUR 030 INTERNET FOR JOURNALISM
.5 unit
Lecture 1.5 hours; lab by arrangement 3.5 hours (6 weeks)
This course will provide a basic introduction to
the World Wide Web and the resources found
therein for journalism media related subjects.
Students will have the opportunity to access the
Internet to research trends in media use of the
World Wide Web. This course is West Valley
College Certificate and AA/AS Degree applica-
tie, and may be repeated once. Credit/No Credit
only.

JOUR 035 'ZINES AND NEWSLETTERS
1 unit
Lecture 3 hours; lab by arrangement 2 hours (6 weeks)
Recommended preparation CA 073, Internet, Hands-
On: :-) Acceptable for credit: California State University.
This course will provide a basic introduction to:
presenting news and information on the Internet in
the form of 'zine format (a multimedia maga-
zine format intended only for electronic distri-
bution) and electronic newsletter format. This
course is West Valley College Certificate and
AA/AS Degree applicable. Credit/No Credit
only.

JOUR 053 NEWSPAPER ARTICLE
writing
2 units
Lecture 1 hour; lab 2 hours plus 2 hours by arrangement
Recommended preparation: English 905
Acceptable for credit: California State University.
A one-semester lecture and lab course in newspa-
paper article writing techniques, using the col-
lege newspaper, the NORSEMAN, as a practical
laboratory. Stories are assigned, students con-
duct interviews and gather information for sto-
rries, stories are written onto a computer, where
they are edited by student editors. During the
process, discussions are held as appropriate on
ethical, legal, and other responsibilities and writ-
ing styles and techniques. The cycle is repeated
to the number of issues in the term. Credit/No Credit
Option.

JOUR 054AB NEWSPAPER ARTICLE
writing
1 unit each
Lecture 1 hour; lab 2 hours plus 2 hours by arrange-
ment (9 weeks)
Recommended preparation: English 905
Acceptable for credit: California State University.
A nine-week lecture and lab course in newspa-
paper article writing techniques, using the col-
lege newspaper, the NORSEMAN, as a practicle
laboratory. Stories are assigned, students con-
duct interviews and gather information for sto-
rries, stories are written onto a computer, where
they are edited by student editors. During the
process, discussions are held as appropriate on
ethical, legal, and other responsibilities and
writing styles and techniques. The cycle is repeated
to the number of issues in the term. Credit/No Credit
Option.

JOUR 055 NEWSPAPER PRODUCTION
2 units
Lecture 1 hour; lab 2 hours plus 2 hours by arrangement
Recommended preparation: English 905
Acceptable for credit: California State University.
A one-semester lecture and lab course in newspa-
paper production techniques, using the college
newspaper, the NORSEMAN, as a practical
laboratory. Stories prepared by the class are
checked for completeness and lack of technical
errors. Class members and student editors,
review possible page designs. Students pagi-
nate (lay out) pages on a computer, place sto-
rries, artwork, photographs and other graphic
images on the page, print out and assemble
the page to be sent to a commercial printer.
During the process, discussions are held as
appropriate on typographical, design, computer
techniques, and graphic arts techniques. The
cycle is repeated to the number of issues in the
term. Credit/No Credit Option.

JOUR 056AB NEWSPAPER PRODUCTION
1 unit each
Lecture 1 hour; lab 2 hours plus 2 hours by arrange-
ment (9 weeks)
Recommended preparation: English 905
Acceptable for credit: California State University.
A nine-week lecture and lab course in newspa-
paper production techniques, using the college
newspaper, the NORSEMAN, as a practical
laboratory. Stories prepared by the class are
checked for completeness and lack of technical
errors. Class members and student editors,
review possible page designs. Students pagi-
nate (lay out) pages on a computer, place sto-
rries, artwork, photographs and other graphic
images on the page, print out and assemble
the page to be sent to a commercial printer.
During the process, discussions are held as
appropriate on typographical, design, computer
techniques, and graphic arts techniques. The
cycle is repeated to the number of issues in the
term. Students enrolled the nine-week section of
this class have fewer opportunities to develop
and practice skills than those in Journalism 053.
Credit/No Credit Option.

JOUR 057 NEWSPAPER PHOTOGRAPHY
2 units
Lecture 1 hour; lab 2 hours plus 2 hours by arrange-
ment (9 weeks)
Recommended Preparation: Photo 001
Acceptable for credit: California State University.
A one-semester lecture and lab course in newspa-
paper photojournalism techniques, using the col-
lege newspaper, the NORSEMAN, as a practicle
laboratory. Photo assignments are made, stu-
dents shoot the photos and gather information
for cutlines, film is processed and photos are
printed, cutlines are written, photos are scaled
and cropped for the printer. During the process,
discussions are held as appropriate on ethi-
cal, legal and other responsibilities, and photo-
graphic and graphic styles and techniques. The
cycle is repeated to the number of issues in the
term. Students enrolled in the nine-week section
of this class have fewer opportunities to develop
and practice skills that those in Journalism 057.
Credit/No Credit Option.

JOUR 058AB NEWSPAPER
PHOTOGRAPHY
1 unit each
Lecture 1 hour; lab 2 hours plus 2 hours by arrange-
ment (9 weeks)
Recommended Preparation: Photo 001
Acceptable for credit: California State University.
A nine-week lecture and lab course in newspa-
paper photojournalism techniques, using the col-
lege newspaper, the NORSEMAN, as a practical
laboratory. Photo assignments are made, stu-
dents shoot the photos and gather information
for cutlines, film is processed and photos are
printed, cutlines are written, photos are scaled
and cropped for the printer. During the process,
discussions are held as appropriate on ethi-
cal, legal and other responsibilities, and photo-
graphic and graphic styles and techniques. The
cycle is repeated to the number of issues in the
term. Students enrolled in the nine-week section
of this class have fewer opportunities to develop
and practice skills than those in Journalism 057.
Credit/No Credit Option.

JOUR 059 NEWSPAPER PHOTOGRAPHY
1 unit  Lecture 1 hour; 1/2 arranged hour
Corequisite: Journ 053, 055, or 057
Recommended preparation: Be a major editor of the
NORSEMAN
Acceptable for credit: California State University.
Enrollment in this course is limited to major
editors of the school newspaper, the NORSE-
MAN. The Board interprets established policy
and supervises production of the student newspa-
paper. Credit/No Credit Option.

JOUR 100 SPECIAL TOPICS
1/2-3 units
Lecture and/or lab 1 to 9 hours
Recommended Basic Skills Level: none required:
The course will explore topics related to this
discipline and will be offered as needed. See the
class schedule for current offerings. Credit/No Credit
Option.
# Degree & Certificate Requirements

| LANDSCAPE ARCHITECTURE: Transfer | See Transfer Planning Guide available at the Counseling Center. |
|LANDSCAPE ARCHITECTURE (A.S. Degree) | ** Major Requirements:** |
|Course | Units |
|Arch 20 | Introduction to Landscape Architecture | 3 |
|Arch 21AB | Landscape Site Analysis and Development | 3-3 |
|Arch 30 | Construction Materials | 2 |
|Arch 31AB | Architectural Graphics | 3-3 |
|Arch 32A | Introduction to Architecture and Environment Design | 2 |
|Arch 32B | Basic Architectural Design | 3 |
|Arch 33AB | Architectural Design | 3 |
|Arch 36 | Introduction to Urban Environment | 3 |
|Arch 38 | Plant Composition | 2 |
|Arch 39AB | Landscape Plants | 3-3 |
|Bio 42 | Plant Biology | 5 |

| Recommended Electives: |
|Course | Units |
|Bic 24 | Contemporary Biology | 2 |
|Bus 28 | Business Law | 3 |
|Draft 73 | AutoCAD-Intro to Computer-Aided Drafting | 3 |
|Econ 1A | Principles of Macroeconomics | 3 |
|Engr 1A | Plane Surveying | 3 |
|Engr 21 | Computer Science | 3 |
|Geol 1A | Physical Geology | 4 |
|Psy 1 | General Psychology | 3 |
|Soc 1 | Introduction to Sociology | 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.

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.

**LANDSCAPE ARCHITECTURE (Certificate):**

| Course | Units |
|Arch 20 | Intro. to Landscape Architecture | 3 |
|Arch 21A/B | Site Analysis & Development | 6 |
|Arch 22 | Landscape Technical Drafting | 3 |
|Arch 30 | Construction Materials | 2 |
|Arch 31A | Architectural Graphics | 3 |
|Arch 38 | Plant Composition | 2 |

**Languages**

(See specific language)

**Courses**

**ARCH 020 INTRODUCTION TO LANDSCAPE ARCHITECTURE**

3 units  
Lecture 3 hours  
Acceptable for credit: University of California; California State University.

An introductory survey of landscape history, landscape architectural profession, and different processes involved in combined-space design to regional planning. Traces the development of early gardens to the contemporary scene. Offers an overview of the profession and its component disciplines. Credit/No Credit Option.

**ARCH 021A LANDSCAPE SITE ANALYSIS AND DEVELOPMENT**

3 units  
Lecture 2 hours; lab 4 hours  
Acceptable for credit: University of California, California State University.

The introduction and application of site analysis techniques on various-sized projects. Awareness of how analysis will influence design solutions. Development of landscape material construction details.

**ARCH 021B LANDSCAPE SITE ANALYSIS AND DEVELOPMENT**

3 units  
Lecture 2 hours; lab 4 hours  
Acceptable for credit: California State University.

The principles of landscape materials and construction as they relate to site-development design. Introduction to general office procedures, client and legal responsibilities.

**ARCH 022 LANDSCAPE TECHNICAL APPLICATIONS**

3 units  
Lecture 2 hours; lab 4 hours  
Recommended preparation: Math 103/103R

An introduction to landscape architecture implementation with an emphasis on basic principles of site layout, grading and drainage, earthwork computations, irrigation systems, construction materials and details. This course is West Valley College Degree and Certificate applicable. Grade Only.

**ARCH 038 PLANT COMPOSITION**

2 units  
Lecture 1 hour; lab 3 hours  
Recommended preparation: Math 103/103R

Prerequisite: Landscape Architecture 039A, B or concurrent enrollment in 039B.

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

The design placement of ornamental trees, shrubs, vines and groundcovers in the landscape. Stresses the aesthetic and functional relationship of plant combinations, forms and scale of plants to structures and outdoor spaces. Consideration of forms and habits of plants as they relate to existing and man-made topography.

**ARCH 039A,B LANDSCAPE PLANTS**

3 units each  
Lecture 2 hours; lab 4 hours, each course

Recommended preparation: Math 103/103R

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

The identification of ornamental trees, shrubs, vines and groundcovers. Emphasis placed on growth habits, cultural requirements, plant care and maintenance, suitability for landscape uses and ecology of plant communities. Credit/No Credit Option

**Languages**

(See specific language)

**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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Latin

Courses

LATIN 050A GRAMMAR, STRUCTURE AND ROMAN CULTURE
3 units
Lecture 3 hours; Lab by arrangement 3 hours
Acceptable for credit: California State University.
This course is designed for students who wish to improve their understanding of foreign language, English, and the literature of ancient writers of Latin. The classroom activities consist of learning grammar, vocabulary, reading, and translating original passages in Latin classical literature. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option

Learning Services
(See Supported Education Program)

Leadership

Courses

LEAD 020A INTRODUCTION TO DEVELOPING LEADERSHIP SKILLS-A WILDERNESS FIELD COURSE
2 units
Lecture 16 hours for 1 week; Lab 48 hours for 1 week.
Acceptable for credit: California State University.
This innovative course is the foundation to an interdisciplinary program intended to provide students with the opportunity to develop leadership skills by first learning more about themselves and secondly working within a small team. In this course the student will be challenged emotionally, intellectually and physically in a wilderness environment. The student will discover the need for a strong self and learn the dynamics that make teams work. This course is approved for West Valley College General Education pattern under Lifelong Understanding and Development. Credit/No Credit Only.

LEAD 020B INTRODUCTION TO DEVELOPING LEADERSHIP SKILLS: FOLLOW-UP TO THE WILDERNESS FIELD COURSE
1 unit
Lecture 3 hours. (6 weeks)
Prerequisite: Lead 020A
This course is a follow-up to the Wilderness Field Course (Leadership 020A). It will reunite the participants in a seminar setting to review, reflect on, refine, and reinforce the skills and techniques introduced in the field. Credit/No Credit Option.

LEAD 030A TRANSITION TO LEADERSHIP
3 units
Lecture 3 hours.
Acceptable for credit: California State University.
The conventional view of leadership emphasizes positional power and conspicuous accomplishment. Leadership 030A questions this concept and challenges students to determine what their leadership styles are and to arrive at a personally workable definition of leadership. It examines applying ethics to leadership, articulating a vision, initiating change, and leading by serving
Liberal Arts

LIBERAL ARTS: Transfer:
See Transfer Planning Guide available at the Counseling Center.

LIBERAL ARTS (A.A. Degree)
In some cases the student’s career goals and transfer program are such that there is little opportunity for a specialized major at the lower division level. The Liberal Arts major can be a creative and flexible method of meeting West Valley College graduation requirements. Students may earn an A.A. degree in Liberal Arts by completing the following:

1. Demonstrated breadth of knowledge by completion of twenty units of course work from West Valley College General Education Pattern for Bachelor Degrees at California State Universities and Colleges.
2. Meeting West Valley College graduation requirements. (Courses completed from paragraph 1 may be used to fulfill the requirements for paragraph 2).

Library Skills

THE FACULTY
Janice Bonnet
Yanghee Kim
Bill Proudfoot
Betsy Sandford

LIBR 004 INFORMATION RETRIEVAL
1 Unit 9.0 Lab Hours by Arrangement (6 weeks)
Acceptable for Credit: California State University
This library skills course is designed to enhance the student’s ability to recognize the need for information, identify the location of information, evaluate and organize the information, and present the information effectively. This 1 unit course is an independent study. Course assignments are designed to promote a hands-on approach to printed and electronic information resources. This course may also be taught in a distance learning format. Credit/No Credit Option.

LIBR 006 USING THE INTERNET FOR RESEARCH
1 unit
Lecture 3 hours; lab 3 hours by arrangement (6 weeks)
Recommended preparation: CA 020 or CA 070
Students will have the opportunity to learn to identify when it is appropriate to use the Internet for research and will practice using various tools to find and retrieve information. The course will include practice evaluating and documenting the information found. This course will be dual listed with CA 074. This course may also be taught in a distance learning format. This course is West Valley College Degree applicable. Credit/No Credit Only.

Literature
(See English)

Management and Supervision
(See Business)

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Marketing and Sales

THE FACULTY
Dr. Kenneth R. Schock

Courses

BUS 040 SALES STRATEGIES
3 units
Lecture 3 hours; lab 1.5 hours by arrangement
(Also offered as a television course.)
Acceptable for credit: California State University.
This course includes the nature and concept of sales principles and strategies; careers in selling including manufacturer’s representatives, wholesale salespersons, retail salespersons, specialty salespersons and sales engineers; each category is explored in depth; issues on how to approach a prospect, how to prospect, qualify, make an effective sales presentation by using the stimulus-response method, the formula method, and the needs-satisfaction method are explored. Students taking this class will learn how to succeed in sales regardless of their chosen field. Motivation of the customer, handling customer objections and complaints, closing the sale, and follow up procedures are explored in depth. Computer simulations and sales compensation methods using the computer will be explored. Students will be expected to explore various software packages that are used in today’s world of selling. There will be a two track system—one system will help the beginning student with little or no knowledge of computers and the second system will help the advanced student who has a working knowledge of computers. Credit/No Credit Option.

BUS 056 MARKETING PRINCIPLES
3 units
Lecture 3 hours; lab 1.5 hours by arrangement
(Also offered as a television course.)
Acceptable for credit: California State University.
The student enrolling in this course will study the areas and various activities involved in the transfer of goods from producer to the customer. Retail, wholesale and industrial marketing channels and institutions are investigated. Discussion of marketing concepts, promotional strategies, pricing policies, and international marketing are incorporated. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option.

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

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

The Faculty
Greg Allen  Doug Campbell  Anya Kroth
Joane Anderson  Brad Chin  Kim Pham
B. Christina Aquilonius  Alyson Clark  Cathy Van Hook
Stan Benkoski  Wade Ellis, Jr.  Betty Weiss
Steve Blasberg  Larry Handa  Jim Wilczak
Denny Burzynski  Joe Kenstowicz  Rebecca Wong

Degree & Certificate Requirements

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 03AB</td>
<td>5-5</td>
</tr>
<tr>
<td>Math 04A</td>
<td>4</td>
</tr>
<tr>
<td>*Math 04B</td>
<td>4</td>
</tr>
<tr>
<td>Phys 04ABC</td>
<td>5-5</td>
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</tbody>
</table>

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Engr 021</td>
<td>3</td>
</tr>
<tr>
<td>*Math 04C</td>
<td>4</td>
</tr>
<tr>
<td>Math 019</td>
<td>4</td>
</tr>
<tr>
<td>*Upper Division at SJSU</td>
<td></td>
</tr>
</tbody>
</table>

Mathematics (A.A. Degree)

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

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

Courses

Math 000D Trigonometry
3 units  Lecture 3 hours
Prerequisite: Math 106 or 106R and Math 104 or one year of high school geometry
Acceptable for credit: California State University
This course will study and demonstrate knowledge and understanding of trigonometric functions including applications to right triangles, circular functions, radian measure, graphs, trigonometric identities, inverse trigonometric functions, vectors and complex numbers. This course is West Valley College AA/AS degree applicable. (CAN MATH 008)

Math 000G Mathematics for the Liberarts Student
4 units  Lecture 4 hours
Prerequisite: Math 106 or 106R, or 107 or one year high school algebra II
Acceptable for credit: California State University
This course fulfills the quantitative reasoning course requirement for transfer to California State Universities. It introduces students to creative mathematical thinking and problem solving. Topics include logic, geometry, applications of exponential and logarithmic functions, and the mathematics of probability and statistics. It is intended to provide a survey of current mathematical techniques for the non-specialist. This course is West Valley College AA/AS degree applicable.

Math 001 Pre-Calculus Algebra
3 units  Lecture 3 hours
Prerequisite: Math 106 or 106R or one year of high school 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, matrices and determinants, inequalities, functions, theory of equations, exponential and logarithmic equations, sequences and series, induction and binomial theorem. This course may also be taught in a distance learning format. This course is West Valley College AA/AS degree and GE applicable (CAN MATH 016)

Math 002 Pre-Calculus Algebra and Trigonometry
5 units  Lecture 5 hours
Prerequisite: Math 106 or 106R or one year of high school algebra II and Math 104 or one year of high school geometry
Acceptable for credit: University of California (4 units only), California State University
This is an intensive course covering those topics traditionally found in the separate courses of pre-calculus algebra and trigonometry. This course is designed for the honor student in mathematics who desires to fulfill the requirements of Math D and Math 1 in one semester. This course may also be taught in a distance learning format. This course is West Valley College AA/AS degree applicable.

Math 003A Calculus and Analytical Geometry
5 units  Lecture 5 hours; lab by arrangement 1 hour
Prerequisite: Math 001 and Math 00D or Math 002
Acceptable for credit: University of California, California State University
This course covers functions, limits, continuity, differentiation, maxima and minima, the beginnings of integration and the relationship between calculus and analytic geometry for elementary functions. The graphical and numerical capabilities of computers and calculators will be used to enhance learning. This course is West Valley College AA/AS Degree and GE applicable. (CAN MATH 018)

Math 003B Calculus and Analytical Geometry
5 units  Lecture 5 hours
Prerequisite: Math 003A
Acceptable for credit: University of California, California State University
The course covers the derivative and integral for logarithmic, exponential, trigonometric, inverse trigonometric, hyperbolic functions and their applications, conic sections, and infinite series. (CAN MATH 020)
MATH 004A INTERMEDIATE CALCULUS
4 units  Lecture 4 hours
Prerequisite: Math 003B.
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, infinite series, differentials, gradients, Lagrange multipliers, multiple integrals, line integrals, and an introduction to Green’s Theorem, Divergence Theorem, and Stokes’ Theorem. (CAN MATH 22) (MATH 3A+3B+4A=CAN MATH SEQ C)

MATH 004B DIFFERENTIAL EQUATIONS
4 units  Lecture 4 hours
Prerequisite: Math 003B.
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, and power series and numerical solutions. Applications are considered. (CAN MATH 024)

MATH 004C LINEAR ALGEBRA
4 units  Lecture 4 hours
Prerequisite: Math 003B.
Acceptable for credit: University of California, California State University.
The course covers basic linear algebra and its applications. Topics will include systems of linear equations and Gaussian elimination, determinants, matrices, vector spaces, transformations, eigenvalues and eigenvectors. (CAN MATH 026)

MATH 008 FINITE MATHEMATICS
3 units  Lecture 3 hours
Prerequisite: Math 106 or 106R or one year of high school algebra II.
Acceptable for credit: University of California, California State University.
The course covers linear equations, systems of equations and inequalities, linear programming, set theory, elements of probability, mathematics of finance, Markov chains, and game theory. Particular emphasis will be placed on applications. (CAN MATH 012)

MATH 010 ELEMENTARY STATISTICS
3 units  Lecture 3 hours
Prerequisite: Math 106 or 106R or one year of high school algebra II.
Acceptable for credit: University of California, California State University.
The course will cover descriptive and inferential statistics including data analysis, correlation and linear regression, probability, probability distributions and assorted hypothesis testing. Particular emphasis will be placed on applications. Current statistical computer packages will be used. (CAN STAT 002)

MATH 012 CALCULUS FOR BUSINESS MAJORS
4 units  Lecture 4 hours
Prerequisite: Math 106 or 106R or one year of high school algebra II.
Acceptable for credit: University of California, California State University.
The course covers simple techniques of differential and integral calculus and their most common applications. This course handles the limit concept intuitively and is suitable for business, social science and life science majors. It is not equivalent to Math 003A. (CAN MATH 034)

MATH 014 MATH FOR ELEMENTARY SCHOOL TEACHERS
3 units  Lecture 3 hours
Prerequisite: Math 106 or 106R or Math 107 with C or better
Acceptable for credit: California State University.
This course is designed to fulfill the lower division mathematics requirements for students planning to enter a multiple subject teaching credential program. Topics include the real number system, numeration systems, elementary number theory, and problem solving. Technology and hands-on experiences will be integrated throughout the course. This course is AA/AS degree applicable.

MATH 018 MATHEMATICAL PROBLEM SOLVING
3 units  Lecture 3 hours; lab 1 hour by arrangement
Prerequisite: Math 106 or 106R or one year of high school algebra II.
Acceptable for credit: California State University.
This course introduces students to a variety of mathematical problem-solving strategies used in both theoretical and practical applications. The course uses microcomputers to reinforce concepts, and applications may be drawn from mathematics, computer science, the physical sciences, the life sciences, and/or behavioral sciences. No computer background is assumed or required.

MATH 019 DISCRETE MATHEMATICS
4 units  Lecture 4 hours
Prerequisite: Math 001 or Math 002.
Acceptable for credit: University of California, California State University.
The course will cover discrete mathematics appropriate for computer applications. Topics will be drawn from graphs, sets, logic, mathematical induction, functions and relations, sequences and series, matrices, combinatorics, Boolean algebra, and algebraic structures such as groups, rings, and fields.

MATH 021 CALCULUS FOR BUSINESS MAJORS
4 units  Lecture 4 hours
Prerequisite: Math 106 or 106R or one year of high school algebra II.
Acceptable for credit: University of California, California State University.
The course covers simple techniques of differential and integral calculus and their most common applications. This course handles the limit concept intuitively and is suitable for business, social science and life science majors. It is not equivalent to Math 003A. (CAN MATH 034)

MATH 103 ELEMENTARY ALGEBRA
5 units  Lecture 5 hours
The basic operations (addition, subtraction, multiplication, and division) involving real numbers are covered. Other topics include products and factors, first degree equations and inequalities, simultaneous systems of linear equations, quadratic equations, graphing, radical expressions, rational expressions, and applications. The course is designed for the student who has had no previous instruction in algebra, or who has had difficulty with algebra. This course may also be taught in a distance learning format. This course is AA/AS degree applicable.

MATH 103R ELEMENTARY ALGEBRA
3 units  Lecture 3 hours
The content of this course is identical to that of Math 103. However, this course should be taken by students who have had previous instruction in algebra or are strong math students.

MATH 104 PLANE GEOMETRY
4 units  Lecture 4 hours
Prerequisite: Math 103 or 103R or 1 year of high school algebra.
The student will study and demonstrate knowledge of the basic concepts of plane geometry, emphasizing deductive reasoning, and including lines, planes, angles, triangles, circles, congruence, similarity, parallelism, perpendicularity, lengths, areas and volumes.

MATH 105 STATISTICS FOR EVERYDAY LIFE
3 units  Lecture 3 hours
Prerequisite: Math 103 or 103R or one year of high school algebra.
This is a hands-on course to introduce probability and statistics to students who have low confidence in their mathematical ability. Instruction will be given in theoretical and estimated probability, simulation, descriptive statistics, and sampling. The Macintosh computer will be used as a tool in studying hypothesis-testing: t-tests, Chi-square, ANOVA, correlation and regression analysis.

MATH 106 INTERMEDIATE ALGEBRA
5 Units  Lecture 5 hours
Prerequisite: Math 103 or 103R or one year of high school algebra.
The student will review and greatly extend knowledge of topics from elementary algebra. Functions, including logarithmic and exponential, and complex numbers will be covered. The course is designed for the student who has not studied intermediate algebra,
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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

MATH 106R INTERMEDIATE ALGEBRA
4 units Lecture 4 hours
Prerequisite: Math 103 or 103R or one year of high school algebra.
The content of this course is identical to that of Math 106. However, this course should be taken by students who have had previous instruction in intermediate algebra or are strong math students.

MATH 107 ALGEBRA AND GEOMETRY FOR EVERYDAY LIFE
5 units Lecture 5 hours
Prerequisite: Math 103 or 103R.
This is a practical course which includes topics from intermediate algebra, geometry, and trigonometry using the Macintosh computer and hands-on constructions. This course may be substituted for Math 106/106R by students who want an Associate degree and transfer students who require Math G.

MATH 109, 109R DIRECTED STUDIES
1-3 units Lab 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, 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.

Medical Assisting
(See Health Care Technologies)

Microbiology
(See Biology 045)
Military Science
(R.O.T.C. and A.F.R.O.T.C.)

The Faculty
Professor, Lt Col Alvin T. Odom
Assistant Professors,
Capt Joseph Riley
Capt Christina Fekkes
Professor: Capt Gerald L. Dwyer, U.S. Army

Degree & Certificate Requirements

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 more information contact the Professor of Military Science at (408) 554-4454.

The Air Force Reserve Officer Training Corps (AFROTC) Program at San Jose State University offers a high quality educational experience structured for all college students. It gives students the opportunity to learn excellent leadership and management skills while training to become a commissioned officer in the Air Force. Academic instruction includes Air Force Organization, history, officer skills, leadership and management, and national security policy and issues. Students find out first hand what the Air Force has to offer for scholarships while you are in school and what career opportunities await you after graduation with a bachelor’s degree.

ROTC classes are located at Santa Clara University and San Jose State University. Those wishing detailed information on enrollment and scholarships, should contact the Aerospace Studies Department at San Jose State University at (408) 924-2960. Any student interested in enrolling in either program may go to the Counseling office for further information. Classes are listed in the Schedule of Classes under Military Science.

Lower Division Courses

Army ROTC
MILSC 001A, 001B - (BASIC SKILLS)
2 Units Lecture 2 hours.
This course includes lecture and practical training in fundamentals of US Army and ROTC. The topics covered are leadership, management, weapons, tactics, and survival. There is no military obligation.

MILSC 002A 002B - (ADVANCED SKILLS)
2 Units Lecture 2 hours.
This course offers continued training in leadership and management skills.

Air Force ROTC
ROTC 001A, 001B - AIR FORCE TODAY
1 Unit
This course introduces the student to the United States Air Force and Air Force Reserve Officer Training corps. Topics include mission and organization of the air force, officer skills and professionalism, military customs and courtesies, Air Force officer opportunities, and communication skills. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.

ROTC 002A, 002B - THE DEVELOPMENT OF AIR POWER
1 unit
This course examines the general aspects of air and space power from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War using a historical perspective. It explores the development of today’s USAF Air and space power capabilities (competencies) and missions (functions). Further, it examines the Principles of War and Tenets of Air and Space Power. As a whole, the course gives the student a knowledge level understanding of air and space power and its employment. In addition, the student will continue to discuss Air Force core values and develop communication skills. Leadership laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.

Courses

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

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

MUSIC (A.A. Degree)

Major Requirements:

Course | Units  
--- | ---  
Music 3AB | Musicianship 4-4  
Music 4AB | Harmony 4-4  

Select 4 units, depending on area of Music emphasis from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 30AB, 31AB Piano</td>
<td>1-1-1-1</td>
</tr>
<tr>
<td>Music 32AB, 33AB Voice</td>
<td>1-1-1-1</td>
</tr>
<tr>
<td>Music 40, 49, 51 Performances Courses</td>
<td>2-1-2</td>
</tr>
<tr>
<td>Electives from Recommended List 3</td>
<td></td>
</tr>
</tbody>
</table>

Recommended List:

Music 4, 7, 20, 22, 27, 38, 40, 42, 43, 48, 49, 51, 52, 53.

To be awarded an A.A. Degree, a student must complete
1. All the major requirements
2. Two units selected from Music 30, 31, 32, 33, or a music performance course 40, 42, 48, 49, 51, 53, 60
3. Additional units to meet the college graduation requirements.

NOTES:

1. All music majors ARE REQUIRED to participate in at least one major music ensemble group per semester according to their own individual interests. Consult with a music instructor before making a choice of choir, chorale, ensembles, chorus, orchestra or band.

2. Music majors should have piano proficiency or corresponding ability in voice or orchestral instruments. Study of the major instrument or voice should be included each semester.

3. Music majors who plan to become teachers should include English 1B and courses in piano and voice in their program.

Courses

MUSIC 001 MUSIC LITERATURE
3 units Lecture 3 hours; lab 1 hour by arrangement
Acceptable for credit: University of California, California State University.
An 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 MUSIC LITERATURE
3 units Lecture 3 hours; lab 1 hour by arrangement
Acceptable for credit: University of California, California State University.
An 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. The added hour by arrangement is for the real number of extra performances given.

MUSIC 003A, B MUSICIANSHIP
4 units each Lecture 4 hours; lab 1 hour
Acceptable for credit: University of California, California State University.
A course for music majors/minors in the technical aspects of music: scales, intervals, triads and their inversions, harmonization of melodies and basses, sight singing with syllables and numbers, rhythm, and beginning analysis; melodic, harmonic, and rhythmic dictation (ear training); harmonization, using principal and secondary triads in root position and 1st and 2nd inversions; elementary keyboard harmony. (3B is CAN MUS 4)

MUSIC 004A, B HARMONY
4 units each Lecture 4 hours; lab 1 hour
Recommended preparation: Music 003A or 003B for 004A; 003A or 003B or 004A for 004B.
Acceptable for credit: University of California, California State University.
The study of more advanced harmonic, rhythmic and melodic material, with emphasis on chromatic harmony, modulation, survey and analysis of musical styles and period techniques, including those of the 20th century. Four-part writing using secondary dominants, the Neapolitan, French, German and Italian sixths. Advanced sight singing in one and two parts. Melodic and harmonic dictation in the treble, alto and bass clefs, using more chromatic materials. Laboratory work in keyboard harmony.

MUSIC 005 FUNDAMENTALS OF MUSIC
4 units Lecture 3 hours; lab 2 hours
Acceptable for credit: University of California, California State University.
A beginning course in the fundamentals of music for the general college student and education major at elementary level. Study of components of music: rhythm, notation, music reading, scales, intervals, chords, music periods, the orchestra, melody writing, guided listening to various types of music. Class instruction in elementary piano techniques.

MUSIC 007 COUNTERPOINT
3 units Lecture 3 hours
Recommended preparation: Music 003A or 003B.
Acceptable for credit: University of California, California State University.
An introductory course for the music student in the devices and materials of counterpoint from the 18th through the 20th centuries, using tonal counterpoint. The various forms and styles from these periods will serve as models for original work by the student.

MUSIC 009 JAZZ - PAST AND PRESENT
3 units Lecture 3 hours; lab 1 hour by arrangement
Acceptable for credit: *University of California, California State University *UC transfer credit for direct 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.
The development and evolution of jazz in the United States. Analysis of the elements of jazz with attention to stylistic differences throughout its history (1980 to present). The added hour by arrangement is for the real number of extra performances given.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
MUSIC 010 MUSIC APPRECIATION
3 units Lecture 3 hours; lab 1 hour by arrangement
Acceptable for credit: University of California, California State University.
Basic introductory course for the student without previous training in music listening or performance. Development of enjoyment and appreciation through active and guided listening to such musical forms as symphony, opera, tone poem, ballet, and concertos from early times to the present. Pre-Baroque (to 1600); Baroque (1600-1750); Classic (1750-1825); Romantic age (1825-1900); Nationalism; Modern (Folk, Jazz, Popular, Electronic Music). This course is also taught in a distance learning format.

MUSIC 011 INTRODUCTION TO MUSIC
2 units Lecture 2 hours
Acceptable for credit: University of California, California State University.
A basic course in the components of music designed for the general college student who wishes a background in the essentials of music on a broader and less technical basis than Music 005 or 003A. The study of notation, music reading, time elements, melody writing, harmony, tonalities, texture, dynamics and the simpler musical forms; use of chords and chord structures in melody accompaniments. Credit/No Credit Option.

MUSIC 012 FORM AND ANALYSIS
3 units Lecture 3 hours
Recommended preparation: Music 003A or 003B.
Acceptable for credit: University of California, California State University.
A course for the music student providing an examination of traditional techniques of musical structure and their application in historical and contemporary styles.

MUSIC 014 ORCHESTRATION
2 units Lecture 2 hours
Recommended preparation: Music 030A or 030B.
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
Acceptable for credit: University of California, California State University.
A laboratory in ear training for those whose background in music has not included systematic training of the ability to hear pitches, intervals, triads, progressions, rhythmic patterns, etc. Correlated with, and supplementary to, Music 003AB and 004AB, this laboratory will provide much more time to concentrate on the difficulties many students experience at this stage in music study, apart from the written and keyboard aspects of their formal study. Credit/No Credit Option.

MUSIC 022 COLLEGE CHAMBER ENSEMBLE
1.5 units Lecture 1 hour; lab 2 hours
Prerequisite: Music 042.
Acceptable for credit: University of California, California State University.
A vocal-instrument ensemble performing the literature of Renaissance and Baroque periods and other chamber music. Enrollment in the ensemble by audition. Credit/No Credit Option.

MUSIC 027 INTRODUCTION TO JAZZ PIANO
1 unit Lecture 1 hour; lab 2 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. Credit/No Credit Option.

MUSIC 030A, B BEGINNING PIANO
1 unit each
Lecture 1 hour; lab 1 hour, lab 2 hours by arrangement
Recommended preparation: Music 030A before 030B.
Acceptable for credit: University of California, California State University.
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.

MUSIC 031A, B INTERMEDIATE PIANO
1 unit each
Lecture 1 hour; lab 1 hour, lab 2 hours by arrangement
Recommended preparation: Music 030B before 031A; 031A or 030B before 031B.
Acceptable for credit: University of California, California State University.
A continuation of 030A and 030B. Designed for those who wish to continue to improve their keyboard skills through the study of scales, arpeggios, exercises, and exciting keyboard works of different periods and styles. Class activities include duets and class ensemble playing.

MUSIC 032A, B BEGINNING VOICE
1 unit each
Lecture 1 hour; lab 1 hour, lab 2 hours by arrangement
Recommended preparation: Music 032A before 032B.
Acceptable for credit: University of California, California State University.
The elements of vocal production: breathing, diction, tone production. Basic music theory for singers. Development of a free tone through exercise, vocalization, and learning a simple song repertoire.

MUSIC 033A, B INTERMEDIATE VOICE
1 unit each
Lecture 1 hour; lab 1 hour, lab 2 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, vocal and consonant use; overcoming nervousness in singing; vocal exercises.

MUSIC 034 FUNDAMENTALS OF SINGING
1 unit Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University.
To provide vocal students, with little or no previous musical training, with a chance to explore and improve their singing voices; to help them to refine their singing and become better musicians by emphasizing basic music theory as it relates to singing and learning songs, and to give them a chance to enjoy and to learn to perform simple songs of several different styles.

MUSIC 036 GUITAR
1 unit
Lecture 1 hour; lab 1 hour, lab 2 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. 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.

MUSIC 040 CONCERT CHOIR
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Recommended preparation: 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.
A large singing group open to all students by audition. The choir performs throughout the year at concerts and festivals. A wide range of musical styles is performed.

MUSIC 041 MIXED CHORUS
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University.
A singing group of mixed voices open primarily to those with some previous experience in group singing. Part songs, motets, anthems, and other types of choral music will be learned. Music reading will be covered as well as the basic elements of music. Credit/No Credit Option.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
MUSIC 042 COLLEGE CHORALE
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to be a self-sufficient singer in a small ensemble.
Acceptable for credit: University of California, California State University.
A choral chamber ensemble open by audition when space is limited. Traditional choral repertoire representing a broad cross-section of style periods is performed in concert(s).

MUSIC 043A, B TECHNIQUES OF JAZZ IMPROVISATION
2 units each
Lecture 2 hours; lab 1 hour; lab 2 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. Credit/No Credit Option. The change from 2 hours 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.

MUSIC 048 SYMPHONY ORCHESTRA
1 unit
Lecture 1 hour; lab 3 hours; lab 3 hours by arrangement
Recommended preparation: Ability to play a standard symphonic instrument.
Acceptable for credit: University of California, California State University.
This course includes the study and performance of symphonic band repertoire of all styles and periods. Emphasis on group participation and public performance. Attendance at all scheduled performances required.

MUSIC 049 SYMPHONIC BAND
1 unit
Lecture 1 hour; lab 2 hours; lab 4 hours by arrangement
Recommended preparation: Ability to play a standard band instrument.
Acceptable for credit: University of California, California State University.
This course focuses on the study and performance of symphonic band repertoire of all styles and periods. Emphasis is on group participation and public performance. Attendance at all scheduled performances required.

MUSIC 051 JAZZ ENSEMBLE
2 units
Lecture 1 hour; lab 3 hours; lab 4 hours by arrangement
Recommended preparation: Ability to play a jazz band instrument; e.g., drums, bass, guitar, piano, saxophone, trumpet, or trombone
Acceptable for credit: University of California, California State University.
Performance of music for large jazz ensemble with attention to stylistic differences utilized in modern jazz composition. It is open by audition to all qualified students. This ensemble continues the exploration of jazz as a unique cultural art form within an accurate historical and contemporary framework. Credit/No Credit Option.

MUSIC 053 CHAMBER ENSEMBLE
1 unit
Lecture 1 hour; lab 2 hours, lab 4 hours by arrangement
Recommended preparation: Ability to play a standard symphonic instrument.
Acceptable for credit: University of California, California State University.
Performing ensemble presenting one major program each semester. Instrumentation is standard classical chamber music grouping. Limited to a maximum of 20 students. Credit/No Credit Option.

MUSIC 060 MASTERWORKS CHORALE
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to sing in a choral group.
Acceptable for credit: University of California, California State University.
A performing choral ensemble, open to advanced students with previous choral experience, which performs masterworks representing different style periods. Students will increase their aesthetic sensitivity through the performance of monumental choral works representing the major contributions of Western Man to world culture. Credit/No Credit Option.

MUSIC 061 VOCAL JAZZ ENSEMBLE
2 units
Lecture 1 hour; lab 3 hours
Recommended preparation: Previous choral experience; ability to sing in a choral group.
Acceptable for credit: University of California, California State University.
Study and performance of vocal jazz and popular music literature. Performances are given for wide variety of events: service organizations, civic groups, on-campus concerts, festivals and participation in annual concert tour. Attendance required at all rehearsals and performances. Admission by audition.

MUSIC 063A ELECTRONIC MUSIC
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: Music 005 or 003A or 003B.
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 a standard MIDI environment.

MUSIC 063B ELECTRONIC MUSIC
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: Music 063A.
Acceptable for credit: California State University.
A project based course providing appropriate training in intermediate-advanced MIDI performance techniques. The course covers intermediate-advanced computer based sequencing, original processing, recording and score editing with computer-related instruments in a intermediate-advanced MIDI environment.

MUSIC 064 SOUND DESIGN
3 units
Lecture 2 hours; lab 2 hours; lab 1 hour by arrangement
This course is an introductory survey of sound types, techniques and the methods of their application for appropriate accomplishment to Computer Animation and Multi Media presentations. This course is West Valley College Certificate applicable. It may be repeated two times. Credit/No Credit Option.

MUSIC 091, 092, 093 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University.
Individual work on special topics in music by arrangement. Credit/No Credit Option.
Nutrition Studies

THE FACULTY
Wendy Bowers-Gaches

Courses

NS 001 NUTRITION IN HEALTH
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This is an introductory nutrition course for liberal arts students and for students interested in nutrition-related fields such as paramedicine, physical therapy, physician’s assistance, child care, restaurant management, and others. Diet selection, body use of nutrients, and food-related problems of the more affluent Western world will be discussed using simple chemical and biological concepts. Students will be guided to understand scientific method and to use this understanding in interpreting nutritional claims. Each student will have the opportunity to do several diet assessments. No science background is required. (CAN FCS 2) Credit/No Credit Option.

NS 015 HUMAN NUTRITION
3 units
Lecture 3 hours; 1 lab hour by arrangement
(Also offered as a television course).
Acceptable for credit: University of California, California State University.
Basic scientific principles as they apply to human nutrition in maintaining health and preventing disease are discussed. Concentration is on the nutrient requirements of the human body throughout life. Biochemical functions and interrelationships of nutrients are examined. Current nutritional controversies are evaluated. Students gain practical experience in evaluating nutritional data by completing a self-study project. This course is designed for the student who has no science background. This course meets the nutrition requirement for nursing majors at San Jose State University. Credit/No Credit Option.

NS 02 NUTRITION AND CONSUMER HEALTH ISSUES
3 units Lecture 3 hours
(Also offered as a television course).
Acceptable for credit: California State University.
This course is designed to help maintain good health by stressing prevention. Consumer health issues will be presented with emphasis on the nutritional relationship. The telecourse Here’s to Your Health will be used. Credit/No Credit Option.

NS 022 NUTRITION FOR FITNESS AND SPORT
3 units Lecture 3 hours per week
Acceptable for Credit: California State University.
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of nutritional principles as they relate to exercise and sports. Emphasis will be placed on understanding the role of nutrients in physical performance. Body composition, precompetition meals and the efficiency of ergogenic aids will also be discussed. Credit No/Credit Option.

NS 100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Oceanography

THE FACULTY
Elizabeth Bell
Robert Lopez
Richard G. Rose

Courses

OCEAN 001 GENERAL OCEANOGRAPHY
3 units Lecture 3 hours, lab 2 hours by arrangement
(Also offered as a television course)
Acceptable for Credit: University of California, California State University
This course is a general study of the physical, chemical, biological and geological properties of the oceans with emphasis on the impact between humans and the seas. This course is West Valley College AA/AS degree and certificate applicable.

OCEAN 100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Office Administration
(See Business)
### Degree & Certificate Requirements

#### PARALEGAL (A.S. Degree)

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Para 018</td>
<td>Legal Analysis</td>
</tr>
<tr>
<td>Para 019</td>
<td>Intro to Paralegalism</td>
</tr>
<tr>
<td>Para 021</td>
<td>Intro to American Law</td>
</tr>
<tr>
<td>Para 022</td>
<td>Civil Litigation</td>
</tr>
<tr>
<td>Para 023</td>
<td>Research and Writing</td>
</tr>
<tr>
<td>Para 024</td>
<td>Adv Research and Writing</td>
</tr>
<tr>
<td>Para 025</td>
<td>Legal Ethics and Professional Resp.</td>
</tr>
<tr>
<td>Para 026</td>
<td>Internship</td>
</tr>
<tr>
<td>Para 040</td>
<td>Advanced Civil Litigation</td>
</tr>
<tr>
<td>Para 065B</td>
<td>Word Processing for the Law Office</td>
</tr>
</tbody>
</table>

**Electives from Recommended List (12 units)**

- Para 026: Computers in the Law | 3
- Para 027: Corporate Law | 3
- Para 028: Administrative Law | 3
- Para 030: Business Contract Laws | 3
- Para 032: Family Law | 3
- Para 033: Real Estate Law | 3
- Para 034: Bankruptcy Law | 3
- Para 035: Probate | 3
- Para 036: Wills & Estate Planning | 3
- Para 037: Intellectual Property | 3
- Para 038: Constitutional Law | 3
- Para 039: Interviewing and Investigation | 3
- Para 041: Torts and Personal Injury | 3
- Para 042: Criminal Trial Techniques | 3
- Para 043: Law Office Management | 3
- Para 044: Computerized Assisted Legal Research (LEXIS) | 3
- Para 047: Trademark Law | 3
- Para 048: Copyright Law | 3
- Para 049: Securities Regulation | 3
- Para 050: Field Experience | 3
- Para 081 B: CLT: Intro. to LEXIS | 1
- Para 083 C: CLT: Legal Drafting/Correspondence | 1
- Para 081D: CLT: Legal Drafting/Plain Language Readings | 1
- Para 081E: CLT: Legal Drafting/Persuasive Writing | 1
- Para 083A: CLT: Evidence and Trial Preparation | 3

#### PARALEGAL (Certificate)

In order to receive a Certificate, a student must have a minimum of an Associate Degree in another area.

**Major Requirements**

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**Electives from Recommended List (12 units)**

- Para 026: Computers in the Law | 3
- Para 027: Corporate Law | 3
- Para 028: Administrative Law | 3
- Para 030: Business Contract Laws | 3
- Para 032: Family Law | 3
- Para 033: Real Estate Law | 3
- Para 034: Bankruptcy Law | 3
- Para 035: Probate | 3
- Para 036: Wills & Estate Planning | 3
- Para 037: Intellectual Property | 3
- Para 038: Constitutional Law | 3
- Para 039: Interviewing and Investigation | 3
- Para 041: Torts and Personal Injury | 3
- Para 042: Criminal Trial Techniques | 3
- Para 043: Law Office Management | 3
- Para 044: Computerized Assisted Legal Research (LEXIS) | 3
- Para 047: Trademark Law | 3
- Para 048: Copyright Law | 3
- Para 049: Securities Regulation | 3
- Para 050: Field Experience | 3
- Para 081 B: CLT: Intro. to LEXIS | 1
- Para 083 C: CLT: Legal Drafting/Correspondence | 1
- Para 081D: CLT: Legal Drafting/Plain Language Readings | 1
- Para 081E: CLT: Legal Drafting/Persuasive Writing | 1
- Para 083A: CLT: Evidence and Trial Preparation | 3

Select a total of 12 units from the following courses:

- Para 026: Computers in the Law | 3
- Para 027: Corporate Law | 3
- Para 028: Administrative Law | 3
- Para 030: Business Contract Laws | 3
- Para 032: Family Law | 3
- Para 033: Real Estate Law | 3
- Para 034: Bankruptcy Law | 3
- Para 035: Probate | 3
- Para 036: Wills & Estate Planning | 3
- Para 037: Intellectual Property | 3
- Para 038: Constitutional Law | 3
- Para 039: Interviewing and Investigation | 3
- Para 041: Torts and Personal Injury | 3
- Para 042: Criminal Trial Techniques | 3
- Para 043: Law Office Management | 3
- Para 044: Computerized Assisted Legal Research (LEXIS) | 3
- Para 047: Trademark Law | 3
- Para 048: Copyright Law | 3
- Para 049: Securities Regulation | 3
- Para 050: Field Experience | 3
- Para 081 B: CLT: Intro. to LEXIS | 1
- Para 083 C: CLT: Legal Drafting/Correspondence | 1
- Para 081D: CLT: Legal Drafting/Plain Language Readings | 1
- Para 081E: CLT: Legal Drafting/Persuasive Writing | 1
- Para 083A: CLT: Evidence and Trial Preparation | 3
- Para 091-93: Directed Studies | 3
- CA 046B: Presentation, Power Point | 1
- CA 062B: Beg. Spreadsheets, Microsoft Excel | 1
- CA 081B: Beg. Database, Microsoft Access | 1

**Recommended Preparations in Basic Skills:**

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Courses

PARA 018  LEGAL ANALYSIS
3 units  Lecture 3 hours
Acceptable for credit: California State University.
This course is dedicated to the art of legal analysis. It is designed to take students systematically through cases to identify: procedural history, critical facts, issues, holdings, rationale, and dicta and to assimilate these components into a brief. The course explores some basic principles of logic and implements these principles by comparing cases and statutes. It enables students to understand how lawyers and courts receive and present legal arguments.
This course is West Valley College Degree and Certificate applicable.

PARA 019  INTRODUCTION TO PARALEGALISM
3 units  Lecture 3 hours
Acceptable for credit: California State University.
This course provides a basic introduction to the paralegal profession and serves as a basis upon which all other course work in the program is built.

PARA 021  INTRODUCTION TO AMERICAN LAW
3 units  Lecture 3 hours
Acceptable for credit: California State University.
This course provides an overview of the major substantive areas of American law. It includes a history of the legal system plus an introduction to the United States Constitution, federal statutes and procedures, Federal Agency Regulation, law of corporations, civil rights procedures, criminal law and procedures, and patent and trademark law. Credit/No Credit Option.

PARA 022  CIVIL LITIGATION PROCEDURES
3 units  Lecture 3 hours
Prerequisite: PARA 019.
Acceptable for credit: California State University.
This course introduces the paralegal student to the technology used in a law office. This course introduces the paralegal student to civil litigation processes and preparation of civil litigation cases. Practical exercises to learn to assist an attorney as a litigation paralegal.

PARA 023  LEGAL RESEARCH AND WRITING
3 units  Lecture 3 hours
Prerequisite: PARA 019.
Acceptable for credit: California State University.
Study of various skills needed by the paralegal in the general practice law office, including how to do research and legal writing under the supervision of an attorney with primary emphasis on finding applicable code and case law. Drafting of legal documents, including memos, letters and pleadings.

PARA 024  ADVANCED LEGAL RESEARCH AND WRITING
3 units  Lecture 3 hours
Prerequisite: PARA 023.
Acceptable for credit: California State University.
This course involves advanced use of the library and familiarization with sophisticated legal research tools.

PARA 025  LEGAL ETHICS AND PROFESSIONAL RESPONSIBILITY
1.5 units  Lecture 3 hours for 9 weeks
Acceptable for credit: California State University.
This course provides the student with the ethical rules and regulations of the legal profession and provides a basis for an ethical way of thinking and acting based on the student’s active participation in the learning process.

PARA 026  COMPUTERS IN THE LAW OFFICE
3 units  Lecture 3 hours; Lab by arrangement 1 hour
Acceptable for credit: California State University.
This course introduces the paralegal to the technology used in a law office.

PARA 027  CORPORATE LAW
3 units  Lecture 3 hours
Acceptable for credit: California State University.
This course offers an in-depth study of the relevant legal considerations involved in corporate transactions. It provides step-by-step guidance through corporate practice dealing systematically with issues that integrate corporate law, securities law, and tax considerations at each stage of the transaction. This course is West Valley College Degree and Certificate applicable.

PARA 028  ADMINISTRATIVE LAW
3 units  Lecture 3 hours
Acceptable for credit: California State University.
This course introduces the paralegal to the role of the administrator in the administrative process. Paralegal students learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics include administrative delegation of power, rule making, agency discretion, powers, remedies, and judicial review. Procedural topics include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. This course is West Valley College Degree and Certificate applicable.

PARA 029  INTERNSHIP
3 units  Lecture 1 hour, 120 hours by arrangement per semester
Prerequisite: PARA 022 and 023; Engl 001A
Acceptable for credit: California State University.
The student applies knowledge/skills learned in the paralegal program through an internship in a law office or legal department under the supervision of a member of the California Bar Association. The course provides a forum to discuss various aspects of paralegal employment, legal ethics and share practical experience. Credit/No Credit Only.

PARA 030  PARALEGAL PROCEDURES IN BUSINESS/CONTRACT LAW
3 units  Lecture 3 hours
Acceptable for credit: California State University.
This course is designed to introduce and instruct the student in the procedures commonly performed by the paralegal including a study of the nature of sole proprietorship and partnership formation, operation and dissolution of partnerships including limited partnerships. The nature and formation of corporations, types of corporations, operation, reorganization and dissolution of corporations including statutory aspects of corporations are covered. Securities regulations, contracts, remedies, contracts for sale of goods and standard clauses and common business transactions are introduced.

PARA 032  FAMILY LAW
3 units  Lecture 3 hours
Acceptable for credit: California State University.
A study of dissolution, annulment and legal separation including jurisdiction and grounds, initial interview, and outline of procedure, Preparation of petitions and other documents: T.R.O., O.S.C., notice of motion, declarations, and use of schedules. Study includes discovery and dissolution procedures. Laws governing community versus separate property, mediation, adoption, and guardianship of minors are reviewed and parent-child legal relationships are examined.

PARA 033  PARALEGAL PROCEDURES IN REAL ESTATE LAW
3 units  Lecture 3 hours
Acceptable for credit: California State University.
This course introduces and instructs the student in the procedures commonly performed by the paralegal including a study of the real substance of real property and leasehold interests and the rights and duties of landlords and tenants. The course includes instruction in contracts and agency as applicable to real property transactions and related matters including recordation and promises.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
PARA 034 BANKRUPTCY LAW AND PROCEDURES
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides an introduction to bankruptcy law and procedure, office procedures and interviewing skills, and preparation of bankruptcy forms for court and trustee filing.

PARA 035 INTRODUCTION TO PROBATE
3 units Lecture 3 hours
Acceptable for credit: California State University.
A study of basic legal concepts of after death procedures and probate and non-probate procedures. The student studies the statutory requirements and reasons for the requirements; preparation of forms and documents relating to probate matters. Credit/No Credit Option.

PARA 036 WILL DRAFTING AND BASIC ESTATE PLANNING
3 units Lecture 3 hours
Acceptable for credit: California State University.
A study of basic will drafting and estate planning. Study of terminology and fact situations, as well as applicable statutes and case law. Practical study through drafting wills and other relevant basic estate planning documents. Credit/No Credit Option.

PARA 037 INTELLECTUAL PROPERTY LAW
3 units Lecture 3 hours
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
Acceptable for credit: California State University.
This course provides a solid grounding in Constitutional law, the framework of our legal system. There is an in-depth study of the United States Constitution and United States Supreme Court decisions.

PARA 039 PARALEGAL INTERVIEWING AND INVESTIGATION
3 units Lecture 3 hours
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
Prerequisite: PARA 022.
Acceptable for credit: California State University.
Study of complex litigation, focusing on document organization, deposition summaries, trial preparation, case management, preparation of discovery documents, drafting of motions, and implementation of procedures from pretrial to resolution.

PARA 041 TORTS
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides a basic overview of tort law and injuries to persons and property.

PARA 042 CRIMINAL TRIAL TECHNIQUES FOR THE PARALEGAL
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides the paralegal student with an overview of techniques used in the prosecution and defense of clients during a criminal trial.

PARA 043 LAW OFFICE MANAGEMENT
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides an overview of the structure of a law office and the systems used therein. It includes an in-depth review of various time keeping, accounting and records management systems. In addition, it explores the use of various types of computers and other business machines found in a law office and the different types of software that are utilized. This includes a study of the ethical and professional regulations that drive the need for these systems.

PARA 044 COMPUTERIZED LEGAL RESEARCH
3 units Lecture 3 hours; lab 2 hours by arrangement
Prerequisites: PARA 023
Acceptable for credit: California State University.
This course provides the students with the opportunity of an advanced study of legal research using the on-line LEXIS service, the material contained therein, and the utilization of this service to facilitate legal research. Credit/No Credit Only.

PARA 045 CONTEMPORARY LEGAL ISSUES
3 units Lecture 3 hours; lab by arrangement 2 hours
Prerequisite: PARA 024
Acceptable for credit: California State University.
This course addresses contemporary legal issues including, but not limited to: justice, fourth amendment, second amendment, right to die, alternative dispute resolution, and sex discrimination. It analyzes the law in many formats and confronts today’s issues with an in-depth study of the forces that create and control today’s justice system and its impact on our culture. Students are expected to research, discuss and write about the issues. This course is West Valley College Certificate and AA/AS Degree applicable.

PARA 047 TRADEMARK LAW
3 units Lecture 3 hours
Recommended Preparation: PARA 037.
This course offers a practical approach to Trademark Law for paralegals. The procedures by which an applicant secures federal trademark registration are covered. The Lanham Act, as modified by the Trademark law Revision Act of 1988, is explored in detail. An overview of certification, collective and service marks are included in this course. Trademark infringement and remedies for infringement are covered. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable.

PARA 048 COPYRIGHT LAW
3 units Lecture 3 hours
Recommended Preparation: PARA 037.
This course introduces the foundations of copyright protection. Topics include the subject matter of copyright, fair use and ownership, The United States Copyright Act and the Berne Convention for the Protection of Literary and Artistic Works are introduced. The concept of originality and the originality requirement are explored. The formal requirements of registration and notice are explained and practiced. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable.

PARA 049 SECURITIES REGULATION
3 units Lecture 3 hours
Recommended Preparation: PARA 037.
This course introduces Federal and California Securities Law. Students learn the basic legal principles involved in securities regulation. The most common transactions are presented and practiced. Students learn to prepare the documentation associated with securities regulation. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable.

PARA 050 PARALEGAL FIELD EXPERIENCE
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides a first hand experience for the Paralegal student to view the legal environment, via trips and tours, local, nationwide and international, of the major public and private law firms, plus the various legal agencies and courts. In addition, there will be lectures on current topics by guest speakers.

PARA 055 WORD PROCESSING FOR THE LAW OFFICE
3 units Lecture 3 hours; lab 2 hours by arrangement
Prerequisite: CA 032B
Acceptable for credit: California State University.
Students learn to utilize Microsoft Word features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e. spreadsheets, databases, CD-ROM, Internet and Fax. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Only. (dual listed with CTR 35M and CA 35B) Credit/No Credit Option.
**PARA 080 CURRENT LEGAL TOPICS**

.5 unit  
Lecture 3 hours (3 weeks)

This course explores topics related to the legal profession and will be offered as needed. Topics include, but are not limited to: How to Read a Case, Shephards, Unlawful Detainer, Small Claims Court, Legislation Tracking, and Government Tort Liability. Please see the class schedule for specific topic being offered. This course is West Valley College Certificate and AA/AS Degree applicable, and will be applied for approval for UC and CSU. This course may be repeated three times. Credit/No Credit Only.

**PARA 081 (A) CURRENT LEGAL TOPICS**

1 unit  
Lecture 3 hours (6 weeks)

This course will explore topics related to the legal profession and will be offered as needed. Topics will include, but are not limited to: How to Read a Case, Shephards, Unlawful Detainer, Small Claims Court, Legislation Tracking, and Government Tort Liability. Please see the class schedule for specific topic being offered. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Only.

**PARA 082 (A-Z) CURRENT LEGAL TOPICS**

2 units  
Lecture 3 hours (12 weeks)

This course will explore topics related to the legal profession and will be offered as needed. Topics will include, but are not limited to: How to Read a Case, Shephards, Unlawful Detainer, Small Claims Court, Legislation Tracking, and Government Tort Liability. Please see the class schedule for specific topic being offered. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.

**PARA 083 (A-Z) CURRENT LEGAL TOPICS**

3 units  
Lecture 3 hours

This course will provide an overview of the legal issues arising out of the use of online resources. The topics to be covered are (1) Freedom, Censorship, and control of the Online System, (2) Contracts and commercial Arrangements, (3) Owning and Using Online Property, (4) Dangers and Responsibilities in the Online World, (5) Privacy, (6) Crime and the Online System, (7) Searches and Seizures, and (8) Adult Materials and Themes. Credit/No Credit Option.

**PARA 091, 092, 093 DIRECTED STUDIES**

1-3 units  
3, 6, 9 Lab 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. Credit/No Credit Option. These classes can be repeated for a maximum of six units.
Park Management

THE FACULTY
Kim Aufhauser
Christopher Cruz

Degree & Certificate Requirements

PARK MANAGEMENT
(A.S. Degree and Certificate)

Major Requirements

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Recommended Electives:

- PKMGT 023 Powersaws 1 unit
- PKMGT 116 Universal Trails Assessment Process 1 unit

Course Units

PKMGT 020A/B Park Internship Seminar 3-3
PKMGT 021 Park Operations Lab 1
Bio 014 California Plants and Animals (3)
Geol 01A Physical Geology OR 4
Geol 015 Geology of California (3)
AJ 1604-PC 632 Laws of Arrest, Search and Seizure 3

Recommended Electives:

- PKMGT 023 Powersaws 1 unit
- PKMGT 116 Universal Trails Assessment Process 1 unit

NOTE: Park Management students cannot take LEAD 205A/B or PKMGT 165A for G.E. Credit. See your counselor.

For a certificate, only the major requirements listed above must be completed.

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

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

Geographic Information Science (Certificate)

Required courses: (27 units)

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Courses

PKMGT 010 INTRODUCTION TO PARK MANAGEMENT
3 units Lecture 3 hours

Acceptable for credit: California State University.

This course will provide an introduction to public land management. The student will have the opportunity to learn about a variety of city, county, state, regional, open space and federal park areas. Students will learn about the history of environmental thought. Students will learn about job opportunities in public land management and how to prepare for them. Students will learn about the current issues in natural and cultural resources management.

PKMGT 011 PARK COMMUNICATIONS
2 units Lecture 2 hours

Acceptable for credit: California State University.

Effective communication is vital to a successful career working for public and private land management agencies. This specialized class will explore techniques for communicating with the public, colleagues, and other agencies and organizations. Emphasis will be placed on developing strong interpersonal, oral and written communications skills within the context of natural and cultural resource agencies.

PKMGT 012A BASIC OUTDOOR SKILLS
3 units Lecture 2 hours; lab 3 hours by arrangement.

Acceptable for credit: California State University.

This course is designed to acquaint the student with those skills necessary to camp and backpack using environmentally sensitive methods. Includes: equipment evaluation and use, backcountry first aid and those skills necessary for the backcountry traveler. Three-day backpacking trip required.

PKMGT 012B INTERMEDIATE OUTDOOR SKILLS FOR THE PARK RANGER
3 units Lecture 2 hours; lab 4.5 hours by arrangement.

Prerequisite: PKMGT 012A

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 undeveloped 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 012C ADVANCED OUTDOOR SKILLS FOR THE PARK RANGER
3 units Lecture 2 hours; lab 3 hours

Prerequisites: 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 undeveloped 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

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.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

146
PKMG 014 CONSERVATION OF OUR NATURAL RESOURCES
3 units Lecture 3 hours
Acceptable for credit: California State University.
A course in the conservation of our natural resources with a view of conservation problems by considering the history of human populations in the relation to natural resources, their present predicament, and their future outlook. A look at conservation as it pertains to water, timber, wildlife, soil, air. This course is dual listed with BIO15.

PKMG 015A DUTIES OF THE RANGER
3 Units Lecture 2 hours; lab 3 hours
Prerequisites: PKMG 010, 014, and 013 (Concurrently)
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.

PKMG 015B NATURAL AND CULTURAL RESOURCE INTERPRETATION
3 units Lecture 2 hours; lab 3 hours.
Prerequisite: PKMG 010
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.

PKMG 015C INTRODUCTION TO PARK MAINTENANCE
3 units Lecture 1 hour, lab 6 hours, lab 1 hour by arrangement
Acceptable for Credit: California State University.
This course will provide an introduction to park maintenance skills and management. Students will have the opportunity to learn basic skills in the following subjects: carpentry, plumbing, electrical, concrete, painting, and drywall construction. Students will learn about the materials, tools and techniques used in park maintenance. Students will learn how to integrate safety into park maintenance operations. Students will learn the basic principles of managing a park maintenance operation. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once.

PKMG 015A INTRODUCTION TO GIS AND GPS
3 units Lecture 3 hours; lab 3 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 ArcView GIS software. Credit/No Credit Option.

PKMG 015B INTERMEDIATE DESKTOP GEOGRAPHIC INFORMATION SYSTEMS (GIS)
3 units Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: California State University.
This course builds on the material presented in PKMG 015A using state-of-the-art desktop GIS software. This course introduces the student to spatial analysis/querying. The student refines data acquisition, data conversion and cartographic presentation skills. It provides the opportunity to utilize the GIS software’s advanced querying capabilities in analyzing spatial relationships in GIS. This course is West Valley College AA/AS certificate applicable. This course may be repeated once. Credit/No Credit Option.

PKMG 015C SPATIAL ANALYSIS FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)
3 units Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: PKMG 015B
Acceptable for credit: California State University.
This course provides a detailed examination of spatial information systems and a survey of quantitative techniques applicable to spatial data. This course focuses on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. Quantitative methods to be studied include measures of central tendency, dispersion, and density. These methods are presented using empirical data. This course may be repeated once. This course is West Valley College AA/AS degree and certificate applicable.

PKMG 016A INTRODUCTION TO GIS AND GPS
3 units Lecture 3 hours; lab 3 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 ArcView GIS software. Credit/No Credit Option.

PKMG 016B INTERMEDIATE DESKTOP GEOGRAPHIC INFORMATION SYSTEMS (GIS)
3 units Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: PKMG 016A
Acceptable for credit: California State University.
This course builds on the material presented in PKMG 015A using state-of-the-art desktop GIS software. This course introduces the student to spatial analysis/querying. The student refines data acquisition, data conversion and cartographic presentation skills. It provides the opportunity to utilize the GIS software’s advanced querying capabilities in analyzing spatial relationships in GIS. This course is West Valley College AA/AS certificate applicable. This course may be repeated once. Credit/No Credit Option.

PKMG 016C SPATIAL ANALYSIS FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)
3 units Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: PKMG 015B
Acceptable for credit: California State University.
This course provides a detailed examination of spatial information systems and a survey of quantitative techniques applicable to spatial data. This course focuses on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. Quantitative methods to be studied include measures of central tendency, dispersion, and density. These methods are presented using empirical data. This course may be repeated once. This course is West Valley College AA/AS degree and certificate applicable.

PKMG 016D CARTOGRAPHIC DESIGN FOR GIS
3 units Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: PKMG 016B
Applicable for Credit: California State University.
This course provides a comprehensive study of GIS applicable cartography including cartographic principles, data acquisition methods used in map production, and methods of base map development. This course includes the history, principles of cartography map projections, map scale, types of thematic maps and map accuracy. Techniques used in GIS base map development are introduced using hands-on exercises. This course includes the production of professional quality maps. This course includes hands-on work in computer assisted mapping projects. This course may be repeated once. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

PKMG 016E DATABASE DESIGN AND MANAGEMENT IN GIS
3 units Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: PKMG 016B
Acceptable for credit: California State University.
This course examines the principles of database management and design including conversion fundamentals, modeling techniques and strategic planning. The needs, alternatives and pitfalls of database development and conversion are discussed. Students examine various types of data applicable to GIS and their hardware and software requirements. Students learn the appropriate methodology for developing a conversion plan and data quality assurance. This course includes hands-on practical exercises in database management skills. This course may be repeated once. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

PKMG 016F GIS INTERNSHIP
3 units Lecture 1 hour; lab 7 hours by arrangement
Prerequisite: PKMG 016B
Acceptable for credit: California State University.
This course is a directed field study program providing students with an opportunity to apply classroom instruction in geographic information systems to real-world GIS projects in their community. Students work under the supervision of an instructor while completing their internship. This course may be repeated once. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.
PKMG 016H AUTOCAD: INTRODUCTION TO COMPUTER AIDED DESIGN
3 units
Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement
Recommended Preparation: Math 902 or concurrently Acceptable for credit: California State University
This course is an introduction to computer-aided drafting using AutoCAD on the PC. The course emphasis will be in the construction of both 2D and 3D drawings. In addition to basic AutoCAD techniques, topics will include problems using the Advanced Modeling Extension (AME). This course is designed for students with NO prior computer experience. This course is AA/AS degree and certificate applicable. This course is dual listed with ARCH 070, DRAFT 073, CA 075 and ID 065. Credit/No Credit Option

PKMG 017 BASIC HORTICULTURE FOR PARKS
3 units
Prerequisite: Prerequisite: PKMG 010,013,014 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.

PKMG 018 PARK PLANNING AND DESIGN
2 units
Lecture 2 hours; 1 lab hour 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. This course is West Valley College AA/AS degree and certificate applicable.

PKMG 019 WILDERNESS FIRST RESPONDER
5 units
Lecture 13 hours (7 weeks)
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 Responder.” This course is AA/AS degree and certificate applicable and may be repeated once.

PKMG 020A/B PARK MANAGEMENT SEMINAR
3 Units Each
1 Lecture Hour, 6 Lab hours by Arrangement
Prerequisites 020A: PKMG 010, 013, 014
Prerequisites 020B: PKMG 010, 013, 014, 016
Prerequisites: Concurrent enrollment in work experience
Recommended Preparations: PKMG 015B, 015C
Acceptable for Credit: California State University
The students will apply knowledge and skills learned in the program through an internship at a selected park. The student, the park supervisor, and the faculty will agree upon and establish objectives that the student will accomplish during this practical experience in park operations. One hundred four hours/semester are required. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once.

PKMG 021 PARK OPERATIONS LAB
1 Unit
4 Lab Hours
Prerequisites: PKMG 010, 013, 014 or concurrent 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. This course is West Valley College AA/AS degree and certificate applicable.

PKMG 023 POWERSAWS
1.5 Units
9 lecture hours, 9 Lab Hours, 3 lab hours by arrangement (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 country. The student will learn the powersaw mechanics and basic field maintenance, powersaw operation, bucking and felling, and brush clearing. Students who have also taken PKMG 013 (or possess a current Basic Red Card), will receive the S-212 Wildfire Powersaws certification. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Option.

PKMG 115 SPECIAL TOPICS
.5-.3 units
Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

PKMG 116 UNIVERSAL TRAIL ASSESSMENT PROCESS
1 unit
18 Lecture Hours (1 week)
This course is designed to teach land management employees the techniques used to produce objective classification of trails. The universal trail assessment process is used as a tool by land management agencies to inventory, maintain, and evaluate accessibility of trails. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Only.

PKMTG 150G BASIC RESPONSE TO A MAJOR INCIDENT-SEMS
.5 units
Lecture 9 hours (1 week)
This provides the student with basic information about the Standardized Emergency Management System (SEMS), Incident command System (ICS) and major incident planning, pre planning, and response. This course explains the need to have a current and functioning emergency procedures plan in the workplace, the basic parts to this plan, and how to prepare the home and workplace for a major incident. This course is non-degree applicable and may be repeated once. Credit/No Credit Option.

PKMTG 150F MOUNTAIN MEDICINE
1 unit
Lecture 18 hours in 2.5 days.
Prerequisite: Must provide current proof of first aid and CPR Training at first class meeting.
Review of common injuries and illnesses encountered in the wilderness and outdoor setting. Emphasis on patient assessment, scene management, field stabilization, use of improvised materials, and prolonged care of the patient. Course includes discussion of common maladies, proper nutrition and hydration, and psychological emergencies in wilderness settings. This course may be repeated three times. Credit/No Credit Option.

PKMTG 150H BASIC CARE TO ASKING MAJOR INCIDENT-SEMS
.5 units
Lecture 18 hours (3 weeks)
This provides the student with a general overview of the Standardized Incident Command System (ICS), Incident command System (ICS) and major incident planning, pre-planning, and response. This course provides the student with basic information about a major incident-SEMS. This course is non-degree applicable and may be repeated once. Credit/No Credit Option.
PHILOSOPHY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

Courses

PHIL 001 INTRODUCTION TO PHILOSOPHY
3 units
Lecture 3 hours
Acceptable for credit: California State University, University of California
This course is an introduction to philosophical problems and the various approaches to their solutions. The student will be exposed to selected systems of Western philosophy with emphasis on how these systems are relevant to solving the problems of contemporary existence. The course will explore answers to such questions as: What is reality? What, if anything, makes an act right or wrong? This course may also be taught in a distance learning format. Credit/No Credit Option, (CAN PHIL 001)

PHIL 002 INTRODUCTION TO LOGIC
3 units
Lecture 3 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the problems and techniques of traditional and modern logic comprising both deductive and inductive inference. The student will learn how to distinguish arguments from non-arguments, to identify and avoid common fallacies in reasoning, to test for validity both truth functional arguments and categorical syllogisms, to construct simple formal proofs of validity in truth-functional logic, and to understand the nature of inductive reasoning and its relationship to the sciences. This course fulfills the California State University requirement for Critical Thinking. Credit/No Credit Option. (CAN PHIL 002)

PHIL 003 INTRODUCTION TO ETHICS
3 units
Lecture 3 hours, lab 2 hours by arrangement
Prerequisite: ENGL 001A
Acceptable for credit: California State University, University of California
This course 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 IGEC requirement for Critical Thinking/English composition. This course may also be taught in a distance learning format. (CAN PHIL 04)

PHIL 004 PATTERNS IN COMPARATIVE RELIGIONS
3 units
Lecture 3 hours
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, Arab, and Asian peoples. Credit/No Credit Option. (CAN PHIL 004)

PHIL 005 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY
3 units
Lecture 3 hours
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 Post-modern condition. This course is AA/AS degree applicable. Credit/No Credit Option

PHIL 006 INTRODUCTION TO THE PHILOSOPHY OF THE PERSON
3 units
Lecture 3 hours
Acceptable for credit: University of California, California State University
This course explores modern and contemporary philosophical views on human nature and institutions. It is particularly concerned with philosophical questions arising as a result of modern movements such as Marxism, psychoanalysis, behaviorism, sociobiology, feminism, Third World liberation movements, environmentalism, the sexual revolution, and the "global village" phenomenon. Writings by mostly modern and contemporary philosophers on freedom, gender, the family, self-respect, work, spirituality, sexuality, love, commitment, and community will be examined. An interdisciplinary approach will be used, when appropriate. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
PHIL 008 INTRODUCTION TO ASIAN PHILOSOPHY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course is an introductory survey of the main philosophical currents of the thought of India, China, and Japan. The student will be encouraged to explore the answers offered by Asian philosophers to such questions as: What is ultimate reality? What is the self? How is personal freedom to be achieved? This course will be of particular interest to students who encounter elements of Asian thought in business, art, music, history and other disciplines and who are interested in understanding the intellectual forces which have shaped the cultures of Asia. Credit/No Credit Option.

PHIL 009 INTRODUCTION TO SYMBOLIC LOGIC
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course is an introduction to the concepts and methods of modern symbolic logic, both sentential and quantificational. The student will learn to do truth value analysis of statements, translate complex natural-language arguments into both truth sentential and quantificational logic, and explore the meta-logical issues of consistency and completeness of formal systems. The relevance of symbolic logic to areas such as set theory and computer science will also be explored. Credit/No Credit Option.

PHIL 012 INTRODUCTION TO ENVIRONMENTAL ETHICS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course is a philosophical survey of the moral issues that arise as a result of human interaction with, and exploitation of, nature. The views of traditional and contemporary Western and Eastern philosophers will be examined. The student will be invited to explore such questions as: What is the relationship of human beings to the rest of nature? What does it mean to live in harmony with nature? Are humans more valuable than animals? Do animals have rights? If so, to what extent? What, if anything, is the value of wilderness and wild animals? To what extent are we morally bound to use technology in an ecologically responsible manner? The answers to such questions will be related to specific contemporary issues such as abortion, contraception, genetic engineering, famine, animal experimentation, hunting and trapping, nuclear technology, and pollution. Credit/No Credit Option.

PHIL 016 RELIGIOUS PLURALISM IN THE UNITED STATES
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course examines religious pluralism in the United States, including such topics as: the philosophic background of the idea of religious pluralism, the role of religion in personal and social identity, conflicts between religions and religious violence, the role of religion in cultural imperialism, interactions between religious traditions and the impact of foreign religions on American philosophers. By means of this survey, students will become familiar with the major themes in Religious Studies. The course will examine both those religions which were introduced to the Americas and those which arose within the context of American culture. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

PHIL 017 LOGIC AND CRITICAL REASONING
3 units
This course is an introduction to critical thinking and critical writing. The students will have the opportunity to learn techniques of practical reasoning and argumentation, with emphasis on application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying definitions, evaluating evidence, logical correctness vs. factual correctness, and common mistakes in reasoning (formal and informal fallacies). Critical writing strategies are emphasized. Sample arguments for analysis are drawn from readings in philosophy and from culturally diverse sources in other fields. This course fulfills the IGETC Critical Thinking/English Composition requirement. This course is West Valley College AA/AS degree and certificate applicable. This course may also be offered in a distance learning format.

PHIL 021 WORLD PHILOSOPHERS ON DEATH
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course explores major philosophical questions about death and the meaning of life from an American multi-cultural perspective. The effects of class, gender, and ethnicity on conceptions of death and death rituals will be analyzed. The following issues will also be explored: the possibility of disembodied existence, the nature of consciousness, the nature and significance of individuality and personal identity, concepts of reincarnation or transmigration of souls as these appear in American religious traditions, the nature and significance of so-called “paranormal” experiences, and the meaning of salvation or liberation or transcendence in American religious traditions. Required readings will be taken from classic texts of Western and non-Western philosophy and religion, as well as contemporary American feminist philosophy, and African, aborigine, and native American sources. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

PHIL 091, 092, 093 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: *University of California, California State University *UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work on special topics in philosophy by arrangement.

PHIL 100 SPECIAL TOPICS
.5-3 units
Lecture and/or lab. 5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
### Degree & Certificate Requirements

**ELECTRONIC IMAGING**  
(A.S. Degree and Certificate)

#### Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo 001 Basic Photography (Lecture)</td>
<td>3</td>
</tr>
<tr>
<td>Photo 001L Basic Photography (Laboratory)</td>
<td>0</td>
</tr>
<tr>
<td>Photo 021A Studio Photography/Product Lighting</td>
<td>2</td>
</tr>
<tr>
<td>Photo 030 Basic Color Photography</td>
<td>4</td>
</tr>
<tr>
<td>Photo 045A Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>Photo 049A Darkroom Apparatus and Techniques</td>
<td>1</td>
</tr>
<tr>
<td>Photo 060 Introduction to Electronic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>Photo 061 Intermediate Electronic Imaging</td>
<td>2</td>
</tr>
<tr>
<td>Photo 062 Advanced Electronic Imaging</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo 002 Intermediate Photography (Lecture)</td>
<td>3</td>
</tr>
<tr>
<td>Photo 002L Intermediate Photography (Laboratory)</td>
<td>0</td>
</tr>
<tr>
<td>Photo 020A Studio Photography/Portraiture</td>
<td>2</td>
</tr>
<tr>
<td>Photo 021B Photo/Product Lighting</td>
<td>2</td>
</tr>
</tbody>
</table>

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.

Electronic Imaging  
(See Photography)
PHOTOGRAPHY (A.S. Degree and/or Certificate)

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo 1</td>
<td>Basic Photography Lecture 3</td>
</tr>
<tr>
<td>Photo 1L</td>
<td>Basic Photography Laboratory 0</td>
</tr>
<tr>
<td>Photo 2</td>
<td>Intermediate Photography Lecture 3</td>
</tr>
<tr>
<td>Photo 2L</td>
<td>Intermediate Photography Lab 0</td>
</tr>
<tr>
<td>Photo 20A</td>
<td>Studio Photography/Portraiture 2</td>
</tr>
<tr>
<td>Photo 30</td>
<td>Basic Color Photography 4</td>
</tr>
<tr>
<td>Photo 45A</td>
<td>Field Studies 1</td>
</tr>
<tr>
<td>Photo 49A</td>
<td>Darkroom Apparatus and Techniques 1</td>
</tr>
<tr>
<td>Photo 49B</td>
<td>Darkroom apparatus and Techniques 1</td>
</tr>
</tbody>
</table>

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo 20B</td>
<td>Intermediate Studio Photo/Portraiture 2</td>
</tr>
<tr>
<td>Photo 21A</td>
<td>Studio Photography/Product Lighting 2</td>
</tr>
<tr>
<td>Photo 21B</td>
<td>Intermediate Studio</td>
</tr>
</tbody>
</table>

To be awarded a certificate, a student must complete all the major courses plus a minimum of 9 units from the recommended elective list. Six units to be selected from photography electives.

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

1. All the major courses plus a minimum of 9 units from the recommended elective list. Six units to be selected from photography electives.
2. Additional units to complete the college graduation requirements.

Courses

PHOTO 001 BASIC PHOTOGRAPHY (LECTURE)

3 units Lecture 2 hours
Corequisite: Photo 001L and Photo 049A
Acceptable for credit: University of California, California State University.
The study of the basic theory of photography including radiant energy, basic optics, camera exposure and filters, artificial light, photochemistry and the history of photography. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section.

PHOTO 001L BASIC PHOTOGRAPHY (LABORATORY)

0 unit
Laboratory 3 hours, lab 1 1/2 hours by arrangement
Prerequisite: Students must supply adjustable (F-stop and shutter speed) camera.
Corequisite: Photo 001, Photo 049A.
The application of the basic theory of photography including camera techniques, composition, film developing and printing. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

PHOTO 002 INTERMEDIATE PHOTOGRAPHY (LECTURE)

3 units Lecture 2 hours
Corequisite: Photo 001 and 001L
Corequisite: Photo 002L and Photo 049B
Acceptable for credit: California State University.
The study of the advanced theory of photography including special camera techniques, perspective control, color photography, silver and non-silver systems. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section.

PHOTO 002L INTERMEDIATE PHOTOGRAPHY (LABORATORY)

0 units
Laboratory 3 hours, lab 1 1/2 hours by arrangement
Corequisite: Photo 001 and 001L
Corequisite: Photo 002, Photo 049B.
The application of the advanced theory of photography including special camera techniques, perspective control and color photography. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

PHOTO 020A STUDIO PHOTOGRAPHY (PORTRAITURE)

2 units
Lecture 1 hour; lab 3 hours, lab 1 1/2 hours by arrangement.
Prerequisite: Photo 001 and 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 on 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 (PORTRAITURE)

2 units
Lecture 1 hour; lab 3 hours, lab 1 1/2 hours by arrangement.
Prerequisite: Photo 001 and 001L, and 020A
Acceptable for credit: California State University.
This course will build upon the skills and techniques taught in Photo 020A and will offer new concepts such as half, three-quarter and full-length portraits, family groups, location portraits, executive and children 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.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
PHOTO 021A STUDIO PHOTOGRAPHY - PRODUCT LIGHTING
2 units
Lecture 1 hour; lab 3 hours, lab 11/2 hours by arrangement.
Prerequisite: Photo 001 and 001L.
Acceptable for credit: California State University.
This course will build upon the skills and technical knowledge taught in Photo 021A and will offer new concepts such as in-camera masking for backgrounds, producing color backgrounds, using drop-out backgrounds for catalog shots, “floating” backgrounds on products, 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 021B INTERMEDIATE STUDIO PHOTOGRAPHY PRODUCT LIGHTING
2 units
Lecture 1 hour; lab 3 hours, lab 11/2 hours by arrangement.
Prerequisite: Photo 021A
Acceptable for credit: California State University.
This course will build upon the skills and technical knowledge taught in Photo 021A and will offer new concepts such as in-camera masking for backgrounds, producing color backgrounds, using drop-out backgrounds for catalog shots, “floating” backgrounds on products, 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 030 COLOR PHOTOGRAPHY
4 units
Lecture 2 hours; lab 6 hours; 2 lab hours by arrangement.
Prerequisite: Photo 001.
Acceptable for credit: California State University.
Basic color theory and processing of prints from negatives will be presented. Color slides will also be processed. Students attending the first meeting of class will be dropped from the course. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

PHOTO 045A, B, C FIELD STUDIES
1 units each
Lecture 18 hours; lab 5 hours for the course.
Photo 45A is a prerequisite for 045B, and 045B is a prerequisite for 045C.
Acceptable for credit: California State University.
A field trip format course with content varying depending on the destination of the field trip. A preliminary on-campus meeting will be followed by an off-campus field trip. A critique of photo work from the field trip will complete the course. Students must supply their own photographic equipment and supplies, transportation, and lodging while on the trip. Subjects to be included are camera techniques, exposure, composition, filter use, macro and micro photography, use of artificial light, special equipment, and special film to fit the need of the field trip. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 046A, B DARKROOM APPARATUS AND TECHNIQUE
1 units each
Laboratory 3 hours by arrangement each course.
Photo 049A corequisite: Photo 001, 001L.
Photo 049B prerequisite: Photo 001, 001L.
Photo 049B corequisite: Photo 002, 002L.
Acceptable for credit: California State University.
Primarily for well-qualified photo students desiring extra laboratory time to complete additional projects in areas such as advanced printmaking, darkroom theory, photographic chemistry, optics, filter control, artificial light and use of specialized photographic equipment. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 050 PHOTOGRAPHIC EXPRESSION
2 units
Laboratory 2 hours by arrangement
(offer as a television course)
Recommended Preparation: Photo 001.
Acceptable for credit: California State University.
This course includes twenty 30-minute video tapes which will be broadcast by West Valley College. The tapes contain material on the art and composition of great photographers. The supplemental text will present material on the technical aspects of photography and both of these elements will be covered in workbook assignments and tests. Credit/No Credit Option.

PHOTO 060 INTRODUCTION TO ELECTRONIC IMAGING
3 units
Lecture 2 hours; lab 3 hours; lab 1.5 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 ELECTRONIC IMAGING
2 units
Lecture 1 hour; lab 3 hours; lab 1.5 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 ELECTRONIC IMAGING
3 units
Lecture 2 hours; lab 3 hours; lab 1.5 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.

PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
RECOMMENDED preparations are ADVISORY.
PHOTO 070 KODALITH TECHNIQUES  
1 units  
Lecture 3 hours; (6 weeks)  
Prerequisite: Photo 001 and 001L.  
Acceptable for credit: California State University.  
This course provides an introduction to the techniques of making duplicate slides from original transparencies utilizing a minimum of special equipment. It is a course designed to make special application to the classroom instructor's needs for visuals for instructional application. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 071 SLIDE DUPLICATION  
1 units  
Lecture 3 hours; (6 weeks)  
Prerequisite: Photo 001 and 001L.  
Acceptable for credit: California State University.  
This course is an introduction to simple techniques of making duplicate slides from original transparencies. It will cover the different techniques required for drawings, paintings, sculpture and other media. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 072 ENVIRONMENTAL PORTRAITS  
1 units  
Lecture 3 hours; (6 weeks)  
Prerequisite: Photo 001 and 001L.  
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. Credit/No Credit Option.

PHOTO 073 PHOTOGRAPHING YOUR ART  
1 units  
Lecture 3 hours; (6 weeks)  
Prerequisite: Photo 01 and 01L.  
Acceptable for credit: California State University.  
This course will provide photographers with information on the simplest methods for photographing their artwork for either inventory records, portfolio presentations or publication. It will cover the different techniques required for black and white or color photographic projects that can be non-technical with emphasis on the ease with which modern equipment will allow this application of the photographic medium. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 074 CLOSE-UP PHOTOGRAPHY  
1 units  
Lecture 3 hours; (6 weeks)  
Prerequisite: Photo 001 and 001L.  
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 material. It will be highly nontechnical with emphasis on the ease with which modern equipment will allow this application of the photographic medium. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 075 PHOTO PROJECTS FOR THE INSTRUCTOR  
1 unit  
Lecture 3 hours; (6 weeks)  
Prerequisite: Photo 001 and 001L.  
Acceptable for credit: California State University.  
This course will provide teachers of a non-photography class with some creative ideas for photography projects that can be non-technical with emphasis on the ease with which modern equipment will allow this application of the photographic medium. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 076 SPECIAL TOPICS  
1/2-3 units  
Lecture and/or lab 1/2 to 9 hours.  
Prerequisite: Interview with instructor to determine objectives and write a contract for the course.  
Acceptable for credit: California State University.  
This course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

PHOTO 077, 78, 79 DIRECTED STUDIES  
1-3 units  
Laboratory 3, 6, 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. Credit/No Credit Option.

PHOTO 091, 92, 93 DIRECTED STUDIES  
1-3 units  
Laboratory 3, 6, 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. Credit/No Credit Option.

PHOTO 100 INTRODUCTION TO PHOTOGRAPHY  
2 units  
Lecture 2 hours.  
A non-lab photography course designed to acquaint the student with the maximum use of a camera for both personal and professional needs. The theories and use of cameras, composition, filters, color, artificial lighting, copying and slide show presentation will be among the covered topics. Credit/No Credit Option.
### Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Physical Education (A.A. Degree)</td>
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<tr>
<td><strong>Physical Education: Transfer:</strong></td>
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<tr>
<td>See Transfer Planning Guide available at the Counseling Center.</td>
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<tr>
<td>PHYSICAL EDUCATION (A.A. Degree)</td>
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<td>Major Requirements</td>
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<tr>
<td><strong>PE Activity Courses</strong></td>
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<tr>
<td>*Bio 047 Human Anatomy and Physiology</td>
<td>5</td>
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<td>*Bio 048 Human Physiology</td>
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<tr>
<td>H-Ed 005 Standard First Aid OR</td>
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<td>H-Ed 011 CPR</td>
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<tr>
<td>PE 030 Introduction to Physical Education</td>
<td>3</td>
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<tr>
<td><strong>PE Activity Courses</strong></td>
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<tr>
<td>*At San Jose State University students are required to take Human Anatomy and Human Physiology. See a counselor for further information.</td>
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<tr>
<td><strong>Achieve at least beginning level in a minimum of 6 activities selected from at least 4 of the following categories: Aquatics, Team Sports, Individual Sports, Dance, Combatives/Conditioning, Racquet Sports. See a counselor for specific sports and requirements.</strong></td>
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<tr>
<td>Aquatic Sports</td>
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<td>2.02 Concepts of Coaching</td>
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<td>2.03 Springboard Diving</td>
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<td>2.04 Swimming Beg</td>
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<td>2.05 Swimming Int</td>
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<td>2.06 Swimming Adv</td>
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<td>2.07 Master’s Swimming</td>
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<tr>
<td>Dance</td>
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<td>3.01 Afro-Jazz Dance</td>
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<td>3.02 Balet Beg</td>
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<td>3.04 Balet Int</td>
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<tr>
<td>3.05 Choreography for Modern &amp; Jazz Dance</td>
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<td>3.06 Country Western Dance Beg</td>
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<td>3.07 Country Western Dance Int</td>
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<td>3.08 Flamenco Dance of Spain</td>
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<td>3.09 Balkan/Israeli fold Dance</td>
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<tr>
<td>3.10 International folk Dance Beg</td>
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<td>3.11 International folk Dance Int</td>
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<tr>
<td>3.12 Jazz Dance Beg</td>
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<td>3.14 Jazz Dance Int</td>
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<tr>
<td>3.15 Modern Dance Beg</td>
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<td>3.17 Modern Dance Int</td>
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<tr>
<td>3.18 Dance Workshop</td>
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<tr>
<td>3.19 Rehearsal &amp; Performance in Dance</td>
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<tr>
<td>3.20 Social Dance Beg</td>
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<tr>
<td>3.22 Social Dance Int</td>
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<tr>
<td>3.23 Tap Dance Beg</td>
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<tr>
<td>3.24 Tap Dance Beg 2</td>
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<tr>
<td>3.25 Beg country Western Line Dance</td>
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<tr>
<td>3.27 Int Country Western Line Dance</td>
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<tr>
<td>3.28 Dance Repertoire (A-F)</td>
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<tr>
<td>3.29 Rehearsal &amp; Performance in Dance</td>
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<tr>
<td>3.30 Beg Hiphop</td>
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<tr>
<td>3.31 Int Hiphop</td>
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<tr>
<td>3.32 Beg Lindy Hop &amp; Swing</td>
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<td>3.33 Dance Intensive</td>
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<td><strong>Fitness</strong></td>
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<td>4.03 Aerobics</td>
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<td>4.05 Aqua Aerobics</td>
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<td>4.06 Deep Water Jogging</td>
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<td>4.07 Competitive Athlete</td>
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<td>4.12 Stretching &amp; Flexibility</td>
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<td>4.13 Walking</td>
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<td>4.14 Water Exercise</td>
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<td>4.16 Weight Training</td>
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<td>4.22 Step</td>
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<td>4.24 Total - Men</td>
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<td>4.25 Total - Women</td>
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<tr>
<td>4.26 Get Fit Lab</td>
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<td>4.27 Yoga for Health</td>
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<td>4.28 Jogging</td>
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<td>4.29 Body Sculpting</td>
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<td>4.30 Functional Fitness</td>
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<td>4.31 Core Training</td>
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<td>4.32 Boot Camp</td>
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<td>4.33 Cardio Cross Training</td>
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<tr>
<td><strong>Combatives and Martial Arts</strong></td>
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<tr>
<td>6.02 Karate Beg</td>
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<td>6.03 Self-Defense</td>
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<tr>
<td>6.05 Techniques of Amateur Wrestling</td>
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<tr>
<td>6.06 Karate Int</td>
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<tr>
<td>6.07 Kick Boxing: Coed</td>
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<td>6.08 Fitness Boxing: Coed</td>
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<td>6.09 Cardio Kickboxing</td>
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<td>6.10 Tai Chi</td>
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<td><strong>Lifetime Sports</strong></td>
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<td>7.02 Badminton Beg</td>
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<td>7.03 Badminton Int</td>
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<tr>
<td>7.04 Intro to Sport Climbing/Rock Climbing</td>
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<td>7.05 Intro to Cycling</td>
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<td>7.06 Intro to Off Road Cycling</td>
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<tr>
<td>7.07 Fencing Beg</td>
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<td>7.08 Fencing Int</td>
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<td>7.09 Fencing Adv</td>
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<td>7.10 Golf Beg</td>
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<td>7.11 Golf Int</td>
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<td>7.12 Golf Adv</td>
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<td>7.15 Alpine Skiing</td>
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<td>7.16 Cross Country Skiing</td>
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<tr>
<td>7.18 Beg Tennis</td>
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<td>7.19 Adv Beg Tennis</td>
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<td>7.20 Int Tennis</td>
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<tr>
<td>7.21 Adv Tennis</td>
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<td>7.22 Tournament Tennis</td>
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<td>7.23 Scuba Diving</td>
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<td>7.24 Scuba Diving Adv</td>
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<td>7.25 Triathlon Training</td>
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<tr>
<td><strong>Team Sports</strong></td>
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<td>8.01 Arena Football</td>
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<td>8.03 Baseball Adv</td>
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<td>8.04 Basketball, Men</td>
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<td>8.07 Adv Techniques of Football</td>
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<td>8.08 Soccer Beg Men</td>
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<td>8.09 Soccer Adv Men</td>
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<td>8.10 Soccer Women</td>
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<tr>
<td>8.12 Softball Beg</td>
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<td>8.13 Softball Int</td>
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<tr>
<td>8.14 Track &amp; Field Fundamentals Adv</td>
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<tr>
<td>8.15 Volleyball Beg Skills</td>
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<td>8.16 Volleyball Int Skills</td>
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<td>8.17 Volleyball Adv Skills</td>
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<td>8.18 Volleyball Outdoor Sand &amp; Grass Doubles</td>
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<td>8.19 Volleyball Adult Camp</td>
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<tr>
<td><strong>Intercollegiate Athletics</strong></td>
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<td>9.01 Intercollegiate Baseball Men</td>
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<td>9.02 Intercollegiate Basketball Men</td>
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<td>9.03 Intercollegiate Basketball men</td>
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<td>9.04 Intercollegiate Cross Country Men</td>
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<td>9.05 Intercollegiate Cross Country Women</td>
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<td>9.06 Intercollegiate Football Men</td>
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<td>9.07 Intercollegiate Soccer Men</td>
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<td>9.08 Intercollegiate Softball Women</td>
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<td>9.09 Intercollegiate Swimming Men</td>
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<td>9.10 Intercollegiate Swimming Women</td>
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<td>9.11 Intercollegiate Track men</td>
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<td>9.14 Intercollegiate Volleyball Women</td>
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<td>9.15 Intercollegiate Volleyball Women</td>
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<td>9.16 Intercollegiate Water Polo Men</td>
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<td>9.17 Intercollegiate Wrestling Men</td>
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<tr>
<td>9.19 Intercollegiate Wrestling Men</td>
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<tr>
<td>9.20 Intercollegiate Water Polo Women</td>
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<tr>
<td><strong>Chem 030A and Math G are prerequisites for Upper Division courses at San Jose State University within the Department of Human Performance. Although not required for the A.A. degree at West Valley College, it is highly recommended that these courses be completed at West Valley College.</strong></td>
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<tr>
<td><strong>Chem 030A Fundamentals of Chemistry</strong></td>
<td>3</td>
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<tr>
<td><strong>Math G Math for Liberal Arts Student</strong></td>
<td>4</td>
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<tr>
<td><strong>These two courses satisfy General Education requirements.</strong></td>
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</tbody>
</table>

**Degree & Certificate Requirements**

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

Degree & Certificate Requirements

Adapted Physical Education courses are designed for students with a temporary or permanent verifiable disability. The courses may be repeated for credit.

Courses

**PE 1.02 ADAPTED PHYSICAL EDUCATION**  
1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University.  
Emphasis is for those with a temporary or permanent disability.  
The adapted physical education program is handled by a specialist who designs physical education programs for the disabled and offers an individual program geared to meet each student's need.

**PE 1.03 ADAPTED PHYSICAL EDUCATION**  
.5 unit  Laboratory 3 hours (9 weeks)  
Acceptable for credit: University of California, California State University.  
Emphasis is for those with a temporary or permanent disability.  
The adaptive physical education program is handled by a specialist who designs physical education programs for the disabled and offers an individual program geared to meet each student's need.

**PE 1.08 ADAPTED PHYSICAL EDUCATION—GENERAL FITNESS**  
1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University.  
Emphasis is for those with a temporary or permanent disability.  
This course is designed to satisfy the need for daily cardiovascular activity, flexibility, and general training. The use of bicycles, the treadmill, and the track will be alternated as activities.

**PE 1.09 ADAPTED PHYSICAL EDUCATION—GENERAL FITNESS**  
.5 unit  Laboratory 3 hours (9 weeks)  
Acceptable for credit: University of California, California State University.  
Emphasis is for those with a temporary or permanent disability.  
This course is designed to teach skills needed for daily cardiovascular activity, flexibility, and general training. The use of bicycles, the treadmill, and the track will be alternated as activities.

**PE 1.10 ADAPTED PHYSICAL EDUCATION PERCEPTUAL MOTOR DEVELOPMENT**  
1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University.  
Emphasis is for those with a temporary or permanent disability.  
This course explores the different components of perceptual motor learning through the auditory, visual, tactile and kinesthetic senses. Simple to complex motor movement activities will be introduced and experienced.

**PE 1.12 ADAPTED PHYSICAL EDUCATION RHYTHMIC AEROBICS**  
1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University.  
Emphasis is for those with a temporary or permanent disability.  
This course is designed to teach skills needed for daily cardiovascular activity through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
PE 1.13 ADAPTED PHYSICAL EDUCATION
RHYTHMIC AEROBICS
.5 unit Laboratory 3 hours (9 weeks)
Acceptable for credit: University of California,
California State University.
Emphasis is for those with a temporary or perman-
ent disability.
This course is designed to teach skills needed
for daily cardiovascular activity through the use
of rhythmic aerobics. Exercises will develop the
cardiovascular and muscular systems to enable
students to function more efficiently and effect-
ively within their own abilities.

PE 1.14 ADAPTED SPORTS CONDITIONING:
AQUA TRAINING
1 unit Laboratory 3 hours
Acceptable for credit: University of California,
California State University.
Emphasis is for those with a temporary or perma-
ent disability.
This class is designed for the physically disabled
student who wants to develop a highly condi-
tioned body in the areas of strength, flexibility,
and endurance, using the medium of water.

PE 1.16 SPORTS CONDITIONING: WEIGHT
TRAINING
1 unit Laboratory 3 hours
Acceptable for credit: University of California,
California State University.
Emphasis is for those with a temporary or perma-
ent disability.
This class is designed for the physically disabled
student who wants to develop a highly condi-
tioned body in the areas of strength, flexibility,
and endurance so they can complete in a variety
of athletic events.

PE 1.18 ADAPTED STRETCH AND FLEX
1 unit Laboratory 3 hours
Acceptable for credit: University of California,
California State University.
Emphasis is for those with a temporary or perma-
ent disability.
This course will explore the purposes and
techniques of acquiring body flexibility through
stretching exercises. Particular attention will be
devoted to back care and how to reduce stress
with muscle-relaxation techniques.

PE 1.20 WALK, WHEEL AND ROW
AEROBICS
1 unit Laboratory 3 hours
Acceptable for credit: University of California,
California State University.
Emphasis is for those with a temporary or perma-
ent disability.
This class is designed to satisfy the need for
cardiovascular activity as well as develop and
maintain fitness through the use of the continu-
ous rhythmic movements of walking, pushing a
wheelchair, or using the row cycle around the
track. Nutrition, weight control and stress reduc-
tion will be emphasized.

PE 1.24 ADAPTED PHYSICAL EDUCATION
WATER EXERCISE AND SWIM
1 unit Laboratory 3 hours
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 abili-
ties and endurance capacities. Advanced skills
are taught to individuals as they progress to the
next level of competition.

PE 2.01 WATER POLO
1 unit Laboratory 3 hours
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 abili-
ties and endurance capacities. Advanced skills
are taught to individuals as they progress to the
next level of competition.

PE 2.02 LIFEGUARDING
1 unit Laboratory 3 hours
Prerequisite: PE 2.05
Acceptable for credit: University of California,
California State University.
This course provides the individual with the
knowledge and skills designed to save his/her
own life and the life of another in the event of an
emergency. Certification is through the American
Red Cross.

PE 2.03 SPRINGBOARD DIVING
1 unit Laboratory 3 hours
Acceptable for credit: University of California,
California State University.
This course is designed for students in beginning,
intermediate, and advanced springboard diving.
The basic dives in all five categories, single and
multiple somersaults and twisting dives will be presented. The principles of gravity,
momentum, rotation, and kinetic energy will be
studied. Techniques of judging competitive diving
also will be presented.

PE 2.04 SWIMMING—BEGINNING
1 unit Laboratory 3 hours
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 Laboratory 3 hours
Acceptable for credit: University of California,
California State University.
This course is designed to increase the water-
manship 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 Laboratory 3 hours
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 develop-
ment of the individual’s swimming endurance.
Mandatory General Education Course Requirements

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

Dance

PE 3.01 AFRO—JAZZ DANCE
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
African dance will include dance forms of black peoples of West Africa, the Caribbean Islands of Haiti, Trinidad and Carriacou, and Brazil. Creative and social dance skills will be developed, and dance will be learned in the context of its African heritage.

PE 3.02 BALLET—BEGINNING
1 unit Laboratory 3 hours
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 Laboratory 3 hours
Recommended: PE 3.02
Acceptable for credit: University of California, California State University.
This course is designed to introduce students to the discipline, aesthetic, traditions and historical backgrounds of classical ballet at the intermediate level.

PE 3.05 CHOREOGRAPHY FOR MODERN AND JAZZ DANCE
2 units Laboratory 4 hours, 1 hour by arrangement
Acceptable for credit: University of California, California State University.
The student will be introduced to the skills of making dances and will participate in class, college, and community performances. This course includes an overview of the field of choreography, a study of the elements of dance (time, shape, space, and energy), composition, presentation, and critique of movement problems.

PE 3.06 BEGINNING COUNTRY WESTERN DANCE
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to acquaint the student with the basic forms of Country Western dance and social practice as related to this dance form and to help students become proficient in the steps and style of Country Western Dance.

PE 3.07 INTERMEDIATE COUNTRY WESTERN DANCE
1 unit Laboratory 3 hours
Recommended: PE 3.06
Acceptable for credit: University of California, California State University.
This is an intermediate level Country Western Dance course designed to increase the student’s skills and techniques. Proficiency in the steps, dances and styling of Country Western Dance will be enhanced.

PE 3.08 THE FLAMENCO DANCE OF SPAIN
1 unit Laboratory 3 hours
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.

PE 3.09 BALKAN/ISRAELI FOLK DANCE
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to teach the folk dances and styles unique to modern-day Israel and the Balkan states/countries. The study of these dances will help the student develop an appreciation of the culture and folk arts of these areas. Israeli dance will include dances influenced by Yemenite, Chassidic and Arabic styles. Balkan dances will be taught from the following areas: Serbia, Macedonia, Croatia and other Yugoslav areas, Greece, Romania, and Bulgaria.

PE 3.10 INTERNATIONAL FOLK DANCE—BEGINNING
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course in folk dance for beginning students is designed to include opportunities to learn the basic skills of folk dance, to develop an appreciation for cultural styles and dance patterns from many countries, and to give the student knowledge which he/she may carry on in many varied recreational situations.

PE 3.11 INTERNATIONAL FOLK DANCE—INTERMEDIATE
1 unit Laboratory 3 hours
Recommended: PE 3.10
Acceptable for credit: University of California, California State University.
This course is designed for the intermediate student and includes opportunities to learn the basic skills of folk dance, to develop an appreciation for cultural styles and dance patterns from many countries, and to give the student knowledge which he/she may carry on in many varied recreational situations.

PE 3.12 JAZZ DANCE—BEGINNING 1
1 unit Laboratory 3 hours
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 3.13 MODERN DANCE—INTERMEDIATE
1 unit Laboratory 3 hours
Recommended: PE 3.15
Acceptable for credit: University of California, California State University.
This intermediate level modern dance course is designed to increase the students skill, technique and composition. Students will gain increased insight into the creative process and further develop the body as an instrument for communication.

PE 3.14 JAZZ DANCE—INTERMEDIATE
1 unit Laboratory 3 hours
Recommended: PE 3.12
Acceptable for credit: University of California, California State University.
This course is designed to introduce the student to the medium of jazz dance through exposure to jazz dance history, technique, style, improvisations, and composition.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
PE 3.19 REHEARSAL AND PERFORMANCE IN DANCE
2 units
Laboratory 6 hours; 1 hour by arrangement
Acceptable for credit: University of California, California State University.
This course is designed to give the student an opportunity to rehearse and perform dances in an informal setting at the college and at various locations in the West Valley community. Emphasis will be on group participation in all areas of dance production. The course will include dance warm-ups and techniques, improvisational studies, choreographic studies, group and solo rehearsals of finished dances; class, college and community performances.

PE 3.20 SOCIAL DANCE—BEGINNING 1
1 unit
Laboratory 3 hours; .5 lab hour by arrangement
Acceptable for credit: University of California, California State University.
This course is designed to acquaint the student with the basic forms of social dance and social practice as related to dance experiences, and to help students become proficient in their basic dance forms.

PE 3.22 SOCIAL DANCE—INTERMEDIATE
1 unit
Laboratory 3 hours; .5 lab hour by arrangement
Recommended: PE 3.20.
Acceptable for credit: University of California, California State University.
This intermediate level social dance course is designed to increase the student's skill in interpreting individual dance styles and interpretation. This course may be repeated three times.

PE 3.23 TAP DANCE—BEGINNING 1
1 unit
Laboratory 3 hours
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
Laboratory 3 hours
Recommended: PE 3.23
Acceptable for credit: University of California, California State University.
This course is designed to teach the advanced beginner tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.26 BEGINNING COUNTRY WESTERN LINE DANCE
1 unit
Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to acquaint the student with the basic forms and social practice of Country Western Line Dancing and to help students become proficient in the steps and styles of Country Western Dance.

PE 3.27 INTERMEDIATE COUNTRY WESTERN LINE DANCE
1 unit
Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course for intermediate level Country Western Line Dancing students is designed to increase the student's skill in techniques and help them become more proficient in the steps, dances, and styling of Country Western line dance.

PE 3.28 DANCE REPERTORY (A-F)
1 unit
Laboratory 3 hours
Recommended preparations:
- PE 3.06, Beginning Country Western Dance, or
- PE 3.09, Balkan/Israel Folk Dance, or
- PE 3.12, Jazz Dance—Beginning I, or
- PE 3.15, Modern Dance—Beginning I, or
- PE 3.20, Social Dance—Beginning I, or
- PE 3.23, Tap Dance—Beginning I
Acceptable for credit: University of California, California State University.
This course is designed to provide students with an opportunity to expand and develop their repertoire (of dances) in a specific dance area (A-F). They can then draw on this repertoire for performances. The emphasis for each section of this course will be different: A. Ethnic, B. Tap, C. Jazz, D. Modern, E. Country Western, F. Ballroom.

PE 3.29 REHEARSAL AND PERFORMANCE IN DANCE
1 unit
Laboratory 3 hours
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
Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will introduce the students to the fundamentals of hip hop/street funk. Students will learn general patterns as well as the basics of creating routines using individual style. Information describing the history and cultural development of hip hop as a dance form will be presented. This course may be repeated three times.

PE 3.31 DANCE: INTERMEDIATE HIPHOP
1 unit
Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will introduce the students to the intermediate styles and choreography of hip hop/street funk. Students will have the opportunity to learn and practice challenging and complex routines. Students will choreograph and present a hip hop routine reflecting individual styles and interpretation. This course may be repeated three times.

PE 3.32 BEGINNING LINDY HOP AND SWING
1 unit
Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will focus on steps, patterns, and style. Credit/No Credit Option.

PE 3.33 DANCE INTENSIVE
1 unit
Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to provide intermediate/advanced dance students an opportunity to expand and develop their technical skills, style, and performance technique in a specific area of dance.

PE 3.34 STUDIO DANCE PRODUCTION
1 unit
Lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to provide dance students with an opportunity to develop the technical skills necessary to produce dance programs in the West Valley College studio theatre. Students will learn and/or choreograph dances in their area of emphasis, then design costumes, makeup and lighting for a performance in the studio theatre. Credit/No Credit Option

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.
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  Laboratory 3 hours  
Acceptable for credit: University of California, California State University. 
This course will improve the student’s cardiovascular efficiency; increase muscular strength and endurance and further develop joint flexibility through the use of continuous, vigorous water activities and exercises.

**PE 4.06 FITNESS, DEEP WATER JOGGING**
1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University. 
This course will give the students who enjoy the water environment an opportunity to improve and maintain cardiovascular fitness without risk of injury to joints. It also affords an excellent means of rehabilitation after injury. This course will improve the student’s cardiovascular efficiency, increase muscular strength and endurance and further develop joint flexibility through the use of continuous water exercise and activities.

**PE 4.07 FITNESS, COMPETITIVE ATHLETE**
1 unit  Laboratory 3 hours; 5 lab hour by arrangement  
Acceptable for credit: University of California, California State University. 
This course is designed to develop a highly conditioned body for strength, flexibility and endurance for the competing varsity athlete.

**PE 4.12 FITNESS, STRETCHING AND FLEXIBILITY**
1 unit  Laboratory 3 hours  
(Also offered as a television course)  
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  Laboratory 3 hours  
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 condition, endurance, flexibility and methods of releasing body tension.

**PE 4.14 FITNESS, WATER EXERCISE**
1 unit  Laboratory 3 hours  
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 4.15 FITNESS, WEIGHT TRAINING**
1 unit  Laboratory 3 hours  
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  3.0 Lab hours by arrangement  
This course is designed to provide an increased self-awareness of personal fitness levels and fitness concepts through course activities and laboratory testing of physical fitness components (cardio-vascular, muscular, flexibility and body composition). The instructor will provide an exercise prescription for an ongoing training program which will be monitored throughout the duration of the class.

**PE 4.22 FITNESS, STEP**
1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University. 
This course will provide students with 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  Laboratory 3 hours  
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  Laboratory 3 hours  
Acceptable for credit: University of California, California State University. 
Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of women.

**PE 4.26 GET FIT LAB**
1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University. 
This course offers the opportunity for participation in an assortment of exercise programs to improve cardiovascular endurance, local muscular endurance, muscular strength, and joint mobility. Selected field and laboratory tests of physical fitness are administered before, during, and after participation in an exercise program. This course will focus on safe and sane approaches to diet and exercise, information on cardiac risk, stress management, and guidelines for weight control.

**PE 4.27 YOGA FOR HEALTH**
1 unit  Laboratory 3 hours  
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 4.28 FITNESS JOGGING**
1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University. 
Students are exposed to the benefits of exercise through fitness jogging. The principles of exercise which will improve cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

**PE 4.29 BODY SCULPTING**
1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University. 
This course will provide students with the opportunity to gain improved muscular strength and endurance through the use of free weights and resistive types of exercises. The workout is structured and the movements are set to music. Credit/No Credit Option.

**PE 4.30 FUNCTIONAL FITNESS**
1 unit  Laboratory 3 hours  
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 gymnastics, medicine balls, agility domes, speed ladders, Tai Chi, and yoga. Movement patterns will improve skills for running, jumping, throwing, kicking, lunging, and swinging. These movement patterns will train students to be functionally strong for competitive sports and active lifestyles.
**PE 4.31 CORE TRAINING**  
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.  
This course will provide students with the opportunity to gain muscular strength for trunk stabilization. Movement patterns that strengthen the abdominals, obliques, hips and lower back will be emphasized. Increases in core strength will improve the student’s ability to function in daily activities with proper biomechanics and less risk of injury.

**PE 4.32 FITNESS: BOOT CAMP**  
1 Unit  
3 Laboratory hours  
Acceptable for credit: University of California, California State University.  
This course will provide students with the opportunity to gain improved fitness, muscle strength, and endurance. This course will utilize campus grounds and incorporate exercise stations such as obstacle courses, hurdles, and rope climbing. Other training activities will include running, calisthenics, and jumping rope.

**PE 4.33 CARDIO CROSS TRAINING**  
1 Unit  
3 Laboratory hours  
Acceptable for credit: University of California, California State University.  
This course will provide students with the opportunity to gain improved cardiovascular fitness, flexibility, and muscle strength. This course will utilize exercise equipment to improve cardiovascular fitness. Equipment will include the stair-master, stationary bike, treadmill, seated rowing machine, and other apparatus.

**PE 4.34 SPIRIT TEAMS**  
2 units  
Lab 6 hours  
Acceptable for credit: California State University.  
This course will provide students with the opportunity to gain improved cardiovascular fitness, flexibility, and endurance for the sport of cheerleading. Training skills for cheering, dancing, jumping and stunting will be emphasized. Instruction of proper form and technique will prepare students for cheering performances and competition.

**PE 4.35 TRAIL RUNNING**  
1 units  
Lab 3 hours  
Acceptable for credit: University of California, California State University.  
This course will introduce students to the benefits of exercise through trail running. The principles of exercise, which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

**Combatives and Martial Arts**  
**PE 6.02 KARATE—BEGINNING**  
1 unit  
Acceptable for credit: University of California, California State University.  
Laboratory 3 hours; 5 lab hour by arrangement  
This course introduces the student to the basic skills of Karate.

**PE 6.03 SELF-DEFENSE**  
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.  
Students are instructed in methods and techniques of self-defense which will help them recognize and avoid dangerous situations. Techniques will be presented in the defense of oneself when under attack.

**PE 6.05 TECHNIQUES OF AMATEUR WRESTLING**  
1 unit  
Laboratory 3 hours; .5 lab hour by arrangement  
Acceptable for credit: University of California, California State University.  
This course presents an introduction to amateur wrestling that will provide vigorous activity and basic skills including rules and procedures related to the conduct of matches. Emphasis on needs/skills of men.

**PE 6.06 KARATE—INTERMEDIATE**  
1 unit  
Lab 3 hours; .5 lab hour 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: COED**  
1 unit  
Lab 3 hours  
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, blocks, and sparring drills will be presented. Self-defense techniques will also be introduced.

**PE 6.08 FITNESS BOXING: COED**  
1 unit  
Lab 3 hours  
Acceptable for credit: University of California, California State University.  
This course will provide cardiovascular fitness, strength, and flexibility through boxing techniques. Stances, punching, combinations, blocks, and sparring drills will be presented. The rules of sport boxing will be covered. Emphasis will be on training techniques. Non-contact sparring will be practiced. This course may be repeated three times.

**PE 6.09 CARDIO KICKBOXING**  
1 unit  
Lab 3 hours  
Acceptable for credit: University of California, California State University.  
This course will provide the student with the opportunity to gain improved cardiovascular fitness, flexibility, and muscle strength while learning kickboxing skills.

**PE 6.10 TAI CHI**  
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.  
This course will introduce the fundamental philosophies, skills, and health enhancing components of Tai Chi. The course will cover historical and philosophical aspects of Tai Chi and Tai Chi body movements and forms utilizing energy flow and stress reducing elements.

**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  
Laboratory 3 hours  
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  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.  
Recommended preparations: PE 7.02.  
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  
Acceptable for credit: University of California, California State University.  
This course is designed to offer the novice/beginner student the opportunity to learn to climb efficiently and safely, to learn proper techniques of climbing, belaying, and rope management. Students will have the opportunity to learn about local climbing-related opportunities in the South Bay. Students must provide their own instructor-approved harnesses.

**PE 7.05 INTRODUCTION TO CYCLING**  
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.  
This course is designed to offer the novice/beginning road cyclist the opportunity to learn to ride efficiently and safely, to learn general bike maintenance and to experience riding some of the bike lanes and bike paths in the South Bay Area. Students must provide bicycle and helmet.

**PE 7.06 INTRODUCTION TO MOUNTAIN BIKING**  
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.  
This course is designed to offer the novice/beginning road cyclist the opportunity to learn to ride efficiently and safely, to learn general bike maintenance and to experience riding some of the off road riding trails available in the Bay Area. Students must provide bicycle and helmet.
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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

**Recommended Preparations in Basic Skills:**

- **PE 7.07 FENCING—BEGINNING**
  1 unit  Laboratory 3 hours
  Acceptable for credit: University of California, California State University.
  This course is designed for the beginning fencer. Emphasis is placed on learning basic fencing skills, including techniques, and beginning boutting.

- **PE 7.08 FENCING—INTERMEDIATE**
  1 unit  Laboratory 3 hours
  Prerequisite: PE 7.07
  Acceptable for credit: University of California, California State University.
  This course provides students with the opportunity to master specific 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 personal technique of movement patterns. There will also be an opportunity for competition, and practice in judging, scoring and directing.

- **PE 7.09 FENCING—ADVANCED**
  1 unit  Laboratory 3 hours
  Prerequisite: PE 7.07 or 7.08
  Acceptable for credit: University of California, California State University.
  This course provides the students with the opportunity to master specific fencing skills and techniques at the advanced level in standard and electrical foil.

- **PE 7.10 GOLF—BEGINNING**
  1 unit  Laboratory 3 hours
  Acceptable for credit: University of California, California State University.
  This course is designed to teach the novice golfing skills and knowledge needed to play golf.

- **PE 7.11 GOLF—INTERMEDIATE**
  1 unit  Laboratory 3 hours
  Acceptable for credit: University of California, California State University.
  Recommended preparations: PE 7.10.
  This course is designed to help intermediate golfers develop more advanced skills in the game of golf. A greater emphasis is placed on the technical aspects of the swing.

- **PE 7.12 GOLF—ADVANCED**
  2 units  Laboratory 4 hours
  Acceptable for credit: University of California, California State University.
  Recommended preparations: PE 7.11.
  This is a high-level sequential course designed to help develop advanced techniques in a practical 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.

- **PE 7.15 ALPINE SKIING**
  1 unit  Laboratory 9 hours, six of which are by arrangement (6 weeks)
  Acceptable for credit: University of California, California State University.
  This course introduces the basic principles of snow skiing. Instructions and practice are conducted at a local ski resort. Instruction in equipment care and selection, conditioning exercises, rules and courtesy, and trip preparation are conducted on campus.

- **PE 7.16 CROSS COUNTRY SKIING**
  1 unit  Laboratory 9 hours, six of which are by arrangement (6 weeks)
  Acceptable for credit: University of California, California State University.
  This course introduces the basic skills of cross-country skiing, including technique, selection and care of equipment, waxing techniques, and conditioning. Opportunities for on-snow practice are provided through scheduled field trips.

- **PE 7.17 BEGINNING TENNIS**
  1 unit  Laboratory 3 hours
  Acceptable for credit: University of California, California State University.
  This course is designed to teach basic skills and techniques. It is open to anyone who has played or desires to play tournament tennis.

- **PE 7.18 BEGINNING TENNIS**
  1 unit  Laboratory 3 hours
  Acceptable for credit: University of California, California State University.
  This course is designed to further enhance the student's tennis skills and knowledge of the game. The course will provide the student with the opportunity to meet other level of tennis players.

- **PE 7.19 ADVANCED BEGINNER TENNIS**
  1 unit  Laboratory 3 hours
  Recommended preparations: PE 7.18.
  Acceptable for credit: University of California, California State University.
  This course is designed to prepare the student for the next level of tennis. Emphasis will be placed on the student's ability to read the game, match play, and tournament play.

- **PE 7.20 INTERMEDIATE TENNIS**
  1 unit  Laboratory 3 hours
  Recommended preparations: PE 7.19.
  Acceptable for credit: University of California, California State University.
  This course on tennis is designed to give the student greater insight into the game through a series of intermediate learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.

- **PE 7.21 ADVANCED TENNIS**
  1 unit  Laboratory 3 hours
  Recommended preparations: PE 7.20.
  Acceptable for credit: University of California, California State University.
  This course provides the student with the opportunity for further mastery of specific tennis skills and strategies at an advanced level.

- **PE 7.22 TOURNAMENT TENNIS**
  1 unit  Laboratory 3 hours
  Recommended preparations: PE 7.21.
  Acceptable for credit: University of California, California State University.
  This course is designed for the student who has played or desires to play tournament tennis. Advanced skills and strategy will be reviewed and practiced to further enhance the student's tennis knowledge and techniques.

- **PE 7.23 SCUBA DIVING**
  2 units
  Lecture 1.5 hours; laboratory 1.5 hour; 1 lab by arrangement
  Acceptable for credit: University of California, California State University.
  Students will learn the skills associated with becoming a safe, competent skin and scuba diver (PADI/YMCA certification). All students completing the field trip will qualify for certification. Advanced and rescue certification will be available.

- **PE 7.24 SCUBA DIVING—ADVANCED**
  2 units
  Lecture 1.5 hour; lab 1.5 hours (18 weeks)
  Prerequisite: PE 7.23, or equivalent certification from another agency
  Acceptable for credit: University of California, California State University.
  This course will present advanced skills of SCUBA and aquatic technology. Students will gain knowledge of diverse SCUBA environments to increase safety and competency. Students completing the field trip will qualify for Advanced and Rescue SCUBA certification.

- **PE 7.25 TRIATHLON TRAINING**
  1 unit  Laboratory 3 hours
  Acceptable for credit: University of California, California State University.
  This course will provide students with the opportunity to gain muscular strength and cardiovascular endurance for the sport of triathlon. Training skills for swimming, cycling, and running will be emphasized. Principles of exercise physiology, sport nutrition, sport psychology, and injury prevention will prepare students to participate in a triathlon competition.

**Team Sports**

- **PE 8.01 ARENA FOOTBALL**
  1 unit  Laboratory 3 hours
  Acceptable for credit: University of California, California State University.
  This course is designed to teach basic skills and techniques of football. The game is modified by using an indoor area for play.
PE 8.03 BASEBALL—ADVANCED
1 unit Laboratory 3 hours
Recommended preparations: Prior participation in interscholastic competition or club baseball program. Acceptable for credit: University of California, California State University.
This course is designed to provide 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 Laboratory 3 hours
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 Laboratory 3 hours
Recommended preparations: Prior participation in interscholastic competition or club football program. Acceptable for credit: University of California, California State University.
This course is designed to teach basic, individual skills and team play through active participation, a general approach to the origin, techniques, and rules of the game.

PE 8.08 SOCCER—BEGINNING, MEN
1 unit Laboratory 3 hours
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 Laboratory 6 hours
Recommended preparations: PE 8.08. Acceptable for credit: University of California, California State University.
This is an advanced course in soccer designed to develop advanced individual skills which can be incorporated into a relatively high level of team participation.

PE 8.10 SOCCER—WOMEN
1 unit Laboratory 3 hours
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 Laboratory 3 hours
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 Laboratory 3 hours
Recommended preparations: PE 8.12. Acceptable for credit: University of California, California State University.
This course emphasizes the development of intermediate softball skills, including competitive team-play opportunities.

PE 8.14 TRACK AND FIELD FUNDAMENTALS—ADVANCED
1 unit Laboratory 3 hours
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 Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to teach the novice beginning volleyball skills for recreational pleasure and value as a worthy leisure-time activity.

PE 8.16 VOLLEYBALL—INTERMEDIATE SKILLS
1 unit Laboratory 3 hours
Recommended preparations: PE 8.15. Acceptable for credit: University of California, California State University.
This course is designed to explore further the game of volleyball and help the student master intermediate volleyball skills.

PE 8.17 VOLLEYBALL—ADVANCED SKILLS
1 unit Laboratory 3 hours
Recommended preparations: PE 8.16. Acceptable for credit: University of California, California State University.
This course provides the serious student of volleyball with the opportunity to master individual skills and team strategies at the advanced level.

PE 8.18 VOLLEYBALL—OUTDOOR SAND AND GRASS DOUBLES
1 unit Laboratory 3 hours
Recommended preparations: PE 8.15. Acceptable for credit: University of California, California State University.
This course is designed to teach the skills, strategies and techniques of doubles sand and grass volleyball.

PE 8.19 VOLLEYBALL—ADULT CAMP
1 unit Laboratory 3 hours
Recommended preparations: PE 8.16 or 8.17. Acceptable for credit: University of California, California State University.
This course is designed to offer the intermediate and advanced player the skills to train for and compete in tournament play.

Intercollegiate Athletics
West Valley College is a member of the Coast Conference of the California Community and Junior College Association. The college competes in conference competition for both men and women. A refundable equipment deposit is required in each sport.

PE 9.01 INTERCOLLEGIATE BASEBALL—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition to meet needs and skills of men.

PE 9.02 INTERCOLLEGIATE BASKETBALL—MEN
1 unit Laboratory 10 hours (9 weeks)
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition in basketball designed to meet needs and skills of men.

PE 9.03 INTERCOLLEGIATE BASKETBALL—WOMEN
1 unit Laboratory 10 hours (9 weeks)
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition in basketball designed to meet needs and skills of women.

PE 9.04 INTERCOLLEGIATE CROSS COUNTRY—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition for men in cross country.

PE 9.05 INTERCOLLEGIATE CROSS COUNTRY—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition for women in cross country.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
PE 9.06 INTERCOLLEGiate FOOTBALL—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.07 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in football.

PE 9.07 INTERCOLLEGiate SOCCER—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.09 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in soccer designed to meet needs and skills of men.

PE 9.08 INTERCOLLEGiate SOCCER—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.10 or high school.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition that meets the needs of college level women soccer players.

PE 9.09 INTERCOLLEGiate SOFTBALL—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
Intergallegiate competition in softball designed to meet needs and skills of women.

PE 9.10 INTERCOLLEGiate SWIMMING—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 2.06 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in swimming.

PE 9.11 INTERCOLLEGiate SWIMMING—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 2.06 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in swimming.

PE 9.12 INTERCOLLEGiate TENNIS
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 2.06 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for tennis.

PE 9.13 INTERCOLLEGiate TRACK—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.14 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in track and field.

PE 9.14 INTERCOLLEGiate TRACK—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.14 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in track and field.

PE 9.15 INTERCOLLEGiate VOLLEYBALL—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.17 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in volleyball designed to meet needs and skills of men.

PE 9.16 INTERCOLLEGiate VOLLEYBALL—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.17 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in volleyball designed to meet needs and skills of women.

PE 9.17 INTERCOLLEGiate VOLLEYBALL—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.17 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in volleyball designed to meet needs and skills of men.

PE 9.18 INTERCOLLEGiate VOLLEYBALL—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in water polo.

PE 9.19 INTERCOLLEGiate WRESTLING—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 6.05 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate wrestling competition for men.

PE 9.20 INTERCOLLEGiate WATER POLO—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in water polo.

Intramurals

PE 10.01 INTRAMURALS—BADMINTON
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key badminton competition.

PE 10.02 INTRAMURALS—BASKETBALL, MEN
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key basketball competition for men.

PE 10.03 INTRAMURALS—SWIMMING
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key swimming competition.

PE 10.04 INTRAMURALS—TENNIS
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key tennis competition.

PE 10.06 INTRAMURALS—VOLLEYBALL
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key volleyball competition.

PE 10.07 INTRAMURALS—FLAG FOOTBALL
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key flag football competition.
PE 10.08 INTRAMURALS—BASEBALL
OFFENSIVE HITTING
1 unit Laboratory 3 hours
Acceptable for credit: University of California,
California State University
This class provides recreational participation in
low-key baseball competition.

PE 10.09 INTRAMURALS—GOLF
1 unit Laboratory 3 hours
Acceptable for credit: University of California,
California State University
This class provides recreational participation in
low-key golf competition.

PE 10.10 INTRAMURALS—TEAM TENNIS
1 unit Laboratory 3 hours
Recommended: PE 7.22.
Acceptable for credit: University of California,
California State University
This course will provide a high level of competi-
tion for those students who seek competitive
aspect of the sport but do not have the skills
and/or desire for intercollegiate competition.

PE 10.11 INTRAMURALS—SOCCER
1 unit Laboratory 3 hours
Acceptable for credit: University of California,
California State University
This class provides recreational participation in
low-key Soccer competition.

PE 100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
The course will explore topics related to this dis-
cipline and will be offered as needed. See the
class schedule for current offerings. Credit/No
Credit Option.
Physical Education—Theory

Degree & Certificate Requirements

**PE. TH 030 INTRODUCTION TO PHYSICAL EDUCATION**
3 units
Lecture 3 hours (Offered Spring Semester only)
Acceptable for credit: University of California, California State University.
This course surveys the basic principles of physical education and its place and contribution to the total education program, including leadership, aims, objectives, historical perspective, scientific foundations, perceptual motor learning, competitive athletics, and current issues in the field.

**PE. TH 034 WATER SAFETY INSTRUCTOR**
3 units
Prerequisite: PE 2.05.
Acceptable for credit: University of California, California State University.
This course provides the individual with the knowledge and skills designed to save his/her own life or the life of another and to be able to teach others these skills. Certification is through the American Red Cross. The Introduction to Health Services Education Certificate is also included as part of the course. Credit/No Credit Option.

**PE. TH 037 CONCEPTS OF COACHING**
1 unit
Lecture 18 hours (short course of 1-3 weeks duration)
This course is designed to assist high school coaches meet State Certification requirements, as well as enhance coaching backgrounds at the youth level. Credit/No Credit Option.

**PE. TH 038A INTRODUCTION TO SPORTS MEDICINE**
3 units
Lecture 3 hours; lab 2 hours (Offered Fall Semester only)
Acceptable for credit: University of California, California State University.
This course introduces the student to concepts of athletic training; care and prevention of sports injuries; recognition, evaluation, management, and rehabilitation of injuries; techniques of adhesive strapping and protective padding and bracing. Credit/No Credit Option.

**PE. TH 038B ADVANCED ATHLETIC TRAINING ASSESSMENT AND REHABILITATION OF SPORTS INJURIES**
3 units
Prerequisite: PE-Th 038A and Bio 047.
Acceptable for credit: California State University.
This course provides the student with an opportunity to expand his/her knowledge in athletic injury assessment, injury evaluation and rehabilitation of sports injuries is emphasized as well as advanced techniques of adhesive strapping. Credit/No Credit Option.

**PE. TH 039A SPORTS INJURY MANAGEMENT AND REHABILITATION**
2 units
Lecture 1 hour; lab 3 hours
Recommended preparations: First Aid/CPR certificate or H ED 005. May be taken concurrently.
Acceptable for credit: California State University.
This course provides the student with exposure to basic sports medicine techniques, athletic training room operation, immediate recognition and treatment of injuries unique to fall sports, particularly the "non-contact" sports such as cross country, volleyball, water polo and soccer. Credit/No Credit Option.

**PE. TH 039B SPORTS INJURY MANAGEMENT AND REHABILITATION**
2 units
Prerequisite: PE-Th 038A.
This course provides the student with exposure to basic sports medicine techniques, immediate recognition and treatment of injuries unique to spring sports, particularly the "non-contact" sports such as volleyball, track and field, tennis, and swimming. Emphasis will be on taping technique and injury prevention through conditioning. Mechanism, characteristics and classification of sports injuries will also be introduced. Credit/No Credit Option.

**PE. TH 039C SPORTS INJURY MANAGEMENT AND REHABILITATION**
2 units
Prerequisite: PE-Th 038A.
Acceptable for credit: California State University.
This course provides the student with exposure to advanced sports medicine techniques, immediate recognition and treatment of injuries unique to fall "contact" sports such as football, wrestling and basketball. Rehabilitation of injuries and the use of therapeutic modalities will be emphasized. Credit/No Credit Option.

**PE. TH 039D SPORTS INJURY MANAGEMENT AND REHABILITATION**
2 units
Prerequisite: PE-Th 038A.
Acceptable for credit: California State University.
This course provides students with exposure to basic sports medicine techniques, to immediate recognition and to treatment of injuries unique to spring collision sports such as baseball and softball. Specific sports conditioning and evaluation will be emphasized. Credit/No Credit Option.

**PE. TH 040 INTRODUCTION TO ADAPTED PHYSICAL EDUCATION**
1 Unit
3.0 Lab Hours by arrangement
Acceptable for Credit: California State University, University of California.
This course is designed for students interested in fields relating to physically limited individuals. Competencies are developed in identification, and individualized exercise development. Credit/No Credit Option.

**PE. TH 041 SKILL COMPETENCIES IN ATHLETIC TRAINING**
1 Unit
Acceptable for Credit: California State University, University of California.
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. This course is West Valley College AA/AS degree applicable. It can be repeated three times. Credit/No Credit Only.

**PE. TH 045 THEORY AND TECHNIQUE OF OFFENSIVE AND DEFENSIVE FOOTBALL**
3 units
Recommended preparations: PE 8.07 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University.
This course will introduce to the student the theory and principles of offensive and defensive intercollegiate football, including punt and punt return, point after touchdown, field goal kicking, and kick off. Credit/No Credit Option.

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**Recommended Preparations in Basic Skills:**
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 and reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
PE. TH 046 THEORY AND TECHNIQUE OF OFFENSIVE AND DEFENSIVE BASEBALL
3 units Lecture 2 hours; lab 3 hours
Recommended preparations: 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. Credit/No Credit Option.

PE. TH 047 THEORY AND TECHNIQUE OF OFFENSIVE AND DEFENSIVE BASKETBALL
3 units Lecture 2 hours; lab 3 hours
Recommended preparations: 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. Credit/No Credit Option.

PE. TH 050 INTRODUCTION TO DANCE
1 unit Lecture 1 hour; lab 1 hour and 1 hour by arrangement
Acceptable for credit: University of California, California State University.
This course provides the beginning dancer with movement experiences in a variety of dance styles. It will also offer the opportunity to experience the creative process at work. Group discussions and opportunities to watch videos and attend live dance performances will be included. Credit/No Credit Option.

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

PE. TH 060 GROUP FITNESS INSTRUCTOR TRAINING
2 units
Acceptable for credit: University of California, California State University.
This is an introductory course to train the aspiring fitness professional. Participants in the program will be expected to understand practical anatomy and physiology, first aid, immediate health care and nutrition. They will be assisted in learning proper exercise procedures applicable for special groups, choreography of exercises, and leading large groups of students. Visitations and critiques of other classes will be encouraged. Credit/No Credit Option.

PE. TH 091, 092, 093 DIRECTED STUDIES
1-3 units Lecture/lab 3, 6, 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.
This course allows independent work of special interest to the student related to, but not included in, regular courses offered by the physical education department. Credit/No Credit Option.

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

Kent Harris
Donald Lofland

Degree & Certificate Requirements

Physical Science

PHYSICAL SCIENCE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

Courses

PSCI 010 PHYSICAL SCIENCE SURVEY
3 units Lecture 3 hours
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
Study of the major concepts in the fields of astronomy, chemistry, geology, and physics. Designed to introduce the student to the methods of data-collecting and data-analysis in reasoning to theories as to how the physical world around us operates.

PSCI 020 WEATHER AND CLIMATE
3 units Lecture 3 hours
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
A study of the atmospheric processes responsible for changing weather patterns. Surface weather maps and upper-air charts will be used to illustrate these processes to the layman. World climate will be analyzed with special emphasis on Bay Area and urban climatic conditions. Atmospheric pollution and its effects on local and worldwide weather and climate will also be studied.

PSCI 030 DESCRIPTIVE ENVIRONMENTAL SCIENCE
3 units Lecture 3 hours
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
Study of energy consumption, population growth and pollution (air, water, solid, and noise) from the viewpoint of Physical Science. Experience and field studies in methods of pollution measurement and control are included.

PSCI 100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hour
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
**Physics**

**THE FACULTY**

Kent Harris
Donald Lofland

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### Degree & Certificate Requirements

**PHYSICS, APPLIED PHYSICS, GEOPHYSICS: Transfer**

See Transfer Planning Guide available at the Counseling Center.

**PHYSICS, APPLIED PHYSICS, GEOPHYSICS (A.S. Degree)**

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engr 21</td>
<td>3</td>
</tr>
<tr>
<td>Math 3AB</td>
<td>5-5</td>
</tr>
</tbody>
</table>

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

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

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

Geophysics majors should take Geol 001A (Physical Geology) and Geol 001B (Historical Geology).

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### Courses

**PHYS 001 INTRODUCTION TO PHYSICS PROBLEM SOLVING**

3 units
Lecture 3 hours
Prerequisite: Math 000D or high school trigonometry. (May be taken concurrently.)
Acceptable for credit: University of California, California State University.

A course designed specifically to prepare students for Physics 002A and 002B or Physics 004A, 004B, and 004C. Emphasis on problem solving in kinematics, forces, energy, momentum, fluids, and optics.

**PHYS 002A GENERAL PHYSICS**

5 units
Lecture 3 hours; recitation 1 hour; lab 3 hours; 1 hour by arrangement
Prerequisite: Math 000D or high school trigonometry
Recommended preparation: HS Trigonometry, Physic 001 or HS Physics. May be taken concurrently.
Acceptable for credit: University of California, California State University.

A first course in physics for majors in subjects other than engineering or the physical sciences. Discussion of force equilibrium, dynamics of rigid bodies, concepts of potential and kinetic energy, momentum, the thermodynamics, hydrodynamics, hydrostatics, and wave motion in sound. Special relativity, general relativity and black holes. Concepts and problem solution are emphasized. (CAN PHYS 002)

**PHYS 002B GENERAL PHYSICS**

5 units
Lecture 3 hours; recitation 1 hour; lab 3 hours
Prerequisite: Physics 002A.
Recommended preparation: Physics 001 or high school Physics.
Acceptable for credit: University of California, California State University.

A continuation of 002A with the study of electricity and magnetism, optics, atomic, and nuclear physics. (CAN PHYS 004; PHYS 002A+002B=CAN PHYS SEQ A)

**PHYS 004A ENGINEERING PHYSICS MECHANICS**

5 units
Lecture 4 hours; lab 3 hours
Prerequisite: Math 003B (may be taken concurrently).
Recommended Preparation: Physics 001 or high school Physics.
Acceptable for credit: University of California, California State University.

Mechanics is the first of the series of engineering physics. It provides the student with an understanding of vectors. Vectors are utilized in the application of forces in both static and dynamic conditions. The vector nature of velocity and acceleration are applied in the study of kinematics. The principles of conservation of energy and momentum are studied in moving and interacting systems. Additional topics that will be studied will include: rotational mechanics; simple harmonic motion, gravitation, special relativity, mechanical properties of matter, and fluid statics and dynamics. Problem solutions are emphasized using calculus. (CAN PHYS 008)

**PHYS 004B ENGINEERING PHYSICS ELECTRICITY AND MAGNETISM**

5 units
Lecture 4 hours; lab 3 hours
Prerequisite: Phys 004A and Math 004A (may be taken concurrently).
Acceptable for credit: University of California, California State University.

Electricity and magnetism is the second in the engineering physics series. Topics to be studied include charge and matter, the electric field, Gauss’s Law, electric potential, capacitors and dielectrics, current and resistance, electromotive force and circuits, magnetic fields, applications of Ampere’s Law, inductance and Faraday’s Law of Induction, magnetic properties of matter, and alternating currents. Problem solutions are emphasized using calculus.

**PHYS 004C ENGINEERING PHYSICS LIGHT AND HEAT**

5 units
Lecture 4 hours; lab 3 hours
Prerequisite: Phys 004A and Math 003B; and Math 004A (may be taken concurrently).
Acceptable for credit: University of California, California State University.

Light and Heat is the third course in the engineering physics series. Topics to be studied include heat and thermodynamics utilizing the first and second laws of thermodynamics and the concept of entropy, the nature and propagation of light including the laws of reflection and refraction for plane and spherical waves, interference and diffraction, and the study of light and quantum physics including waves and particles. Other topics in modern physics may also be included. Problem solutions using the calculus is emphasized.
PHYS 004D MODERN PHYSICS
2 units  2 Lecture Hours
Prerequisite: PHYS 004B
Acceptable for Credit: California State University, University of California.
This course is an introduction to quantum physics with emphasis on the electronic structure of atoms and solids, the wave particle duality, quantum statistics, band theory, nuclear structure, and relativity. This course is West Valley College AA/AS degree applicable.

PHYS 010 INTRODUCTION TO PHYSICS
4 units  Lecture 3 hours; lab 3 hours
Acceptable for credit: University of California, California State University.
A descriptive approach to physics as applied to natural phenomena, life and social issues. Topics include mechanics, waves, electricity magnetism, heat, light and atomic and nuclear phenomena. Arithmetic skills are required.

PHYS 052 PHYSICS SKILLS AND CONCEPTS
.5 unit  1.5 Lecture Hours (6 weeks)
Acceptable for Credit: California State University
This course offers students who are taking PHYS 001, PHYS 002A, or PHYS 004A an opportunity to learn effective study, memory, and problem solving strategies for mastering physics. These strategies are applied to topics from the physics classes. The course is presented in 6-week sections, and students may take any of the sections within a semester. This course is West Valley College AA/AS degree applicable and may be repeated twice. Credit/No Credit Option.

PHYS 091, 092, 093 DIRECTED STUDIES IN PHYSICS
1-3 units  1-3 Lecture Hours, 3-9 Lab hours by Arrangement
Acceptable for Credit: *University of California, California State University* UC transfer credit of directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
This course will explore aspects of physics topics, lab work, research, etc. which are related to regular physics courses but are not included in them. These courses may be repeated once. Credit/No Credit Option.

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
POLITICAL SCIENCE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

POLITICAL SCIENCE (A.A. Degree)
See Social Science A.A. Degree with option in Political Science.

COURSES

POLIT 001 AMERICAN GOVERNMENT
3 units  Lecture 3 hours
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, major court interpretations, the operation of and one's role in democratic government. This course may be used to meet the Social Science I or II requirement in the General Education Pattern for transfer to the California State University system. (CAN GOVT 002) This course may also be taught in a distance learning format. The content and objectives of the course have been changed.

POLIT 002 COMPARATIVE GOVERNMENTS
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
Political Science 2 explores the government and politics of some of the major world powers as well as developing nations. Structures, functions and policies are compared with each other and with the U.S. government. Particular consideration is given to contemporary world problems. Political Science 2 may be used to meet Social Science Series I or II requirements in the General Education pattern for transfer to the California State University system. Credit/No Credit Option.

POLIT 003 INTRODUCTION TO POLITICAL SCIENCE
3 units  Lecture 3 hours
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. Credit/No Credit Option.

POLIT 004 INTERNATIONAL RELATIONS
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
Political Science 4 is a survey of the ways and means by which the contemporary international scene has developed. Included will be consideration of such subjects as nationalism, imperialism, war, the world economy, the environment and developing nations. The student should gain a fuller understanding of the political, social and economic relationships among nation-states. Particular emphasis is given to the foreign policies of the U.S. and their relationship to foreign powers. Political Science 4 may be used to meet Social Science Series I or II requirements in the General Education pattern for transfer to the California State University system. This course may also be taught in a distance learning format. Credit/No Credit Option.

POLIT 005 AMERICAN IDEALS AND INSTITUTIONS, A MULTICULTURAL APPROACH
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
American Ideals and Institutions, a Multi-Cultural Approach, studies great American political thinkers, leaders and activists who have significantly contributed toward shaping our democratic society. The course begins with the framers, comes up to the present day and represents the ideas of our diverse and richly multi-cultural society, including women, Afro-Americans, Hispanic and Asian Americans, along with Native Americans. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. This course may also be taught in a distance learning format. Credit/No Credit Option.

POLIT 100 SPECIAL TOPICS
.5-3 units  Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

PRE-DENTAL, FORESTRY, LEGAL, MEDICAL, NURSING, OCCUPATIONAL THERAPY, OPTOMETRY, PHARMACY, PHYSICAL THERAPY, VETERINARY:
Transfer:
See Transfer Planning Guide available at the Counseling Center.

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

THE FACULTY
Michael D. Hughmanick
Sandra L. Ladd
Michelle D. Reed

Degree & Certificate Requirements

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

PSYCHOLOGY (A.A. Degree)
Major Requirements
Course Units
*Psych 1 General Psychology 3
*Psych 2 Experimental Psychophysiology 4
Math 10 Elementary Statistics 3
Psych 7 Physiological Psychology 3

Choose two additional courses from those listed below (6 units)
       Psych 9 Introduction to Psychology of Women 3
       Psych 12 Human Growth & Development 3

Recommended Electives
Anthr 3 Cultural Anthropology 3
Bio 10 Introduction to Biology 4
Bio 43 Principles of Cells 5
*Bio 46 Anatomy and Physiology 5
Soc 1 Introduction to Sociology 3

* San Jose State University has signed a major-to-major agreement with West Valley College. See a counselor for course substitutions in specific areas.

Recommended Electives

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

PSYCH 001 GENERAL PSYCHOLOGY
3 units  Lecture 3 hours
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. The following course may be taught in a distance learning format. (CAN PSYCH 002)

PSYCH 002 EXPERIMENTAL PSYCHOPHYSIOLOGY
4 units  Lecture 2 hours; lab 3 hours; 3 hours by arrangement
Prerequisite: Psych 1
Corequisite: Math 10.
Recommended Preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiology and behavior. A computerized psychophysiology laboratory will be used to introduce students to (1) experimental design and analysis, and (2) theoretical and methodological concepts in psychophysiological research, which investigates the relationship between physiological events and behavior. General areas covered include: philosophy of science, research design, experimental procedures, data analysis, synthesis, evaluation and summary. Elementary statistics will be incorporated into the course using actual data collected from experiments conducted during laboratory sessions.

PSYCH 007 PHYSIOLOGICAL PSYCHOLOGY
3 units  Lecture 3 hours
Prerequisite: Psych 1 or concurrent enrollment
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 INTRODUCTION TO THE PSYCHOLOGY OF WOMEN: A MULTICULTURAL PERSPECTIVE
3 units  3.0 Lecture Hours
Acceptable for Credit: California State University, University of California
The course introduces the student to the sex-role development of women in terms of the biocultural and cultural factors involved in intellectual and personal-emotional functions. Examinations of psychological research and theory focus on multicultural factors, that is gender as it relates to race, class, culture and ethnicity in United States society. (Satisfies the Cultural Diversity requirement for the Associate Degree). This course is West Valley College AA/AS degree applicable. This course may also be offered in a distance learning format. Credit/No Credit Option.

PSYCH 025 INTRODUCTION TO ABNORMAL PSYCHOLOGY
3 units  Lecture 3 hours
Prerequisite: Psych 001.
Acceptable for credit: University of California, California State University.
This course deals with various categories as well as social criteria of “deviant” or “abnormal” behavior patterns. Course content deals with mildly maladaptive behavioral syndromes to grossly psychotic reactions, both functional and organic. Characterological or personality disorders, including sexually maladaptive behavior, are included in the course content together with behavioral dysfunctions from childhood to senility. The course is of value to students majoring in any area of behavioral science and to paraprofessional trainees in such areas as law enforcement, community health and social services. Credit/No Credit Option.
PSYCH 030 PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE
3 units Lecture 3 hours
Acceptable for credit: California State University.
An introduction to the physiological, psychological, and social processes of addiction and how they relate to the abuse of legal and illegal substances. Credit/No Credit Option.

PSYCH 033 THE PSYCHOLOGY OF PERSONAL GROWTH
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is designed to facilitate insight into the self and to assist persons in exploring and maximizing personal potential. Through personal growth exercises, lectures and small group interactions, it focuses on various theories of personality and approaches to mental health in an effort to help participants develop personal goals, interpersonal communication skills, and to evolve a unified approach to the psychology of living. Credit/No Credit Option.

PSYCH 093 DIRECTED STUDIES
3 units Laboratory 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. Credit/No Credit Option.

PUBLIC RELATIONS: Transfer:
See Transfer Planning Guide available at the Counseling Center.

RECREATION: Transfer:
See Transfer Planning Guide available at the Counseling Center.
### Reading

#### Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Recommended Preparation</th>
<th>Acceptability</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ 053</td>
<td>SPEED AND CRITICAL READING</td>
<td>3</td>
<td>3</td>
<td>Reading 961 or 170</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>READ 063</td>
<td>VOCABULARY DEVELOPMENT</td>
<td>3</td>
<td>3</td>
<td>Reading 961 or 170</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>READ 100</td>
<td>SPECIAL TOPICS</td>
<td>.5-3</td>
<td>Lecture and/or lab</td>
<td>.5 to 9 hours</td>
<td></td>
</tr>
<tr>
<td>READ 910</td>
<td>SPEED READING STRATEGIES</td>
<td>1</td>
<td>3</td>
<td>(6 weeks)</td>
<td></td>
</tr>
<tr>
<td>READ 960</td>
<td>READING FUNDAMENTALS</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>READ 961</td>
<td>EFFECTIVE READING</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>READ 962</td>
<td>CAREER SPELLING</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>READ 970</td>
<td>POWER READING</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>READ 095A</td>
<td>B, C, D READING SKILLS</td>
<td>.5</td>
<td>1.5</td>
<td>Laboratory 3 hours by arrangement</td>
<td>each course.</td>
</tr>
</tbody>
</table>

#### Notes:
- The Reading Skills Lab will provide individualized instruction for any student, either instructor-referred or self-referred, in the following basic skills: comprehension; word-structure analysis; vocabulary development; auditory and visual discrimination; study skills; reading rate improvement. Auto-instructional materials, written as well as audiovisual, will be individually assigned, based on careful diagnostic testing and a conference with the lab instructor. Credit earned in this course does not apply to an associate degree. Credit/No Credit Only.

### Real Estate

#### Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Acceptability</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLEST 090</td>
<td>PRINCIPLES OF REAL ESTATE</td>
<td>3</td>
<td>3</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>RLEST 092</td>
<td>REAL ESTATE ECONOMICS</td>
<td>3</td>
<td>3</td>
<td>Acceptable for credit: CSU</td>
</tr>
<tr>
<td>RLEST 094A</td>
<td>REAL ESTATE APPRAISAL 1</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

#### Notes:
- Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 095 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Russian

Courses

RUSS 001A BEGINNING RUSSIAN
5 units Lecture 5 hours
Recommended preparation: Russian 011A
(May be taken concurrently)
Acceptable for credit: University of California, California State University.
Oral and written practice in the essentials of pronunciation, grammar and syntax. Readings from prose will be required. Credit/No Credit Option.

RUSS 001B BEGINNING RUSSIAN
5 units Lecture 5 hours
Prerequisite: Russian 001A
Recommended preparation: Russian 011B
(May be taken concurrently)
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 Russian 001A. Readings from prose will be required. Credit/No Credit Option.

RUSS 011A RUSSIAN LABORATORY
.5 unit Lab 1.5 hours by arrangement
Acceptable for credit: California State University
RUSS 011A is a separate course offered by arrangement for the student's convenience. It aims to present the culture of the Russian speaking people through a variety of media. The student will review the Russian culture through slides, filmstrips, film, cassettes, and current publications. The course provides an excellent supplement to Russian language classes and is usually taken in conjunction with RUSS 001A. This course may be repeated once. It will be AA/AS degree and certificate applicable. Credit/No Credit Option.

RUSS 011B RUSSIAN LABORATORY
.5 unit Lab by 1.5 hours by arrangement
Acceptable for credit: California State University
RUSS 011B is a continuation of RUSS 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the Russian speaking people and their culture through further use of tapes, slides, filmstrips, and current publications. The course provides an excellent supplement to Russian language classes and is usually taken in conjunction with RUSS 001B. This course may be repeated once. It will be AA/AS degree and certificate applicable. Credit/No Credit Option.

RUSS 050A BASIC RUSSIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Acceptable for credit: California State University.
Oral and written practice in the minimum essentials of pronunciation, grammar and syntax. Readings from simple prose will be required. Credit/No Credit Option.

RUSS 050B BASIC RUSSIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Prerequisite: Russian 050A
Acceptable for credit: California State University.
A continuation of the oral and written practice in the minimum essentials of pronunciation, grammar and syntax presented in Russian 050A. Readings from simple prose will be required. Credit/No Credit Option.

RUSS 051A INTERMEDIATE RUSSIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Prerequisite: Russian 050B
Acceptable for credit: California State University.
Review and continuation of basic grammar studied in Russian 050AB, with increased conversation and discussion of the customs and culture of Russia and the implications for business and travel in Russia. Credit/No Credit Option.

051B RUSSIAN CONVERSATION & CULTURE
3 units Lecture 3 hours
Prerequisite: Russian 051A
Acceptable for credit: California State University.
This course is a continuation of Russian 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. This course will include cultural topics and a review of basic grammar principles, as well as the finer points of Russian grammar. This course is West Valley College Degree applicable, West Valley College GE applicable under Area C, Humanities; and can be repeated twice. Credit/No Credit Option.

058A RUSSIAN IMMERSION
3 units Lecture 2 hours; Lab by arrangement 3 hours
This course is designed to give students the opportunity to be in a Russian speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Russian. This course is West Valley College Certificate applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option

RUSS 091, 092, 093 RUSSIAN DIRECTED STUDIES
1, 2 or 3 units
3, 6, or 9 Lab 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. This course is West Valley College degree and certificate applicable. Credit/No Credit Option

Sales
(See Marketing and Sales)

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
## The Faculty

Donn B. Murphy

### Sociology

#### Degree & Certificate Requirements

**SOCIAL SCIENCE: Transfer:**
See Transfer Planning Guide available at the Counseling Center.

**SOCIAL SCIENCE (A.A. Degree)**
20 units from at least 5 of the following fields:

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthr 1</td>
<td>Intro to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Anthr 2</td>
<td>Intro to Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>Anthr 3</td>
<td>Intro to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Econ 1A</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 1B</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 3</td>
<td>Intro to Political Economy</td>
<td>3</td>
</tr>
<tr>
<td>Geog 1</td>
<td>Intro to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>Geog 2</td>
<td>Intro to Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>Hist</td>
<td>Any history course</td>
<td>3</td>
</tr>
<tr>
<td>Polt 1</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>Polt 2</td>
<td>Comparative Governments</td>
<td>3</td>
</tr>
<tr>
<td>Polt 3</td>
<td>Intro to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>Polt 4</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>Psych 1</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych 2</td>
<td>Experimental Psychophysiology</td>
<td>4</td>
</tr>
<tr>
<td>Psych 7</td>
<td>Physiological Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

- Psych 9: Intro to Psychology of Women | 3 units
- Psych 12: Human Growth and Development | 3 units
- Psych 25: Intro to Abnormal Psychology | 3 units
- Psych 33: The Psychology of Personal Growth | 3 units
- Soc 1: Intro to Sociology | 3 units
- Soc 2: Social Problems | 3 units
- Soc 20: American Race Relations | 3 units
- Soc 40: Marriage and Family | 3 units
- Soc 43: Sociology of Religion | 3 units
- Soc 45: Sociology of Human Sexuality | 3 units

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 1, 2, 3
- Economic: Econ 1A, 1B
- Political Science: Polt 1, 2, 3, 4

**SOCIOLOGY: Transfer:**
See Transfer Planning Guide available at the Counseling Center.

**SOCIOLOGY (A.A. Degree)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soc 1</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>Soc 2</td>
<td>Social Problems</td>
</tr>
<tr>
<td>Soc 20</td>
<td>American Race Relations</td>
</tr>
<tr>
<td>Soc 40</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>Soc 43</td>
<td>Sociology of Religion OR</td>
</tr>
<tr>
<td>Soc 45</td>
<td>Sociology of Human Sexuality</td>
</tr>
</tbody>
</table>

**Electives from recommended list 6**

- Additional units to meet the college graduation requirements.

**Recommended Electives:**

- Anthr 3: Introduction to Cultural Anthropology | 3 units
- Econ 1A: Principles of Macroeconomics | 3 units
- Geog 2: Cultural Geography | 3 units
- Hist 17A: United States History | 3 units
- Psych 1: General Psychology | 3 units

#### Courses

**SOC 001 INTRODUCTION TO SOCIOLOGY**
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.

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. (CAN SOC 002) Credit/No Credit Option.

**SOC 002 SOCIAL PROBLEMS**
3 units Lecture 3 hours
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. (CAN SOC 004) Credit/No Credit Option.

**SOC 0012 SOCIOLOGY OF CHICANISMO**
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.

Sociological investigation into the experience of the Mexican-American from origins to present life in the United States. Special emphasis given to the life of the Mexican-American who resides in California. Credit/No Credit Option.

**SOC 020 AMERICAN RACE RELATIONS**
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.

A survey of the experiences, problems, and the contemporary way of life of the minority people in the United States. This course focuses on racial conflicts and intergroup tensions from a minority perspective. It is designed to create a context through which race harmony may be achieved. This course fulfills the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

**SOC 040 MARRIAGE AND FAMILY**
3 units Lecture 3 hours (Also offered as a television course.)
Acceptable for credit: California State University.

A study of 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. Credit/No Credit Option.

**SOC 043 SOCIOLOGY OF RELIGION**
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.

An exploration into the interplay of religion and other spheres of social life; an analysis of the character of religious authority and leadership; the nature of religious movements in our social system; the effects of secularization on religion; the influence on the values, beliefs and practices of people; group-oriented religion and personal religion. Credit/No Credit Option.

**SOC 045 SOCIOLOGY OF HUMAN SEXUALITY**
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.

An examination of 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 institutionalization of sex in American society; the symbolic nature of sexual expression; teaching children regarding sexuality; the complexities of sexual orientation; impact of sexually transmitted diseases upon society. Credit/No Credit Option.

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

### Degree & Certificate Requirements

**FOREIGN LANGUAGE SPANISH:**

(Option)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Lecture</th>
<th>Prerequisite</th>
<th>Acceptable for credit</th>
<th>Corequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 001A BEGINNING SPANISH</td>
<td>5</td>
<td>5</td>
<td><em>English</em> (905) <em>AND</em> Reading (970)</td>
<td>University of California, California State University</td>
<td>011A</td>
</tr>
<tr>
<td>SPAN 001B BEGINNING SPANISH</td>
<td>5</td>
<td>5</td>
<td><em>English</em> (905) <em>AND</em> Reading (970)</td>
<td>University of California, California State University</td>
<td>011B</td>
</tr>
<tr>
<td>SPAN 002A INTERMEDIATE SPANISH</td>
<td>5</td>
<td>5</td>
<td>Spanish 011A or three years of high school Spanish</td>
<td>University of California, California State University</td>
<td>003A, 003B</td>
</tr>
<tr>
<td>SPAN 002B INTERMEDIATE SPANISH</td>
<td>5</td>
<td>5</td>
<td>Spanish 002A or four years of high school Spanish</td>
<td>University of California, California State University</td>
<td>003A</td>
</tr>
<tr>
<td>SPAN 003A, B ADVANCED SPANISH ORAL AND WRITTEN COMPOSITION</td>
<td>5 each</td>
<td>5 each course</td>
<td><em>English</em> (905) <em>AND</em> Reading (970)</td>
<td>University of California, California State University</td>
<td>003A, 003B</td>
</tr>
</tbody>
</table>

### Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
SPAN 040A SPANISH FOR PUBLIC SAFETY & EMERGENCY PERSONNEL
3 units
Lecture 3 hours; lab 2 hours by arrangement
This course is designed for pre service students and in service public personnel as well as emerg-ency personnel who wish to be better culturally and orally more effective in serving their law enforcement agency and the Hispanic community. The class emphasis will be on basic commu-nicative Spanish specifically designed for this environmental immediate safety needs. The stu-dent will be expected to successfully apply the language acquisition and culturally learned infer-ences to safety personnel needs. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit Option. (dual listed with AJ 038)

SPAN 049 SPANISH FOR THE SPANISH-SPEAKING
3 units
Lecture 3 hours
Recommended preparation: Fluent in speaking and understanding Spanish.
Acceptable for credit: University of California, California State University.
Spanish 049 is taught in Spanish and is intended for those Spanish-speakers who wish to become more skilled in Spanish in the specific areas of grammar, reading, and writing, as well as for those who wish to learn more about the Spanish and Hispanic culture. Credit/No Credit Option.

SPAN 050A BASIC SPANISH CONVERSATION AND CULTURE
3 units
Lecture 3 hours
Also offered as a television course.
Acceptable for credit: California State University. Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocab-u-lary-building with a minimum of grammar. A vari-ety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Spanish-speaking countries today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. Credit/No Credit Option.

SPAN 050B BASIC SPANISH CONVERSATION AND CULTURE
3 units
Lecture 3 hours
Also offered as a television course.
Prerequisite: Span 050A.
Acceptable for credit: California State University. This course is a continuation of Spanish 050A. Students will increase their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and partic-ipate in a variety of activities which will allow them to use their Spanish while furthering their knowl-edge of the customs and culture of Spanish-speaking countries. Credit/No Credit Option.

SPAN 051A INTERMEDIATE SPANISH CONVERSATION AND CULTURE
3 units
Lecture 3 hours
Also offered as a television course.
Prerequisite: Span 050B.
Acceptable for credit: California State University. This course is a continuation of Spanish 051A. Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spanish-speaking countries. Credit/No Credit Option.

SPAN 051B INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE
3 units
Lecture 3 hours
Also offered as a television course.
Prerequisite: Span 051A.
Acceptable for credit: California State University. This course is a continuation of Spanish 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles, as well as the finer points of Spanish grammar. Discussion topics will be chosen from current newspaper and magazine articles. Credit/No Credit Option.

SPAN 050A SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 1
1 unit
Lecture 3 or 2 hours; 6 or 9 weeks
Acceptable for credit: California State University.
This course is a continuation of Spanish 050A. Students will be able to communicate with Spanish-speak-ers on a basic level in her/his specific area of medical service. Credit/No Credit Option.

SPAN 052A SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 2
1 unit
Lecture 3 or 2 hours; 6 or 9 weeks
Acceptable for credit: California State University.
This course is a continuation of Spanish 052A. Students will be able to communicate with Spanish-speak-ers on a basic level in her/his specific area of medical service. Credit/No Credit Option.

SPAN 052A3 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 3
1 unit
Lecture 3 or 2 hours; 6 or 9 weeks
Acceptable for credit: California State University.
This course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, students will be able to communicate with Spanish-speak-ers on a basic level in her/his specific area of medical service. Credit/No Credit Option.
**Recommended Preparations in Basic Skills:**

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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**SPAN 057B SPANISH FOR INTERNATIONAL BUSINESS**

3 units  Lecture 3 hours

Prerequisite: Span 001B or 057A.

Acceptable for credit: California State University

This course is suitable for students in the following areas: Business majors planning to deal with a rapidly growing number of Hispanic clients with the U.S.; International Business or Government majors; undergraduate Liberal Arts majors wishing to expand their awareness of the Spanish language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter the expanding international business world opening up to American-based firms. This course is the second of a two-semester sequence at the second year level. These courses will be valuable for students in the International Business Department. This course is conducted exclusively in Spanish. Credit/No Credit Option.

**SPAN 058A IMMERSION SPANISH**

3 units  Lecture 2 hours; lab 3 hours by arrangement

Recommended preparation: Spanish 001A. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement.

Acceptable for credit: California State University.

Spanish 058A is designed to give students the opportunity to be in a Spanish speaking environment for a prolonged period of time (i.e., Friday afternoon through Sunday afternoon) at an off-campus site that has appropriate facilities. Students pay West Valley College tuition and fees as well as an additional fee ($140-$160) to cover food, lodging and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement. There will be a mandatory Saturday or evening meeting early in the semester. Credit/No Credit Option.

**SPAN 091, 092, 093 DIRECTED STUDIES**

1-3 units  Laboratory 3, 6, 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 to directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

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

**Speech Communication**

(See Communication Studies)
**Supported Education Programs**

**Degree & Certificate Requirements**

The Supported Education Program provides classes and services to students with disabilities.

**Adapted Physical Education**

(See Physical Education)

**Supported Education—Adapted Computer Courses**

**LS 100 SPECIAL TOPICS**

.5-.3 units  
Lecture and/or lab .5 to 9 hours  
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

**LS 104 ADAPTED MACINTOSH BASICS AND WORD PROCESSING**

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

**LS 105 ADAPTED IBM BASICS AND WORD PROCESSING**

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

**LS 901B ADAPTED COMPUTER-ASSISTED INSTRUCTION**

(Formerly LS 101B)  
.5 unit  
Laboratory 3 hours for 9 weeks  
This class is designed to improve basic academic and/or productivity skills for students with disabilities. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

**LS 902A ADAPTED COMPUTER ASSESSMENT**

(Formerly LS 102A)  
.5 unit  
Laboratory 3 hours by arrangement for 4 weeks  
This course is designed to provide a means for evaluating a disabled student’s abilities, limitations and skills for the purpose of selecting appropriate adaptations for computer access. Likely participants in this course would include students who are physically disabled, have acquired brain injuries resulting in secondary orthopedic and/or visual disabilities, blind, visually impaired or other students recommended by the instructional staff. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

**LS 903A ADAPTED WORD PROCESSING**

(Formerly LS 103A)  
2 units  
Lecture 2 hours; lab 1 hour  
This is an introductory word processing class that addresses the needs of students who may require more extensive training and/or the use of adaptive hardware and/or software to successfully use computers. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

**LS 906 ADAPTED INTERNET SKILLS**

1 unit  
Lecture 1 hour; lab 2 hours (12 weeks)  
Recommended preparations: LS 901A  
This course is an introduction to the Internet designed to meet the educational needs of students with disabilities. Instructional methods and materials appropriate for individual disabilities will be used. The goal of this course is to prepare students to use the Internet at a basic skill level. This course may be repeated one time. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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**THE FACULTY**

Judy Colson  
Linda Gibson  
Cheryl Miller  
R. “Jim” Peck  
Len Schreibtstein  
Sylvia Selleck  
Joan Worley

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WEST VALLEY COLLEGE  
2002 - 2003 CATALOG

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

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

• **RECOMMENDED** preparations are ADVISORY.
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LS 937B LISTENING STRATEGIES AND NOTE TAKING MODULE
1 unit  Lecture 3 hours (6 weeks)
This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the listening and note taking skills that are necessary for college achievement. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only.

LS 937C TEXTBOOK READING MODULE
1 unit  Lecture 3 hours (6 weeks)
This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the textbook reading and memory skills that are necessary for college success. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only.

LS 937D TEST TAKING MODULE
1 unit  Lecture 3 hours (6 weeks)
This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the test taking and stress management strategies that are necessary for college achievement. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only.

LS 937E WRITING AN EFFECTIVE RESEARCH PAPER
1 unit  Lecture 3 hours (6 weeks)
This course is designed to develop skills that are essential to successful writing at the college level. The primary emphasis is the process of writing an effective research paper. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only.

LS 937G VOCABULARY DEVELOPMENT MODULE
1 unit  Lecture 3 hours (6 weeks)
Improved vocabulary skills will increase student’s potential for academic success. This is a basic vocabulary improvement course designed for students with weak vocabulary skills due to a learning disability. Students develop vocabulary by using it in various contexts. Word parts, dictionary use, context clues and specialized vocabulary will also be addressed. This course may be repeated one time. Credit/No Credit Only.

LS 938 EFFECTIVE LEARNING: SPELLING
3 units  Lecture 3 hours
This course is designed to teach basic spelling skills to students enrolled in the Supported Education Program. The content of this course includes phonics, visual/aural perceptual training, basic spelling rules, and vocabulary development. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only.

LS 941A EFFECTIVE SENTENCE SKILLS
(formerly LS 964B)
2 units  Lecture 2 hours; lab 1 hour
This course is designed to meet the needs of students with learning disabilities who exhibit written language difficulties. Instruction focuses on improving language skills including vocabulary, word choice, punctuation/capitalization, and grammar and syntax skills. Particular emphasis is provided in the areas of compound and complex sentence structure. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

LS 941B EFFECTIVE SENTENCE AND PARAGRAPH WRITING
(formerly LS 805A)
3 units  Lecture 3 hours
Recommendations in Basic Skills: Level I: Sentences, simple paragraphs or ENGL 103 or ESL 640W
This is a basic writing course designed to meet the educational needs of students with learning disabilities. Instruction focuses on improving writing skills including basic grammar, sentence structure, punctuation/capitalization and paragraph development and organization. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

LS 941C EFFECTIVE ESSAY WRITING
(formerly LS 935B)
3 units  Lecture 3 hours
Recommendations in Basic Skills: Level I: Sentences, simple paragraphs or ENGL 103 or ESL 640W
This is a basic writing course designed to meet the educational needs of students with learning disabilities. Instruction focuses on improving writing skills including basic grammar, sentence structure, punctuation/capitalization and paragraph development and organization. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

LS 942 EFFECTIVE CRITICAL READING
3 units  Lecture 3 hours
This course is designed to teach critical reading skills to students who have reading difficulties due to a learning disability. It stresses the practical application of strategies to improve reading comprehension. In addition, this class develops analytical reading ability. This course may be repeated one time. Credit/No Credit Only.

LS 943 LANGUAGE COMPREHENSION AND EXPRESSION I
(formerly LS 961A)
2 units  Lecture 3 hours
Prerequisite: LS 901
This is a basic language skills class designed to meet the needs of students with acquired receptive and/or expressive language problems. It stresses the practical application of strategies to compensate for auditory comprehension and/or oral expression difficulties. This course may be repeated three times. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

Supported Education—Communication Disability Courses

LS 960A ASSESSMENT OF COMMUNICATION SKILLS
(Formerly LS 60 A,B)
.5 unit each  Lecture 1 hour for 9 weeks
This course is designed to assess the level of communication ability and to identify specific areas of disability requiring specialized instruction or support services. These areas include speech and voice production, language comprehension, and verbal expression. Appropriate referrals and specific recommendations for instruction will be made. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

LS 961 SPEECH PRODUCTION SKILLS LEVEL I
(Formerly LS 061)
2 units  Lecture 2 hours; lab 1 hour
This course emphasizes the introduction and development of techniques or strategies to overcome or compensate for a student’s speech production problem. Specialized instruction is provided on an individual or small group basis in the areas of articulation, fluency and voice. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Option.

LS 962 SPEECH PRODUCTION SKILLS LEVEL II
3 units  Lecture 3 hours
Prerequisite: LS 9061
This is a basic speech improvement course designed to meet the needs of students with acquired or congenital speech problems. It stresses the practical application of strategies to compensate for specific speech production difficulties. This course may be repeated three times. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

LS 963 LANGUAGE COMPREHENSION AND EXPRESSION II
(formerly LS 063)
2 units  Lecture 2 hours; lab 1 hour
This course is an introduction to the areas of articulation, fluency and voice. Appropriate referrals and specific recommendations for instruction will be made. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
This course is designed to meet the needs of students with language comprehension or expression difficulties. Emphasis is on the introduction and development of techniques and strategies to compensate for comprehension and/or expression problems due to head injury, cerebral or other neurological impairments, learning disability or hearing deficits. Specialized small group instruction is provided to increase and develop auditory and reading comprehension as well as verbal and written expression skills. Course content includes increasing vocabulary and word finding skills, development of verbal reasoning skills, improvement of basic grammar skills, development of simple sentences using correct grammar, syntax and word choice. This course may be repeated one time. Credit/No Credit Only.

**LS 965 AUDITORY PERCEPTUAL SKILLS**  
2 units  
Lecture 2 hours; lab 1 hour  
This course emphasizes the introduction and development of techniques or strategies to overcome or compensate for a student’s auditory perceptual difficulties. Instruction is provided on a small group basis in the areas of auditory perception, auditory training, aural rehabilitation and listening skills. Auditory perceptual difficulties may be due to hearing deficits, learning disabilities, aphasia, head injury, cerebral or other neurological impairments. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

**LS 966 ADVANCED AUDITORY PERCEPTUAL SKILLS**  
(Formerly LS 066)  
2 units  
Lecture 2 hours; lab 1 hour  
This course emphasizes the further development of techniques and strategies to compensate for a student’s auditory perceptual difficulties. Instruction is provided on a small group basis specifically concentrating on the area of listening strategies, critical listening, and auditory memory. Auditory perceptual difficulties may be due to hearing deficits, speech/language disorders, learning disabilities, and/or acquired brain injury. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

**LS 967 ORAL COMMUNICATION SKILLS**  
(Formerly LS 067)  
3 units  
Lecture 3 hours  
Recommended for students with communication and learning disabilities.  
This course emphasizes the development of oral communication skills. Students will learn how to express ideas clearly and effectively in various speaking situations such as reports, interviews and small group discussions. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

**LS 968 INTRODUCTION TO SPEECH DEVELOPMENT**  
(Formerly LS 068)  
1 unit  
Lecture 1 hour  
Recommended for students with communication and learning disabilities.  
This course introduces students to ways of compensating for speech production problems. The students will have the opportunity to hear the difference between speech sounds, produce speech sounds, and develop strategies to improve speech skills. This may be repeated three times. Credit/No Credit Only.

**LS 970 COMPUTER LAB FOR SPEECH AND LANGUAGE DEVELOPMENT**  
(Formerly LS 070)  
1 unit  
Laboratory 3 hours  
Recommended for students with communication and learning disabilities. Keyboard accessibility.  
This course is designed to improve speech, language and/or cognitive processes through the use of appropriate software and computer technology. It is intended as a lab course in conjunction with Speech 063 and is dependent on the instructional objectives of Speech 063. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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

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

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

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

**LS 100 SPECIAL TOPICS**  
.5-.3 units  
Lecture and/or lab .5 to 9 hours  
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Special topics courses are not Associate Degree courses. Credit/No Credit Option.
THEATRE ARTS: Transfer:
See Transfer Planning Guide available at the Counseling Center.

THEATRE ARTS (A.A. Degree)

ACTING EMPHASIS

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 02A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 07A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 025A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 040AB</td>
<td>6</td>
</tr>
<tr>
<td>THEAR 041A</td>
<td>3</td>
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</table>

and 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 017A</td>
<td></td>
</tr>
<tr>
<td>THEAR 018A</td>
<td></td>
</tr>
<tr>
<td>THEAR 047A</td>
<td></td>
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</tbody>
</table>

and 1 additional unit from the following:

*THEAR 021ABC Reh/Perf: Technical 1
*THEAR 022ABC Reh/Perf: Costumes 1

and 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>P.E. 7.07</td>
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<td>P.E. 4.27</td>
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<td>P.E. 3.23</td>
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<td>P.E. 3.15</td>
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<td>P.E. 3.12</td>
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<tr>
<td>Music 033</td>
<td></td>
</tr>
<tr>
<td>Music 034</td>
<td></td>
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</table>

OTHER RECOMMENDED COURSES:

Other Recommended Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>THEAR 003</td>
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<tr>
<td>THEAR 004</td>
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</tr>
<tr>
<td>THEAR 058B</td>
<td></td>
</tr>
<tr>
<td>THEAR 017B</td>
<td></td>
</tr>
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<td>THEAR 018B</td>
<td></td>
</tr>
<tr>
<td>THEAR 019A</td>
<td></td>
</tr>
<tr>
<td>Art 004</td>
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</tr>
<tr>
<td>English 048</td>
<td></td>
</tr>
<tr>
<td>Music 033</td>
<td></td>
</tr>
<tr>
<td>Music 034</td>
<td></td>
</tr>
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</table>

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

COSTUME/MAKEUP EMPHASIS

(A.A. Degree)

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>THEAR 02A</td>
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<tr>
<td>THEAR 07A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 018A</td>
<td></td>
</tr>
<tr>
<td>THEAR 022ABC Reh/Perf: Costumes 1-3</td>
<td></td>
</tr>
<tr>
<td>THEAR 040A</td>
<td></td>
</tr>
<tr>
<td>THEAR 044A</td>
<td></td>
</tr>
<tr>
<td>THEAR 047A</td>
<td></td>
</tr>
</tbody>
</table>

and 6 additional units from the following:

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>THEAR 006A</td>
<td></td>
</tr>
<tr>
<td>THEAR 007</td>
<td></td>
</tr>
<tr>
<td>THEAR 017A</td>
<td></td>
</tr>
<tr>
<td>THEAR 018B</td>
<td></td>
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<tr>
<td>THEAR 020</td>
<td></td>
</tr>
<tr>
<td>THEAR 040B</td>
<td></td>
</tr>
<tr>
<td>THEAR 044B</td>
<td></td>
</tr>
<tr>
<td>THEAR 047B</td>
<td></td>
</tr>
<tr>
<td>THEAR 060-73</td>
<td></td>
</tr>
<tr>
<td>FD 032</td>
<td></td>
</tr>
<tr>
<td>FD 045B</td>
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</table>

Other recommended courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEAR 001</td>
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</tr>
<tr>
<td>THEAR 015</td>
<td></td>
</tr>
<tr>
<td>THEAR 045B</td>
<td></td>
</tr>
</tbody>
</table>

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

FILM STUDIES (A.A. Degree)

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 001</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 05A</td>
<td></td>
</tr>
<tr>
<td>THEAR 018</td>
<td></td>
</tr>
<tr>
<td>THEAR 021A or TA022</td>
<td></td>
</tr>
</tbody>
</table>

and 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 014AB Film Genre 3</td>
<td></td>
</tr>
<tr>
<td>THEAR 019A Movie Special Effects 3</td>
<td></td>
</tr>
</tbody>
</table>

and 3 additional units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 02A</td>
<td></td>
</tr>
<tr>
<td>THEAR 004</td>
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</tr>
<tr>
<td>THEAR 05B</td>
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</table>

and 3 additional units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 017A</td>
<td></td>
</tr>
<tr>
<td>THEAR 017B</td>
<td></td>
</tr>
<tr>
<td>THEAR 018A</td>
<td></td>
</tr>
<tr>
<td>THEAR 018B</td>
<td></td>
</tr>
<tr>
<td>THEAR 06A</td>
<td></td>
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<tr>
<td>THEAR 07A</td>
<td></td>
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<td>THEAR 07B</td>
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<td>THEAR 08AB</td>
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<tr>
<td>THEAR 017A</td>
<td></td>
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<tr>
<td>THEAR 018A</td>
<td></td>
</tr>
<tr>
<td>THEAR 020</td>
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</table>

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

COURTROOM VIDEOGRAPHY

(Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CTR 038</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 090</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 08A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 06B</td>
<td>3</td>
</tr>
</tbody>
</table>

STAGE TECHNOLOGY

(A.A. Degree)

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 02A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 017A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 021ABC Reh/Perf: Technical 3 (total units)</td>
<td></td>
</tr>
<tr>
<td>THEAR 040A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 045A/Intermediate Stagecraft 3</td>
<td></td>
</tr>
<tr>
<td>THEAR 047A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 047A</td>
<td>3</td>
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</tbody>
</table>

and 3 additional units form the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 006A</td>
<td></td>
</tr>
<tr>
<td>THEAR 07A</td>
<td></td>
</tr>
<tr>
<td>THEAR 08AB</td>
<td></td>
</tr>
<tr>
<td>THEAR 017B</td>
<td></td>
</tr>
<tr>
<td>THEAR 018B</td>
<td></td>
</tr>
<tr>
<td>THEAR 020</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
**THEATRE 022ABC Reh/Perf: Costumes and Makeup 1-3
THEAR 030 Playwriting 3
THEAR 040B Stage Acting 3
THEAR 047B Costumes: Stage/Screen 3
*THEAR 060-73 Mainstage Performance 3

**Other Recommended Courses:**
THEAR 01 Intro to Media Arts 3
THEAR 014AB Film Genre 3
THEAR 015 Intro to Film 3
THEAR 015A Movie Special Effects 3
THEAR 044A Makeup: Stage/Screen 2
Art 04 Art Appreciation 3
Arch 029B Architectural History 3
Arch 031A Architectural Graphics 3
Draft 050 Beginning Drafting 3
ID 015 Interior Architectural Drafting 3
ID 035A History of Furniture and Interiors 3
ID 020 Color Theory and Application 3

Additional units to meet the college graduation requirements.

*A repeatable course taken to fulfill a category may be take again to fulfill another category.

## STAGE TECHNOLOGY (Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 02A Technical Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010 Intro to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018A Stage Acting</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 021ABC Reh/Perf: Technical or Costumes</td>
<td>2 (total units)</td>
</tr>
<tr>
<td>THEAR 045B Stagecraft</td>
<td>3</td>
</tr>
</tbody>
</table>

and 2 additional units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 017B Set Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018B Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 021ABC Reh/Perf: Technical or Costumes</td>
<td>1-3</td>
</tr>
<tr>
<td>THEAR 044A Makeup: Stage/Screen</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 047A Costumes: Stage/Screen</td>
<td>3</td>
</tr>
</tbody>
</table>

**Other Recommended Courses:**

<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 008 Televison Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 06B Screenwriting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 08A Television Production</td>
<td>3</td>
</tr>
</tbody>
</table>

and 2 additional units for the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 004 Digital Editing/Narrative Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 005A Filmmaking</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006A Screenwriting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 05A Filmmaking</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 004A TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 044A Makeup: Stage/Screen</td>
<td>2</td>
</tr>
<tr>
<td>THEAR 045A Intermediat Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 047A Costumes: Stage/Screen</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 060-73 Mainstage Performance</td>
<td>3</td>
</tr>
<tr>
<td>Art 004 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Engl 048 Introduction to Shakespeare</td>
<td>3</td>
</tr>
</tbody>
</table>

## VIDEO/FILM (A.A Degree)

<table>
<thead>
<tr>
<th>Course</th>
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</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 Filmmaking</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 006A Screenwriting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A TV/Film Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 008 Televison Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 014AB Film Genre</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 015 Intro to Film</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018A Set Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 019A Movie Special Effects</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 021ABC Reh/Perf: Technical or Costumes</td>
<td>1-2</td>
</tr>
<tr>
<td>THEAR 022ABC Reh/Perf: Costumes and Makeup</td>
<td>1-3</td>
</tr>
</tbody>
</table>

It is strongly recommended that students pursuing a Video/Film Certificate consider taking courses from the following list (in addition to the courses above):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 07B Television Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 017A Set Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018B Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 020 Studio Performance</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 030 Playwriting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 040A Beginning Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 060-73 Mainstage Performance</td>
<td>3</td>
</tr>
<tr>
<td>Art 04 Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Art 055 Introduction to Computer Arts</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 056A Digital Editing 1: Premiere</td>
<td>1</td>
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<tr>
<td>DM/IS 056B Digital Editing 2: Premiere</td>
<td>2</td>
</tr>
<tr>
<td>English 041 Literature and Film</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional units to meet the college graduation requirements.

*A repeatable course taken to fulfill a category may be take again to fulfill another category.

## THEATRE STUDIES EMPHASIS (A.S. Degree)

<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 002 Technical Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010 Intro to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 015 Intro to Film</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Preparations in Basic Skills:**
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
THEAR 001 INTRODUCTION TO MEDIA ARTS
3 units
Lecture 3 hours
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 professions.  Lectures are discussed and contrasted in practical application to career or a vocational goals. Recommended for all first-time students in Theatre Arts Department. Credit/No Credit Option.

THEAR 002A TECHNICAL PRODUCTION
3 units
Lecture 3 hours, lab 1 hour
Acceptable for credit: University of California, California State University.
Introduction and practical experience in all technical phases of dramatic production. Emphasis on scenery, lighting and costumes required in all theatrical productions. Credit/No Credit Option.

THEAR 003A CONFIDENCE AND SELF-ESTEEM BUILDING
3 units
Lecture 3 hours
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, plus individual/group exercises, are combined to help the student acquire the basics of good self confidence. Credit/No Credit Option.

THEAR 003B CONFIDENCE AND SELF-ESTEEM BUILDING
3 units
Lecture 3 hours
Recommended preparation: Thear Arts 003A.
Acceptable for credit: California State University.
An accelerated course in techniques, tools and philosophies needed to build self-confidence and self-esteem in performance and life situations. Theory and application will be examined and practiced to develop self-confidence. Credit/No Credit Option.

THEAR 004 POST-PRODUCTION: DIGITAL EDITING OF THE NARRATIVE FILM
3 Units
3 Lecture Hours, 2 Lab hours by arrangement
Prerequisite: THEAR 005A/B
Recommended Preparations THEAR 006A/B DM/IS 005A; MATH 902
Beginning and intermediate film students will be introduced to post-production digital editing for narrative film and video. They will investigate the principles and aesthetics of film and video editing. They will develop the skills of cinematic story telling as they learn how to organize the editing process, in integrating visual and sound elements. This course is West Valley College AA/AS degree and certificate applicable and may be repeated twice. Credit/No Credit Option.

THEAR 005A INTRODUCTION TO FILM MAKING
3 units
Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A preview of theatre arts curriculum for non-majors, and a basic survey for majors/minors in stage, film and television. Theories and skills of these performance arts are compared and contrasted in practical application to career or a vocational goals. Recommended for all first-time students in Theatre Arts Department. Credit/No Credit Option.

THEAR 005B INTRODUCTION TO FILM MAKING
3 units
Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
This course is for the student who has completed Filmmaking 005A. Students will continue developing skills and techniques used in filmmaking. Lecture, discussion and individual/group projects are combined to help the student acquire a more advanced knowledge of producing, directing and editing. Credit/No Credit Option.

THEAR 006A WRITING FOR FILM AND TELEVISION
3 units
Lecture 3 hours
Acceptable for credit: California State University.
An introductory course in script writing for film and television designed to provide students with the skills needed to write various length TV/Film scripts, including commercials, narrative and educational screenplays. Credit/No Credit Option.

THEAR 006B WRITING FOR FILM AND TELEVISION
3 units
Lecture 3 hours
Acceptable for credit: California State University.
A continuation of 006A, concentrating on screen writing techniques, forms and concepts. Development of screenplays and teleplays for various media markets will be examined. Credit/No Credit Option.

THEAR 007A ACTING FOR FILM AND TELEVISION
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Thear 040A.
Acceptable for credit: California State University;
University of California. No Credit will be given for this course at University of California after summer, 1997.
This course is an introduction to the technique of acting in front of a camera. It includes participation in film acting projects and television production. Students will also learn the terminology of the TV/Film Studio. Credit/No Credit Option.

THEAR 007B ACTING FOR FILM AND TELEVISION
3 units
Lecture 3 hours; lab 2 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 Acting for TV/Film 7A. It includes continued participation in film acting projects and television production. Students will apply television terminology to their behind-the-scene activities. Credit/No Credit Option.

THEAR 007C ADVANCED ACTING FOR FILM AND TELEVISION
3 units
Lecture 3 hours; lab 2 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 007A and 007B. It includes continued participation in film acting projects and television production. Credit/No Credit Option.

THEAR 008A INTRODUCTION TO TV PRODUCTION
3 units
Lecture 3 hours
Acceptable for credit: California State University.
An introductory course in the technique and skills necessary for basic television production. Study of production process, principles, aesthetics and styles. Television theory and application will be examined and practiced in a studio environment. Credit/No Credit Option.

THEAR 008B TELEVISION PRODUCTION II
3 units
Lecture 3 hours
Acceptable for credit: California State University.
This course designed for the student who has completed Television Production 008A and wants to continue developing skills and techniques used in television production. Lecture, discussion and individual/group projects are combined to help the student acquire a more advanced knowledge of producing, directing, editing, and various TV crew positions in television production. Credit/No Credit Option.

THEAR 010 INTRODUCTION TO THEATRE
3 units
Lecture 3 hours; lab by arrangement 1 hour
Acceptable for credit: University of California, California State University.
A general overview of the world of theatre, including dramatic literature, technical theatre, production techniques and the critical evaluation of productions. Credit/No Credit Option (CAN DRAM 018).

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
THEAR 014A SURVEY OF FILM
3 units
Lecture 3 hours; lab by arrangement 1 hour
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, gangster and science fiction. Critical analysis from an audience perspective will include readings, lectures and discussions on the theory and practice of screen writing, producing, acting and directing as well as production elements including image, tone, composition, editing, color and sound. Credit/No Credit Option.

THEAR 014B SURVEY OF FILM
3 units
Lecture 3 hours; lab 1 hour 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 musicals, westerns and screwball comedy. Critical analysis from an audience perspective will include readings, lectures and discussions on the theory and practice of screen writing, producing, acting and directing as well as production elements including image, tone, composition, editing, color and sound. Credit/No Credit Option.

THEAR 015 INTRODUCTION TO FILM
3 units
Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
This course is intended as a critical analysis of film media from an audience perspective. Elements of film production from cinematic structure, style and historical perspective will be explored. Included in the course will be reading, lecture and discussions on the theory and practice of filmmaking with an emphasis on producers, directors, actors, and critics. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

THEAR 016A B SUMMER STOCK (PLAY PRODUCTION WORKSHOP)
5 units each
Lecture 12 hours; lab 8 hours, and 1 hour by arrangement (6 weeks)
Acceptable for credit: University of California, California State University.
This course provides students with study and laboratory exploration in all aspects of play production involving the student actor or student designer/technician in order to develop acting/design/technical capabilities, skills and disciplines in a "summer stock" environment. The audition, preparation and presentational phases of the production process will be explored under the supervision, guidance and direction of faculty directors and designers. Productions will be presented for public performance. Enrollment is for the duration of the "summer stock" season. Credit/No Credit Option.

THEAR 017A INTRODUCTION TO SCENE DESIGN
3 units
Lecture 2 hours; lab 2 hours
Acceptable for credit: University of California, California State University.
An introductory course in theory, methods, and application of scene design. Involves study of differing styles of design, design for differing staging methods (i.e., proscenium, arena, thrust staging), set model construction, working drawings. Credit/No Credit Option.

THEAR 017B INTERMEDIATE SCENE DESIGN
3 units
Lecture 2 hours; lab 2 hours
Recommended preparation: Ther 017A.
Acceptable for credit: University of California, California State University.
Lecture and laboratory practices in advanced scene design. Credit/No Credit Option.

THEAR 018A INTRODUCTION TO STAGE LIGHTING
3 units
Lecture 2 hours; lab 2 hours
Acceptable for credit: University of California, California State University.
An introductory course in theory, methods and application of stage lighting. Involves study of different approaches to light design, study of the physics of stage lighting, color in light, lighting instruments themselves, and practical work in the lighting of staged production. Credit/No Credit Option.

THEAR 018B INTERMEDIATE STAGE LIGHTING
3 units
Lecture 2 hours; lab 2 hours
Recommended Preparation: Ther 018A.
Acceptable for credit: University of California, California State University.
Lecture and lab practices in advanced techniques for lighting the stage. Credit/No Credit Option.

THEAR 019A MOVIE MAGIC: CONTEMPORARY SPECIAL EFFECTS
3 units
Lecture 3 hours. (Also offered as a television course).
Acceptable for credit: California State University.
The students in this course study specific film effects, such as sound, blue screening, animation, morphing, and computer digital effects. It also traces the way in which early filmic techniques have inspired the creation of special effects by today's filmmakers and screenwriters. This course is West Valley College Degree and GE applicable under Area C. Humanities. Credit/No Credit Option.

THEAR 020 STUDIO THEATRE WORKSHOP
3 units
Laboratory 9 hours; 3 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides opportunity for rehearsal and public performance in a limited space. Included will be the study of acting techniques which are required by plays in intimate environments. This course may be repeated three times.

THEAR 021A, B, C REHEARSAL AND PERFORMANCE (TECHNICAL)
1-3 units
Laboratory 3, 6, 9 hours
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.

THEAR 022A, B, C REHEARSAL AND PERFORMANCE (COSTUMES/MAKEUP)
1-3 units
Laboratory 3, 6, 9 hours
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
Acceptable for credit: University of California, California State University.
Exploration of methods and techniques used to develop spontaneous performance skills in the actor. Credit/No Credit Option.

THEAR 026B IMPROVISATIONAL THEATRE WORKSHOP
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University.
Verbal and nonverbal exploration of methods and techniques used to develop spontaneous performance skills and theatrical form. Includes study of improvisational tools that aid in understanding and building text. Credit/No Credit Option

THEAR 027 SELECTED TOPICS FOR THE ACTOR
3 units
Lecture 3 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, the-atre movement, stage combat, period style, stage direction and dialect, scene study, acting for television, and professional theatre practices. This course may be repeated three times. Credit/No Credit Option.
THEAR 030 INTRODUCTION TO PLAYWRITING
3 units Lecture 3 hours
Acceptable for credit: California State University.
Principles and practice of writing in dramatic form: plot structure, characterization, content and theme, analyses of plays and exercises in writing.

THEAR 033A STAGE MOVEMENT
2 units Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University.
Analysis and practice of basic performance skills; character movement, technical and creative aspects of footwork, spatial relationship, rhythms, period movement and circus techniques. This course may be repeated 3 times.

THEAR 033B MUSICAL COMEDY WORKSHOP
2 units Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University.
Theory, method and practical experience in movement techniques required by theatrical literature which includes straight plays and musical theatre. This course may be repeated 2 times. Credit/No Credit Option.

THEAR 035A VOICE PRODUCTION AND ARTICATION
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Instruction in and study of vocal development and control in standard American stage speech with an emphasis on delivery of contemporary literature, Shakespeare, Scripture and classical prose. Credit/No Credit Option. (CAN DRAM 006)

THEAR 040A BEGINNING ACTING
3 units Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides an introduction to acting with emphasis on one’s personal connection to character and scene. Students will learn how to become comfortable in front of an audience. They will have the opportunity to learn movement and vocal exercises that prepare them for performance and will also study techniques of scene study and improvisation. Credit/No Credit Option. (CAN DRAM 006)

THEAR 040B BEGINNING ACTING
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Thear 040A.
Acceptable for credit: University of California, California State University.
This course provides the study of the externals an actor uses to create a role. There is continued training in acting skills with detailed script and character analysis. There will also be work on auditioning and improvisational skills. Credit/No Credit Option.

THEAR 041A INTERMEDIATE ACTING
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Thear 040B.
Acceptable for credit: University of California, California State University.
This course provides advanced scene study through detailed work on character and scene analysis, acting theory and technique. Students will be introduced to Shakespearean literature. They will also learn how to prepare a formal audition and actor’s resume. Credit/No Credit Option.

THEAR 041B INTERMEDIATE ACTING
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Thear 040B.
Acceptable for credit: University of California, California State University.
This course provides continued advanced scene study through character and scene analysis, acting theory and technique. Students will be introduced to Shakespearean literature. They will be introduced to another period style. They will begin work with directorial technique, and they will continue work on both formal and informal auditions. Credit/No Credit Option.

THEAR 044A MAKEUP FOR STAGE AND SCREEN
2 units Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to introduce the student to the basic techniques and materials of stage and cinematic makeup. The student will demonstrate his/her understanding through actual makeup application in the classroom environment. Credit/No Credit Option.

THEAR 044B MAKEUP FOR STAGE AND SCREEN
2 units Lecture 1 hour; lab 3 hours
Recommended preparation: Thear 044A
Acceptable for credit: University of California, California State University.
Lecture and laboratory practice in advanced techniques of theatrical makeup. Credit/No Credit Option.

THEAR 045B INTERMEDIATE STAGECRAFT
3 units Lecture 3 hours Corequisite: Thear 021A or 021B or 021C.
Acceptable for credit: University of California, California State University.
Emphasis on theory and practical application of construction and rigging of theatrical scenery. Credit/No Credit Option.

THEAR 046B MAKEUP FOR STAGE AND SCREEN
3 units Lecture 3 hours
Recommended preparation: Thear 044B.
Acceptable for credit: University of California, California State University.
Continuation of 044B with emphasis on designing and planning costumes for productions; experience in costume crew work during a regularly scheduled production. Credit/No Credit Option.

THEAR 059 THEATRE ARTS PRACTICE LAB
1 unit Laboratory 3 hours by arrangement
Acceptable for credit: University of California, California State University.
Laboratory practice applying and utilizing knowledge and techniques gained in theatre arts production and technique classes. This course allows students to work in scene shop, costume shop, lights, sound, properties, makeup, publicity, and house management, as well as attendance and critique of assigned public performances. This course may be repeated 3 times.

THEAR 060 CLASSICAL THEATRE: GREEK/ASIAN
3 units Laboratory 9 hours; lab 4 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 Classical Greek, Roman, or Asian Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 061 PRESENTATIONAL EUROPEAN THEATRE: 14-19TH CENTURY
3 units Laboratory 9 hours; lab 4 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 European Theatre (14-19th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 17 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
THEAR 062 REPRESENTATIONAL EUROPEAN THEATRE: 14-19TH CENTURY
3 units
Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational European Theatre, 14–19th Centuries. Participation in rehearsal and regularly scheduled public performances. This course may be repeated 3 times.

THEAR 063 PRESENTATIONAL EUROPEAN THEATRE: 20TH CENTURY
3 units
Laboratory 9 hours; lab 4 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 European Theatre (20th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 064 REPRESENTATIONAL EUROPEAN THEATRE: 20TH CENTURY
3 units
Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational European Theatre (20th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 065 PRESENTATIONAL AMERICAN THEATRE: 1800-1959
3 units
Laboratory 9 hours; lab 4 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 (1800-1959). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 066 REPRESENTATIONAL AMERICAN THEATRE: 1800-1959
3 units
Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1800-1959). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 067 PRESENTATIONAL AMERICAN THEATRE: 1960-1979
3 units
Laboratory 9 hours; lab 4 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 (1960-1979). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 068 REPRESENTATIONAL AMERICAN THEATRE: 1960-1979
3 units
Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1960-1979). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 069 PRESENTATIONAL AMERICAN THEATRE 1980-PRESENT
3 units
Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational American Theatre (1980-Present). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 070 REPRESENTATIONAL AMERICAN THEATRE: 1980-PRESENT
3 units
Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1980-Present). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 071 MUSICAL THEATRE
3 units
Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of Musical Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 072 AVANT-GARDE THEATRE
3 units
Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of Avant-Garde Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 073 THEATRE ROAD SHOW
3 units
Laboratory 9 hours; lab 2 hours by arrangement
Acceptable for credit: California State University.
Students in this course rehearse and perform a production which will tour throughout venues in Santa Clara County. The course includes a study of the acting techniques and improvisational skills which are applied to a variety of performance spaces and audience temperaments and styles. This course may be repeated three times.

THEAR 080 TELEVISION EQUIPMENT OPERATION
.5 unit
Lecture 1 hour
Skills and practical experience required to operate the video equipment for television productions. Credit/No Credit Option.

THEAR 091, 92, 93 DIRECTED STUDIES
1- 3 units
Laboratory 3, 6, 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 to directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work on special topics in Theatre Arts by arrangement.

THEAR 100 SPECIAL TOPICS
.5- 3 units
Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.
Tutoring

Courses

**IS 040 TUTOR TRAINING**
1.5 units
Lecture varies: 27 hours total for 1.5 units
Recommended preparation: Math: Faculty recommendation if tutor wishes to assist with Math Acceptable for credit: California State University.
The purpose of this course is to train tutors to help students as peers to maximize their learning potential. However, this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/lecture discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach. Credit/No Credit Only.

**LS 110 DIRECTED STUDIES**
0 units Laboratory by arrangement
Under direction of a full-time certificated supervisor in the Tutorial Lab, students will receive tutorial assistance from peer tutors in areas of identified academic need and appropriate study skills to develop their ability to learn independently and become a more successful student.

**LS 115 SUCCESS ON THE SAT**
1 unit Lecture 3 hours (6 weeks)
Recommended preparation: Math 902
This course is designed for students who are preparing to take the Scholastic Aptitude Test (SAT). Students will have an opportunity to concentrate on the skills which are critical for good performance on the SAT: test-taking strategies, time-saving techniques, logical reasoning, verbal ability, and mathematical competence. This course can be repeated once. Credit/No Credit Only.

**Typing**
(See Computer Applications)
Women’s Studies

The Faculty
Carol Abate, Humanities
Bill Proudfoot, Library Services
Rebecca Cisneros, English
Annette Sames-Luciani, French
Pauline Clark, Counseling
Susan Schulte, English
Janine Gerzanics, Journalism
Sandra Ladd, Psychology
Shawn Stuart, Art History
Sue Horton, Educational Transition
Peter Thein, Economics
Karen Wallace, English
Naomi Wagner, Psychology
Julie Maia, English
Siv Wheeler, History
Ann Malmuth-Orn, Dance

Women’s Studies

WOMEN’S STUDIES: Transfer:
See Transfer Planning Guide available at the Counseling Center.

WOMEN’S STUDIES (A.A. Degree)
Women’s Studies is an Interdisciplinary program that places women’s contributions, experiences, and concerns at the center of study. Men and Women are equally welcome in the Women’s Studies major. 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.

Major Requirements
To earn an AA degree in Women’s Studies, students must complete 20 units from Groups 1, 2, or 3. All majors must complete the 4-unit core course. In addition, students must complete at least 8 units which may include courses from either Group 2 or 3.

Group 1. Core Course (4 units)
Course   Units
WS1  Introduction to Women’s Studies: Knowledge, Gender, and Power

Group 2. Foundation Courses in Women’s Studies (8-16 units)
These courses focus on women’s contributions, experiences, and concerns in various academic fields. While introducing students to the fundamental principles and content of these disciplines, courses with a Women’s Studies focus deliver additional knowledge about gender, race, and class—issues that are often ignored in traditional courses. This approach encourages students to develop an interdisciplinary understanding of gender and diversity issues.

Course    Units
AJ 16 Women and Justice
Arth 3 Cultural Anthropology/Women’s Studies Emphasis
Art 4 Art Appreciation: Women’s Studies Emphasis
Couns 24 Personal Growth: Women’s Studies Emphasis

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. While gender issues form a substantial portion of the content in these courses, their major focus is on race, culture, and ethnicity. Courses in this group can add breadth and depth to students’ understanding of the ways that gender, race, and class issues are intertwined.

Course    Units
CHS 5 Childhood and Culture
Couns 50 Cross-Cultural Perspectives
Engl 12 African American Literature
Engl 13 Latino/Chicano Literature

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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Courses

WOMEN’S STUDIES CORE COURSE

WS 001 INTRODUCTION TO WOMEN’S STUDIES: KNOWLEDGE, GENDER, AND POWER
4 units Lecture 4 hours Acceptable for credit: California State University; University of California
This course introduces students to the study of women and gender. Each semester, a faculty team will design the course around an interdisciplinary theme. Students will use this theme to examine how new scholarship is changing fundamental assumptions about women’s roles, both globally and locally. Men and women are equally welcome in this course, as all students can benefit from investigating the influence of gender in their lives and world. Students should consult the Schedule of Classes for a description of the theme for the current semester. Credit/No Credit Option.

COURSES ON WOMEN

AJ 016 WOMEN AND JUSTICE: NEW TRENDS
3 units Lecture 3 hours Acceptable for credit: California State University; University of California
This course will examine both traditional and changing roles of men and women in society with an emphasis on the criminal justice system. Special features of the course will be the study of female adult and juvenile correctional facilities; the selection, training and affirmative action programs for women in police work; and female criminality.

CA 065 WOMEN IN TECHNOLOGY
3 units Lecture 3 hours; lab 2 hours by arrangement Recommended Preparation: CA 010 Acceptable for credit: California State University
This course introduces the student to the contributions women have made to the field of technology. An examination of women’s roles as well as discussions of the influence of class, culture, race, ethnicity and gender will be an integral part of the class. Working within a collaborative learning environment, students will research and present findings in various print Web formats. This course is open to all students. This course is AA/AS degree applicable. Credit/No Credit Option

FRNCH 040A WOMEN OF FRANCE
1 unit Lecture 1 hour This course will focus on the lives of ten important French women who lived up to the early 20th century, and will explore their contributions in history, music, art and literature to the culture of France. This course is West Valley College degree applicable. Credit/No Credit Option.

FRNCH 040B WOMEN OF FRANCE
1 unit Lecture 1 hour 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. This course is West Valley College degree applicable. Credit/No Credit Option.

PSYCH 009 INTRODUCTION TO PSYCHOLOGY OF WOMEN
3 units Lecture 3 hours Prerequisite: Psych 1 or concurrent enrollment Acceptable for credit: University of California, California State University.
The course introduces the student to the gender-role development of women in terms of the biosocial 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. Credit/No Credit Option.

Courses Offered with a Women’s Studies Focus
To make knowledge of new scholarship on women available to students, many departments have developed special emphasis sections of general education courses. Listed along with the traditional sections in the Schedule of Classes, these Women’s Studies sections will have a special notation calling attention to their unique approach. Students will learn fundamental principles as they gain knowledge about gender, race, and class—issues that are often ignored in traditionally taught courses. Students should read the Schedule of Classes carefully to ensure that they enroll in the section appropriate for their interest.

During 2001-2002, courses offered with a Women’s Studies focus may include the following:

- Anthr 003: Introduction to Cultural Anthropology - Women’s Studies
- Art 004: Art Appreciation: Women’s Studies Emphasis
- Couns 024: Personal Growth: Gender Studies Emphasis
- Econ 001B: Principles of Microeconomics: Women’s Studies Emphasis
- Engl 001A: English Composition: Women’s Studies Emphasis
- Engl 001B: English Composition: Literature by Women of Color
- Engl 001C: Clear Thinking in Writing: Gender Studies Emphasis
- Engl 046: Contemporary Multicultural Literature: Women’s Studies Emphasis
- Hist 017A: United States History: Women’s Studies Emphasis
- Hist 017B: United States History: Women’s Studies Emphasis
- Human 001B: Human Values in and from the Arts: Women’s Studies Emphasis
- Polit 001: American Government

For general descriptions of these courses, see the specific department listings in this catalog. For an overview of how these special emphasis courses differ from the traditional ones, students may examine the file of course syllabi maintained by the Women’s Studies Program coordinator. The Women’s Studies Program is currently in the process of developing a 12-unit Certificate in Women’s Studies. Students interested in the Certificate should contact the Program coordinator.

The Women’s Studies Program is currently in the process of developing a 12-unit Certificate in Women’s Studies. Students interested in the Certificate should contact the Program coordinator.

Men and women are equally welcome in the Women’s Studies major and in all Women’s Studies courses.

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

Degree & Certificate Requirements

(See Computer Applications)

WORD PROCESSING/OFFICE AUTOMATION
(A.S. Degree and Certificate)

Major Requirements:
A minimum grade of C (or credit) must be attained in each of the following classes:

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<th>Units</th>
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<td>Bus 066</td>
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<td>CA Electives</td>
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Recommended Electives:

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<th>Course</th>
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It is advisable that the following course(s) be taken before starting the program if skills are lacking.

- CA 015 Document Formatting
- CA 010 Computer Keyboarding Speed & Accuracy

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

Recommended Preparations 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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Work Experience

Degree & Certificate Requirements

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

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

Course Units

WRKEX 301-304 OCCUPATIONAL WORK EXPERIENCE EDUCATION
1-4 units
Acceptable for credit: California State University.
These courses involve the supervised employment of students in positions which are related 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
1-3 units
Acceptable for credit: California State University.
These courses involve the supervised employment of students in positions which will develop the student's general job skills, vocational awareness and understanding of the requirements for successful employment. The program will assist the student in developing a foundation for future career choice and exploration. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. General Work Experience courses can be taken for a total of 6 units. No more than six (6) units of general work experience may be counted toward the associate degree.

Determination of the units is based on the following schedule of hours.

<table>
<thead>
<tr>
<th>UNITS</th>
<th>TOTAL HOURS OF CREDIT REQUIRED</th>
<th>AVERAGE HOURS WORK PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>75</td>
<td>5-9</td>
</tr>
<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.

Course Units

Couns 026 Workplace Success Skills 2
CA 015 Document Formatting 2
CA 010 Computer Keyboarding 1
CA 070 Using Microsoft Windows OR
CA 020 Introduction to Macintosh 1
CA 031B Beginning Word Processing, Microsoft Word 1
CA 062B Beg. Spreadsheets, Microsoft Excel 1
Couns 018 Job Search Methods 1
Libr 006/CA 074 Using the Internet for Research OR
CA 073 Internet, Hands-On 1
Couns 045 Study Skills 1

Workplace Success Skills

Degree & Certificate Requirements

Certificate)
The workplace success Skills certificate is based on “SCANS” skills, essential in today’s workplace.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Couns 026</td>
<td>Workplace Success Skills 2</td>
</tr>
<tr>
<td>CA 015</td>
<td>Document Formatting 2</td>
</tr>
<tr>
<td>CA 010</td>
<td>Computer Keyboarding 1</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using Microsoft Windows OR</td>
</tr>
<tr>
<td>CA 020</td>
<td>Introduction to Macintosh 1</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beginning Word Processing, Microsoft Word 1</td>
</tr>
<tr>
<td>CA 062B</td>
<td>Beg. Spreadsheets, Microsoft Excel 1</td>
</tr>
<tr>
<td>Couns 018</td>
<td>Job Search Methods 1</td>
</tr>
<tr>
<td>Libr 006/CA 074</td>
<td>Using the Internet for Research OR</td>
</tr>
<tr>
<td>CA 073</td>
<td>Internet, Hands-On 1</td>
</tr>
<tr>
<td>Couns 045</td>
<td>Study Skills 1</td>
</tr>
</tbody>
</table>

Zoology
PRINCIPLES OF ZOOLOGY
(See Biology 41)

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

ADMISSION ELIGIBILITY

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

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.

APPLICATION FOR ADMISSION

When students file their applications with the Admissions Office, they will be given information about assessment and orientation program and a priority 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 session).

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.

CALIFORNIA RESIDENCY DEFINED

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. Every person has, by law, a residence. Every person who is married or who is 19 years of age or older and under no legal disability to do so, may establish residence. A resident is a student who has continuous residence in California for one year or more on the date preceding the first day of instruction for each semester or session. The one-year residence period which a student must meet to be classified as a resident does not begin until the student is present in California and has demonstrated 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.

In determining the place of residence, the following rules apply:

1. There can be only one residence.
2. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which one returns in seasons of repose.
3. A residence cannot be lost until another is gained.
4. In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must 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 reclassification as a resident of financial independence in accordance with Education Code Section 68044 must complete a special form. These are available in the Admissions Office.

The above information is not all-inclusive. All questions concerning residence status should be referred to the Admissions Office.

SPECIAL ADMISSION OF HIGH SCHOOL STUDENTS (Concurrent Enrollment)

This program is a cooperative venture between West Valley College and local high schools. Under this program, students may take college courses to supplement their high school educational programs. The program provides for:

Advanced Academic Work which may provide a head start in a college major or completion of college graduation requirements.

Vocational—Technical Career Courses which permit students to take courses not available in their high school or to obtain advanced work beyond the scope of their high school vocational curriculum.

The high school principal (or designee) will stipulate qualified high school students by individual letters for each student, indicating the specific college courses that may be taken. The special part-time high school student enrolled in stipulated college courses may receive high school and college credit.

College transcripts will be marked for high school use when the following conditions are met:

1. A letter of request to transfer college courses to high school credit by the student is filed with the Records Office; and
2. A letter from the high school principal approving such transfer of credit is filed with the Records Office.

Completed college course work may be used for both high school and college credit.

Concurrent Enrollment Students

Students enrolled at the high school level may concurrently enroll in classes at WVC. Students in the 10th, 11th, 12th grades will need to follow these simple steps:

• Complete an admissions application
• Complete a concurrent enrollment form (obtained in the Admissions Office)
• Get signatures from counselor
• Get signatures from their parent
• Complete youth Emergency Card
• Submit paper work to the Admissions and Records Office
• Show proof of prerequisites completion
• Register for classes
• Purchase parking permits (if necessary) in Admissions
• Visit the Viking bookstore to purchase required textbooks

Questions? Call (408) 741-2672

Parents of students, who are less than 15 years old or have not completed the 9th grade, must go through a petition process. They will need to:

• Complete a concurrent enrollment petition
• Complete an admissions application
• Attach school transcripts
• Get signature/recommendation of school principal
• Complete youth Emergency Card
• Submit paper work to Dean of Student Support Service’s Office located in Admissions and Records building.

ADMISSION OF INTERNATIONAL STUDENTS

A committee receives and screens all applications from international students for admission to the College. An “international student” is defined as a person who is in this country on a student visa (F-1) and who will return to his or her home country upon completion of studies. Class work is conducted entirely in English, and students lacking fluency in this language will not be admitted.

The International Student Committee will examine all documents required of applicants provided they are on file by April 15 for Fall Semester admission and October 15 for Spring Semester admission.

An international student seeking admission shall provide the following materials:

1. A complete and correct admission application form;
2. $50.00 application fee (nonrefundable);
3. A supplemental International Student Application form;
4. Official test scores from the Test of English as a Foreign Language (TOEFL);
5. Official transcripts from high school, college and ESL Language Centers attended in the United States, including an English translation and explanation of the grading system for any foreign transcript;
6. A bank statement or notarized document proving financial ability to meet all costs of education in the United States and a notarized statement from the person(s) providing any financial aid;
7. A letter of recommendation from the Dean of Admissions or Registrar of any high school, college or university attended in the United States;
8. Prior to receiving an I-20 clearance, any international student accepted for study will be required to show satisfactory evidence that the student is free of communicable disease and is covered by an adequate major medical insurance program; and
9. Such other requirements as may be officially announced subsequent to the publishing of this Catalog.

Each international student must enroll in no less than 12 units each semester and is expected to graduate in five semesters or less.

TRANSFER STUDENTS-TRANSCRIPTS

Students with prior college work are not required to file transcripts from other institutions, except as noted. Official transcripts (sent directly to the Records Office from the former college) are required for all participants in intercollegiate sports, foreign students, veterans, or if credit toward graduation is desired. Official transcripts may also be required by other offices for various purposes. Such transcripts will be evaluated and made part of the student’s academic record if submitted for credit toward a degree. It is the student’s responsibility to request that such transcripts be sent to West Valley College as well as to notify the Records Office that an evaluation of such a transcript is desired. For purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the second week of the semester in which such degree requirements will be satisfied. Students are cautioned that even if prior transcripts are not required by the College, other colleges and universities may demand these documents and determine the student’s cumulative grade point average for admission on the basis of all transcripts.

Matriculation Responsibilities and Rights

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 will be assigned a later registration date than students who complete orientation.
- retake placement tests according to Assessment Office policy
- 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.

See the section on Exemptions, Waivers, Challenges, and Complaints for more specific information.

Orientation Assessment Educational Planning

ORIENTATION

Orientation is a process which provides you with information about the college’s programs and services, academic expectations and procedures, advising, and registration. Orientation also includes math assessment and educational planning. Students who complete orientation classes and workshops will:
- receive information about college requirements
- learn about the requirements for the Associate and Bachelor’s degrees, general education, and specific majors,
- receive information about assessment recommendations and basic skills levels,
- receive academic advising,
- develop an educational plan.

ASSESSMENT

Assessment is the process the college uses to evaluate your skills in areas such as:
- Reading
- Writing
- Math
- English as a Second Language (ESL)

West Valley College uses tests and other measures to assess basic skills levels. Counselors and instructors will provide you with assistance in evaluating your basic skills levels, so you will be able to:
- better match your needs and abilities with course requirements,
- select courses appropriate to your skills,
- improve your chances for success.

Many other factors are considered in recommending courses such as:
- life and work experiences
- personal interests
- out-of-school obligations
- motivation
- support systems
- academic history

Assessment recommendations are ADVISORY only. They are based on the best information we have about your ability to do college level work. If you choose not to follow the recommendations, you must see a counselor for a waiver.
EDUCATIONAL PLANNING

Educational planning is the process of plotting your courses semester by semester. You will complete an educational plan during orientation. A counselor will assist you in choosing the appropriate course sequence that best fits your educational goal.

WHEN TO COMPLETE ORIENTATION, ASSESSMENT AND EDUCATIONAL PLANNING

New, transfer, and former students should complete orientation, assessment, and educational planning BEFORE registering for classes. Students who do not meet this requirement before the registration period for the next semester will receive lower priority.

There are several options for completing orientation, assessment, and educational planning. These include:

- Counseling A for new students
- Counseling 1 for new and transfer students
- Counseling 2 for new and transfer students
- Counseling 5 for new and transfer students
- Workshops for returning and transfer students
- Special sessions for:
  - Athletes
  - Career Program Students
  - Court Reporting Students
  - Disabled Students
  - Educational Transition Students
  - English as a Second Language Students

Exemptions

You are exempt from orientation if you have an AA/AS degree or higher. All exempt students are eligible and encouraged to take advantage of matriculation services.

Waivers

TO WAIVE ASSESSMENT, ORIENTATION, OR ASSESSMENT RECOMMENDATIONS:

See a counselor for a waiver form.

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 will be required to see a counselor and complete an educational plan within 90 days. Failure to do so may result in the termination of the College’s obligation to provide you with further matriculation services.

Challenges

PREREQUISITES, COREQUISITES OR OTHER LIMITATIONS ON ENROLLMENT

You have the right to challenge prerequisites or corequisites or other limitations on enrollment for the following reasons:

1) You believe the prerequisite or corequisite has not been made reasonably available.
2) You believe that the prerequisite or corequisite was established in violation of regulation or in violation of the District-approved policies and processes. (Supporting documentation must be provided.)
3) You believe that the pre- or corequisite or limitation on enrollment is unlawful 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 by a challenge review committee within 5 instructional days and a written response will be mailed to you.

Complaints

If you feel that assessment, orientation, counseling or any other matriculation
DROPPING A CLASS
Students may drop (withdraw from) a class prior to the published drop deadline in the Schedule of Classes. Please be aware that certain courses and programs may require additional approvals. Drop requests must be submitted to the Admissions Office in writing with all required information, no later than the published deadline in the current Schedule of Classes. See the current Schedule of Classes for specific information.

DUPLICATE REGISTRATION
A student may not register for more than one class during the same time period. A student may not register for more than one section of the same course. Unless the course is listed as repeatable and the student has not or will not exceed the number of legal repeats, a student may not repeat a course.

AUDIT POLICY
Definition
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 preregistration basis.

Fees
A fee for auditing will be charged at the rate of $15 per semester unit. Students who are enrolled in ten semester credits or more will not pay an additional fee to audit three or fewer semester units. Refunds will not be allowed for auditors after two weeks of audit attendance.

Procedure
Audit requests will not be reviewed for approval until after the first day of class for each eligible course. Priority will always be granted to students who desire to enroll in a course for credit. Students who wish to audit a class must present the authorized audit request form to the instructor before participating in any class session.

Students will not be permitted to change their enrollment status from an audit to a credit basis during the same semester. Students shall audit classes at the discretion of the instructor and may be withdrawn from audit status if they do not follow class procedures defined by the instructor.

CHANGES IN RULES AND POLICIES
Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the West Valley-Mission Community College District, or by the Chancellor or designee of the institution. Further, it is not possible in a publication of this size to include all of the rules, policies and other information which pertain to the student, the institution, and the West Valley-Mission Community College District. More current or complete information may be obtained from the appropriate department, area, or administrative office. Nothing in this catalog shall be construed, operate as, or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of the West Valley-Mission Community College District, the Chancellor, or the College President. The Trustees, the Chancellor, and the President are authorized to adopt, amend, or repeal rules and policies which apply to students. This catalog does not constitute a contract or the terms and conditions of a contract between the student and the institution or the West Valley-Mission Community College District. The relationship of the student to the institution is one governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the President and their duly authorized designees.
FIELD TRIPS
Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.

Fees and Charges
All fees and charges are subject to change without notice by action of the California Legislature, the California Community College Board of Governors, or the Board of Trustees of the West Valley-Mission Community College District.

BASIC FEES
Students are charged certain fees at the time of registration, or when requesting certain documents from the College. Included in these fees are transcript or document fees, a telephone/Web registration fee, a campus center fee, an Associated Student Services Card fee, and a health fee. The amount of each of these basic fees is published each semester in the Schedule of Classes.

For financial aid information, see the “Student Financial Assistance” section of this catalog.

• CAMPUS CENTER FEE
A Campus Center Fee is required of all students taking classes that meet on the West Valley College campus. Fall/Spring:
$12.00  6 or more units
$6.00   5 to 5.5 units
Summer $2.00

• ASSOCIATED STUDENT SERVICES CARD (ASSC) FEE
This voluntary membership fee supports a number of services and programs available to West Valley College students, such as the Associated Student Center, student activities, and a number of other programs.

The fee per semester is:
Fall or Spring $12.00
Summer Session $9.00

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 $11.00 per semester unit.

Exemption from the enrollment fee will be allowed for low-income students through the Financial Aid Office.

PARKING FEE
The semester fee is $30.00 for automobiles, or $2.00 per day. The summer session is $18.00 or $2.00 per day. Motorcycles park for free as do vehicles displaying a valid disabled parking placard or specialized license plate issued by the California Department of Motor Vehicles. In the case of motorcycles and disabled parking, specifically designated areas for parking are provided. If motorcycles park in stall they must have a valid parking permit.

Nonresident Tuition
A nonresident tuition fee is charged each student whose legal residence is other than the state of California. This fee is due and payable at the time of registration. For the 2002-2003 college year, the nonresident tuition fee is $145 for Summer 02, $145 for Fall 02 and Spring 03 per semester unit.

Capital outlay fee for foreign students is $5.00 per unit.

For nonresident students who must withdraw from the College or reduce their program of study, for semester length the following tuition refund schedule applies for Fall/Spring:
Full refund: Through the second week of instruction.
Two-thirds: During the third and fourth weeks of instruction.
One-third: During the fifth and sixth weeks of instruction.
No refund will be made after the sixth week of instruction. Short term classes go by percentage of class meetings. (summer)

REFUNDS
Policies and procedures for refunds of fees are specified in the published Schedule of Classes.

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.

There is no charge for the first two transcripts requested by the student; thereafter, a $4.00 fee will be assessed for each transcript. A rush (1 day) service is available for $10.00. This service guarantees that the transcript will be processed and sent out in regular mail within 24 hours. A 1 hour rush for service $15.00 is also available. A $2.00 service fee for General ED certifications (IGETC), Requests received on Friday are completed on Monday.

DELINQUENCIES ON STUDENT RECORDS
Delinquencies will be placed on students’ records by the Admissions and Records Office for fees and any other financial obligations owed to the College. West Valley College will not allow a student to register in the College until all outstanding fees have been paid or cleared.

Academic Regulations and Standards

GRADING SYSTEM
Symbol | Definition | Grade Point Value
--- | --- | ---
A | Excellent | 4
B | Good | 3
C | Satisfactory | 2
D | Passing, less than Satisfactory | 1
F | Failing | 0
CR | Credit (at least Satisfactory) | 0
NC | No credit (less than Satisfactory or Failing) | 0
I | Incomplete | 0
IP | In Progress | 0
RD | Report Delayed | 0
W | Withdraw | 0
MW | Military Withdrawal | 0

A student’s grade point average on this 4.00 scale is calculated in the following manner: the grade points for each course in which the student is enrolled are first determined by multiplying the grade point value for the grade awarded times the number of semester units represented by the course. Next, total grade points are summed for all courses in which a grade of A, B, C, D, or F has been awarded. This total is then divided by the total number of units for all courses in which one of these five grades was awarded.

I — Incomplete
Incomplete academic work for unforeseeable, emergency or other justifiable reasons near the end of the term may result in an instructor assigning an “I” to the student. The condition(s) for removal of the “I” shall be stated by the instructor in a written record which shall also contain the letter grade to be assigned if the student fails to satisfy the conditions for removal of the “I.” A copy of this record shall be given to the student and an additional copy filed with the Records Office. A final grade shall be assigned when the stipulated work has been completed and evaluated or when the time limit for completing the work has expired.

An Incomplete must be made up within one year following the end of the semester or term in which it was assigned. In unusual circumstances, a student may petition the Academic Council for a time extension.

The “I” symbol shall not be used in calculating units attempted nor in calculating grade point average.
The actual date the petition is submitted to the date of withdrawal, for record purposes, shall be the time the petition is submitted. The effective orders must be provided to the Committee at In the case of students who are members of an

Credit/No Credit Option courses: Each Department shall determine which courses, if any, it will designate as appropriate for credit/no credit grading. There are three grading systems:

1. Letter Grades
2. Credit/No Credit ONLY: “CR” = Credit; passing with “C” or better grade. “CR” units earned will be counted in satisfaction of requirements for graduation, but such courses will be disregarded in determining a student’s grade point average. “NC” = No Credit; not a grade.
3. Credit/No Credit OPTION: Letter Grade or Credit or No Credit at the option of the student.
   a. Procedure: The student must notify the instructor of the selection of the “CR/NC” or a Letter Grade option. If the instructor does not have sufficient time to complete the grading after the end of the sixth week of the semester or one-third of the class for other than semester-length courses. (An exception is student performance contract courses.)
   b. Precautions:
      1) Transfer of “CR” units: Students are responsible for checking with their counselor or transfer institution to determine any limitation on the transfer of “CR” units.
      2) Maximum number of “CR” units: At West Valley College a maximum of 20 “CR” units may be applied toward the completion of the associate degree.

Units earned on a “Credit/No Credit” basis shall not be used to calculate grade point averages. However, units attempted for which “NC” is recorded shall be considered in-progress probation and dismissal procedures.

The “W” shall not be used in calculating grade point averages, but excessive “Ws” shall be used as factors in probation and dismissal procedures.

The effective orders must be provided to the Committee at In the case of students who are members of an

A student on academic probation for a grade point average of 2.00 shall be placed on academic probation. A student placed on academic probation who earns a minimum of 20 or more semester units and who has been assigned final grades of “W,” “I” and “NC” in fifty percent (50%) or more of those units shall be placed on progressive probation status for any student. Notification of probationary status will appear on the student’s semester grade report and on the transcript of academic work. Removal from Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the cumulative grade point reaches 2.00 or higher. Likewise, a student on progress probation shall be removed from probation when the total percentage of cumulative units in the “W,” “I” and “NC” category drops below fifty percent (50%).

Students on probation are strongly advised to consult their counselor promptly regarding the best and most appropriate course of action to be followed in being removed from probation. Students who believe that their placement on academic probation is the result of an error may petition the Academic Appeals Committee for relief. Students who have been assigned a final grade of “I” should arrange to resolve the incomplete status. Failure to do so may result in an “F” grade.

A student whose academic performance falls under one or more of the criteria listed below shall be subject to academic disqualification and dismissal from the College:

A part-time student is defined as a student enrolled in a total of at least 12 cumulative semester units and who has been assigned final grades of “W,” “I” and “NC” in fifty percent (50%) or more of those units shall be placed on progress probation. A student may be on progress probation not more than three consecutive semesters without being academically disqualified (dismissed).

2. Progress probation - A student who has enrolled in a total of at least 12 cumulative semester units and who has been assigned final grades of “W,” “I” and “NC” in fifty percent (50%) or more of those units shall be placed on progress probation. A student may be on progress probation not more than three consecutive semesters without being academically disqualified (dismissed).

Course work completed prior to July 1, 1981, will not be used in calculating the cumulative grade point average of 3.00 will be designated as Honor Graduates and receive special recognition at commencement.

Valedictorians whose grade point averages place them at the top of their class and who participate in commencement exercises will also be honored.

PROBATION AND DISMISSAL

Standards for Probation

A student shall be placed on academic probation if his or her academic record of performance falls under either of the two standards below:

1. Academic grade point probation - A student who has accumulated a total of 12 or more semester grade units shall be placed on academic probation if the student’s cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below a 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed).

UNIT VALUE AND STUDENT LOAD

A semester unit of credit represents the number of lecture hours (or their non-lecture equivalent) per week for one semester. Normally, a student is expected to devote two hours of preparation outside class for each unit of credit in a class. Thus, the normal unit load for a full-time student per semester is 15-16 units. Students wishing to enroll in more than 18 units during the semester must obtain permission from a counselor in the Counseling Center.

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

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

MINIMUM STANDARDS OF PROGRESS

Minimum standards of academic progress require the student to maintain an overall grade point average of 2.00 and successful completion of at least fifty-one percent of the credits in which the student has enrolled for the semester or term.

The 2.00 grade point standard is the minimum acceptable standard for graduation or transfer.
1. A cumulative grade point average of less than 1.00 in 12 or more units;
2. A semester grade point average of less than 1.75 during any semester the student is on probation;
3. A student whose total percentage of “W”, “I” and “NC” grades reaches or exceeds fifty percent (50%) of the total units in which the student is enrolled for three consecutive semesters; and
4. A student whose cumulative grade point average is less than 2.00 for each of three consecutive semesters.

Academically disqualified students who are dismissed from the College shall not be reinstated until one semester has elapsed after dismissal unless a petition for readmission has been approved by the Academic Appeals Committee. An academically dismissed student must apply for readmission and meet with a counselor when returning to the College. If readmitted, the student will enter on probationary status and will continue to be subject to the standards for probation and dismissal cited above.

Notification of academic disqualification status will appear on the student’s end of semester grade report and transcript.

ACADEMIC RENEWAL POLICY

The College may disregard from degree consideration up to two semesters (or three quarters) of previous undergraduate college work, taken at any college, which is intended for meeting degree requirements. Such academic renewal will only be considered under the following terms and conditions:

1. The granting of academic renewal shall only be considered upon written petition submitted by the student to the Academic Appeals Committee;
2. Subsequent to the semester for which academic renewal is sought, the student must have completed an additional twelve semester units of study in the district with a cumulative grade point average of at least 3.00 or 24 semester units of work within the district with a cumulative grade point average of at least 2.00;
3. At least one calendar year must have elapsed since the most recent work to be disregarded was completed; and
4. A student may not pick and choose from among the courses in a given semester (or quarter), but must declare all work for the entire semester or quarter invalid.

If the student’s petition for academic renewal is approved, the student’s permanent academic record shall be annotated in such a manner as to clearly indicate that no work for the semesters (or quarters) being disregarded may apply toward degree requirements in this District. All courses in any semester or quarter disregarded shall remain legible on the transcript, indicating a true and accurate history of the student’s academic pursuits.

ACADEMIC APPEALS COMMITTEE

The College maintains an Academic Appeals Committee whose purpose is to provide an avenue of appeal for students seeking relief from the rules and regulations of the College pertaining to admission, readmission, residency, tuition or fees, degree or certificate standing, academic standing, grade extensions, and extensions of deadlines.

Prior to petitioning the Academic Appeals Committee, students must first attempt to resolve their problem or concern directly with the appropriate faculty member or Instructional Dean.

Grade appeals are handled only by the instructor and then appealed first to the Department Chair; second, Division Chair; and finally, Dean of Instruction.

Petitions for relief from academic rules and regulations must be submitted in writing on forms available in the Admissions Office. Appeals of the Committee’s decisions may be submitted to the Committee for reconsideration if a student has additional EXTENUATING CIRCUMSTANCES that were not included in the original petition.

Decisions of the Academic Appeals Committee are final and binding, but may be appealed to the College President in writing by the student within five (5) instructional days of reaffirmation of the Committee’s decision.

Rights and Responsibilities

FACULTY

General

Each instructor is responsible at the beginning of the course to inform students of the course’s learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request.

The instructor may, upon a student’s request, assign an Incomplete (“I”) grade when, in the instructor’s judgment, this action is warranted and appropriate.

Instructor-Initiated Drops

An instructor may officially drop the student from the class rolls when it is determined that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences.

An instructor may drop from the class rolls a student who has not appeared in a class during the first 1/6 of the total class meetings scheduled.

Final Examinations

A final examination, or alternative final assessment activity, is required of all students in all courses for which a letter grade can be awarded. Final examinations or assessments for full semester courses are scheduled for a two-hour period and will not be given in advance. The final examination or assessment activity will be administered at the last scheduled class meeting. Any exceptions to this policy must be approved in advance by the Vice President of Instruction.

STUDENTS

General

Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled and giving evidence of such learning through examinations, essays, term papers, journals and such other requirements as the instructor may deem appropriate for demonstrating mastery of skills required in the course.

When a student receives an incomplete grade (“I”), he or she shall not be permitted to repeat the course in a subsequent semester unless the student fails to make up the incomplete as specified by the instructor and is subsequently awarded a substandard grade (“D”, “F” or “NC”).

Students are held fully responsible for following College procedures for adding, dropping or withdrawal, and for filing appropriate forms in the Admissions Office.

Attendance

Students are expected to attend all sessions of each class. Instructors may drop students from the class if they fail to attend the first class meeting, or when accumulated unexcused hours of absences exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

Withdrawal from college

A student who must withdraw entirely from the College before the end of the semester should file a withdrawal notice in the Admissions Office.

A student who withdraws from the College will receive those credits and grade symbols applicable on the date of withdrawal under the District’s grading system described earlier.
Withdrawal from a class

It is the responsibility of the student to withdraw from a class prior to the published deadline in order to insure that a grade of "W" will not be awarded for the course. A student who withdraws from a class during the first 1/6 of short-term classes or through the end of the fourth week for semester-length courses shall have the notation of security of the student posted on the final grade report or transcript. From that point through the three-quarter point of the term (through the end of the fourteenth 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. On the WVC application, students indicate whether they want certain information to be released to any person or agency who requests it. By answering "yes," students agree to allow their "name, sex, telephone number, date and place of birth, major field of study, class schedule (including classes, rooms, days of the week and time of day for each class), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student" to be released without their written consent. Please be advised that answering "no" means that parents, family, friends, and employers cannot have access to the above-mentioned information while answering "yes" means that West Valley College may release any or all of that information on demand. If no answer is provided by the applicant regarding the release of directory information, the College will assume that permission is granted for the release of any information.

It is the responsibility of students to inform the Vice President of Student Services of their choice concerning release of information EVERY semester. If notification is not received by the Vice President, the answer on record remains in effect.

In addition to the policy of the administration, each student whose information is accessed by the telephone and on the Web, a Personal Identification Number (PIN) will be required. The PIN is selected by the student the first time s/he accesses the telephone or Web. This same PIN will be used throughout the student’s WVC career. If the PIN needs to be reset for any reason, please contact the Admissions Office.

Student Conduct Code

5.8 Student Rights and Responsibilities

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the District and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the pursuit of 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 propose and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the College. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-980).

Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations and procedures of the District. Each student bears full responsibility for his or her actions.

5.8.1 Affirmative Action

It is the policy of the West Valley-Mission Community College District (The District) not to discriminate against any person on the basis of race, color, religion, creed, national origin, gender, sexual orientation, marital status, or within the limits imposed by law, age, or disability in all of its educational and employment programs and activities, its policies, practices and procedures. This complies with Title IX of the 1972 Educational Amendments, the Equal Employment Opportunity Act of 1972 (Title VI and VII of the Civil Rights Act of 1964 amended), Section 504 of the Rehabilitation Act of 1974; the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

It is further the policy of this District to support diversity through affirmative action in all of its programs and in all aspects of employment where persons with a handicap or of a particular race or sex are under-utilized or under-represented.

The Affirmative Action Officer for the District is the Director of Human Resources and Employee Relations located on the West Valley campus. Specific complaints, questions, concerns may be directed to the Personnel Office at West Valley or the Chief Student Services Officer (CSSO) at each campus. For students seeking accommodations with a disability, contact Pam Luster, (408) 741-2117.

5.8.2 Student Assembly

In accordance with state law, the District recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property, violate the laws of the District, state, or nation. Persons who engage in activities which violate this policy shall be subject to disciplinary action. Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

5.8.3 Freedom of Inquiry and Expression

Students and student organizations will be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They will always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

Students will be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the college before a guest speaker is to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

5.8.4 Student Participation in Institutional Government

As constituents of the college community, students shall be free individually and collectively to express their views on issues of college policy and on matters of general interest to the student body. The associated student body will participate in the formulation and application of college policy affecting academic and student affairs.

5.8.5 Exercise of Rights of Citizenship

Students will enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy.

As members of the college community, they are subject to the obligations which accrue to them by virtue of this membership. District and college authority will not be extended to inhibit the exercise by students of their rights as citizens beyond the jurisdiction of the District.

5.8.6 Student Membership in Organizations

The Board of Trustees recognizes that any person qualifying for participation in classes of the college shall be entitled to attend these classes, or participate in any public performance growing out of attendance in the classes, irrespective of any affiliations which the individual may have with any organization. It is not the intention of the Board of Trustees to inject itself in any way into the relationships existing between any student enrolled in any class and the organization with which he or she is affiliated.

5.8.7 Student Production of Goods and Service

Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students’ educational development. Care must be exercised by the administration in interpreting this policy to avoid student exploitation.

5.8.8 Parking

Policy (being considered in this area.)

5.8.9 Vandalism

Property of the District as well as that of individuals should be respected. Theft of any kind, the destruction and mutilation of media resource material or the equipment or buildings or grounds of the college are inconsistent with objectives of the District and good citizenship. Those engaging in vandalism are, therefore, subject to disciplinary action.

5.8.10 Drug-Free Schools and Community Act

The District prohibits the unlawful possession, use, or distribution of alcohol and other drugs by students and employees on the institution’s property or at 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 are provided by the Health and the Campus Assistance Program for students and the Personnel Office for employees. West Valley-Mission College students and employees are subject to sanctions as defined by the Student Handbook, Board Policies and other local State and Federal laws.

5.8.11 Smoking in College Facilities

Smoking is not permitted in the interior of any building at West Valley College and Mission College.
5.12 District and/or College Authority and Criminal Records
District and/or college regulations shall not be applicable, without due process of law, to a student who has been convicted in a criminal proceeding for an act to which the District regulations might otherwise apply.

5.13 Care of District Property
Each student in the District is responsible for the proper care of District property; supplies and equipment entrusted to her/his use.

Students who lose or damage District property shall be notified in writing of the amounts due and the actions which may be taken for failure to pay. Such actions may include the imposition of fees for the loss, damage, or defacement of books and equipment; the cancellation of registration; the withholding of grades or transcript; and, in extreme cases, legal action.

5.19 Student Conduct Policy
It shall be the policy of the district to enforce a student code of conduct the purpose of this 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.

5.19.1 Students are subject to State and Federal laws and the respective College, district, and Board levels.

The Chancellor or designee will ensure that the system's for student grievances and appeals is made known to all students by prominent inclusion in College publications and on Web sites.

5.22.2 The Chancellor or designee will ensure that the system's for student grievances and appeals is made known to all students by prominent inclusion in College publications and on Web sites.

5.23 Student Grievances and Appeals Policy
5.23.1 It shall be the policy of the District to maintain a uniform system of student grievances and appeals, which shall afford procedural due process to students.

5.23.2 A student may file a grievance when he or she believes that a faculty or staff member, or an administrator has violated College rules, policies or procedures, or other local, State, or Federal laws.

a. Academic Grievance
An academic grievance may be filed when a student feels that a faculty member has violated College rules, policies or procedures relative to grading or other academic areas. All grade appeals are first handled with the specific instructor, then in order with the Department Chair, the Division Chair, the vice President of Instruction, the College President, the chancellor, and the board of Trustees.

5.23.3 An explanation of the procedures for submitting student grievances and appeals shall be made available to students in the Student Handbook of each College and shall be made known to all students by prominent inclusion in College publications and on Web sites.
5 working days for a written decision
6 working days to initiate a written appeal to the Hearing Board
7 working days to File a formal appeal
8 working days for Hearing Board to meet on appeal or referral of item
9 working days for written decision
10 working days to initiate a formal appeal to the President
11 working days to meet with the President
12 working days for written decision
13 working days to initiate an appeal to the Chancellor
14 working days to meet with the Chancellor
15 working days for a written decision
16 working days to initiate an appeal to the Board of Trustees
17 working days to hold a formal appeal with the Board
18 working days for written decision

Discipline timelines are specific, but may be deviated from because of scheduling difficulties and other reasonable problems. All delays must be communicated in writing to the student.

5.8.16 Student Conduct Code

The District has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanctions apply at all times on campus as well as to any off-campus function sponsored or supervised by the College:

a. Disruptive behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance or abuse of College personnel.

b. Assault, battery, or any threat of force or violence upon students or College personnel.

c. Theft of, or damage to, the property of the College, its officers, employees, students or visitors.

d. Interference with the normal operations of the College (e.g., obstruction or disruption of teaching, research, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions or of other authorized activities on College premises).

e. Unauthorized entry into or use of College facilities.

f. Cheating, plagiarism or knowingly furnishing false information in the classroom or to a College officer.

g. Forgery, alteration, or other misuse of College documents, records, or identification.

h. Failure to pay just debts such as fines or loans, and failure to return borrowed property when reasonable attempts have been made to retrieve it.

i. Disorderly, lewd, indecent, or obscene conduct or expression on any College owned or controlled property or at any College sponsored or supervised function.

j. Physical or verbal abuse of any person or group, or conduct which intimidates, threatens, or endangers the health or safety of any person or group.

k. Acts of physical, verbal, or sexual harassment.

l. Hazing or any acts of discrimination that injures, degrades, or disgraces another person or group.

m. The unlawful possession, use, or distribution of alcohol or illicit drugs on College property or at events sponsored by the College.

n. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College sponsored or supervised activities.

o. Gambling in any form.

p. Smoking in classrooms or other unauthorized campus areas.

q. Failure to comply with lawful directions of College officials, faculty, staff or campus police officers who are acting within the scope of their duties.

r. Violations of district policies or College regulations concerning the registration of student organizations, the use of district facilities, or the time, place, and manner of public expression.

s. Violation of other applicable Federal and State statutes and College rules and regulations.

5.8.17 Sanctions

In accordance with the provisions of Education Code Section 76130, the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct.

a. Warning: Notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;

b. Censure: A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a college office or community agency for counseling or rehabilitative treatment;

c. Probation: Prohibition of the student by the CSSO from participating in designated privileges or college activities for a period of up to one semester or other stipulated requirements to conform to specified standards of conduct;

d. Restitution: Reimbursement to the college, as directed by the CSSO, for repair or replacement of district property properly misused, misappropriated or damaged by the student; payment for bad debts;

e. Temporary Suspension: Suspension of the student from the classroom by the instructor for up to two days or by the CSSO for up to ten days from one or more classes and any or all activities;

f. Suspension: Exclusion from one or more classes, any or all activities of the College and from use of any District facilities. The CSSO may suspend a student for up to one full semester and the President of the college may suspend a student more than one semester;

g. Expulsion: Termination of student status by the Board of Trustees on recommendation of the Chancellor.

5.8.18 Exclusion, Suspension, Expulsion

A. Exclusion from Classes – Conduct

1. An instructor may recommend to the CSSO the removal of any student or students from any class he/she is teaching for any of the reasons of misconduct enumerated in 5.8.16. The recommendation shall be filed in writing with the CSSO who within five (5) days of the receipt of the written request from the instructor shall impose those sanctions set forth in 5.8.17 which he/she deems appropriate to the reasons for the request set forth by the instructor.

In the event the CSSO is also the instructor, the Chairperson of the Division in which the Dean is instructing shall impose the sanctions.

2. The CSSO will inform in writing the student and the faculty member requesting the removal of the student from class of his/her decision and will inform both the student and the faculty member of their respective rights of appeal.

3. Each college shall develop and adopt procedures to facilitate such appeal.

B. Exclusion from Class - 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 on regular classes any student whose physical or mental disability is such to cause his attendance to be inimical to the welfare of other students.”

5.8.19 Policy On Cheating

Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to College staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student's work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one's own for a grade or points.

c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student's own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.
d. Furnishing false information: forgery, falsification, alteration or misuse of College documents, records, or identification in class or in laboratory situations.

5.8.19.1 Classroom-Related Disciplinary Sanctions

When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

b. Issue a NC or a failing grade ("F") or "0" for the assignment in question.

c. Issue a NC or a failing grade for the course. The student will not be permitted to drop the class and will receive a "F" or NC for the semester grade.

d. Drop the student from the class and assign a withdrawal ("W") for the class up to the last day to withdraw from semester term courses. Students dropped after stated date will be assigned a failing ("F") for the class, pursuant to the uniform grading policy.

e. Refer the student to the CSSO for disciplinarian action.

5.8.20 Grievance Process

A student may file a grievance when he or she believes that a faculty or College staff member has violated College rules, policies or procedures, or other local, state or federal laws. There are two types of grievances: academic and general student grievances.

a. Academic Grievance: An academic grievance may be filed when a student feels that a faculty member has violated state law, federal law, or College policies and procedures relative to grading or other academic areas. All grade appeals are first with the specific instructor, then in order with the department chair, the division chair, the Chief Instructional Officer, the President, the Chancellor, and the Board of Trustees. The State Educational Code provides the following:

   All grades awarded by the instructor of record shall be final. The California Code of Regulations, Section 55760, permits a grievance to be filed with respect to grading only in situations where a grade was assigned due to mistake, fraud, bad faith, or incompetence.

b. General Student Grievance: A general student grievance may be filed by a student who feels an action of a College staff member, office, or group violates existing College rules, policy or procedures; or other local, state and federal laws. A grievance of discrimination or sexual harassment is not included in this category. Complaints of sexual harassment and/or discrimination should be filed pursuant to the specialized procedures set out in 5.8.20.3 through 5.8.21.

5.8.20.1 Grievance Process:
The grievance process is a formalized process to ensure the timely resolution of conflict at the lowest possible level. There are three steps to the grievance process with appeal levels beyond those steps. Either party may be accompanied by an advocate at any step in the grievance process. It is the preference of The District to resolve grievances at the informal level whenever possible.

Step 1: (Informal Meeting) This step is the informal resolution stage which involves the student who has a complaint and the staff member or specific group who is the other party in the grievance. The student must notify the staff person or representative of a group that s/he wishes to make an appointment for an informal meeting to review an action within ten (10) days of its occurrence. The informal meeting shall then take place within ten (10) days of the notification of the desire to meet. In the absence of the instructor or staff person and after a good faith effort to make contact, the grievant may directly contact the department chair.

   Should the outcome of this informal meeting not meet with the satisfaction of the grievant, he or she may file a formal Step 2 Grievance with the CSSO within five (5) days of the informal meeting. The formal appeal form must outline the action and outcome of the Step 1 level and the information for the Step 2 level. (Please refer to the Grievance Form)

Step 2: (Formal Grievance) If the informal Step 1 meeting does not resolve the issues to the satisfaction of the student, a formal Step 2 meeting may be initiated by the student. The formal grievance form is filed with the CSSO who will forward it to the Step 2 level staff person. The grievance form will ask the student to provide the following:

   1) exact nature of the grievance, 2) the specific details of the grievance, e.g., chronology of events, copies of any information that may be helpful, etc., 3) a description of the informal meeting and the attempted resolution, and 4) the desired remedy.

   The Step 2 meeting will be with the immediate supervisor of the faculty or staff member involved and must occur within ten (10) days of filing with the CSSO. The written outcome of the Step 2 meeting must be completed within two (2) working days of the formal meeting and turned into the CSSO who will give it to the student filing the grievance. If the outcome of Step 2 is not satisfactory to the student, a Step 3 appeal may be filed with the CSSO within five (5) days of receipt of the Step 2 outcome.

   The Step 3 appeal with the CSSO must be heard within 10 working days of the filing of the appeal. A written decision must be rendered within 2 working days. The student then has 2 working days to file a formal appeal to the President.

   The decision of the President may be appealed to the Chancellor using the same procedures noted above. The final appeal may be made to the Board of Trustees within 30 days of the official notice of the request to appeal the decision of the Chancellor. The decision of the Board of Trustees shall be the final step of the grievance process. There is no appeal beyond the Board of Trustees.

5.8.20.2 Grievance Timelines

   Complaint occurs and grievant has a maximum of 30 days to notify the College staff person/office
   10 working days for the informal meeting to occur (decision should be made during the meeting or within two (2) days and communicated to grievant)
   5 working days to file a Step 2 written grievance with the CSSO’s Office
   10 working days to have the Department level meeting
   2 working days for a written decision
   5 working days to file a written Step 3 grievance with the CSSO’s Office
   10 working days for the Hearing Board to meet
   2 working days for a written decision
   2 working days to initiate a formal appeal to the President
   10 working days to meet with the President
   2 working days for written decision
   2 working days to initiate an appeal to the Chancellor
   10 working days to meet with the Chancellor
   2 working days for a written decision
   2 working days to initiate an appeal to the Board of Trustees
   30 working days to hold a formal appeal with the Board
   2 working days for written decision.

   Grievance timelines are specific, but may be deviated from because of scheduling difficulties and other reasonable problems. All delays must be communicated in writing to the student.

5.8.20.3 Sexual Harassment Grievance Policy

   It is the policy of The District to maintain a learning and working environment that is free of sexual harassment. In accordance to District policy, employee complaints of sexual harassment are referred to the Director of Human Resources and Employee Relations.

   Student complaints of sexual harassment are defined in this section of the Discipline/Grievance Policy: Sexual harassment as defined by Title VII of Civil Rights Act, Title IX of Educational Amendments of 1972, Office of Civil Rights and current District Policies is defined as:

   a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another student, or when made by a student to another student, or when made by a student to a staff member.

      1. Submission of such conduct is made, either explicitly or implicitly a term of condition of an individual’s employment or education; or
      2. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
      3. Such conduct has the purpose or effect of substantially interfering with an individual’s educational or work performance, or creating an intimidating, hostile, or offensive employment or educational environment.

   b. Sexual harassment may include, but is not limited to:

      1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures or cartoons.
      2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
      3. Implying or withholding support for an appointment, promotion, or change of assignment, suggesting poor performance report will be prepared; or suggesting probation will be failed. Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

206
4. Coercive sexual behavior used to control, influence or affect the career, salary, and/or work environment of another employee, within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunity, grades, and/or learning environment of a student.

5. Offering favors or educational employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

5.8.20.4 Complaints Against College Employees

Sexual harassment, as noted above, may take many forms. The goal of this policy is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made. All complaints, both formal and informal, will be handled with the strictest standard of confidentiality. The State Education Code, Title 5, Section 59334, requires that a single person investigate and report formal sexual harassment (and discrimination) complaints. That person for the District is the Director of Human Resources and Employee Relations. The CSSOs on both campuses are designated as the Title IX responsible office for that campus. These individuals will assist students at both the formal and informal grievance levels and answer any questions or concerns.

Many complaints may be resolved at the informal level. Often discussion with the College employee will successfully change the behavior to the student’s satisfaction.

Sometimes the nature of the sexual harassment is so severe to the student that no contact with the individual or their supervisor is possible. In those situations the student should immediately report the incident directly to the CSSO or the Director of Human Resources and Employee Relations.

a. Informal Level

1. The Step 1 level encourages the student to approach the person who has caused the complaint. The student should specify the incident that caused the complaint and the action that, in the student’s opinion, would resolve the matter.

2. At the Step 2 level the student approaches a third party, either the Department Chair or the immediate supervisor of the employee. The student should specify the incident that caused the complaint and the action that, in the student’s opinion, would resolve the matter.

b. Formal Level

1. The Step 3 level is directly with the CSSO or the Director of Human Resources and Employee Relations. Appeal procedures beyond this level are determined by the District Personnel Policies. The student begins the formal discrimination procedure at this level if he or she believes it is necessary.

c. Timeline

1. Formal complaint must be filed in writing within 60 days of occurrence in the Office of Human Resources.

2. Investigation will be completed within a 90 day period and complainant will receive a written notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.

3. The District, through the Director of Human Resources and Employee Relations will report all formal complaints to the State Chancellor’s Office within 90 days of receipt of a complaint. (Title 5, Section 59336)

4. Appeal procedures are defined in the District policy.

5.8.22 Free Speech and Discriminatory Harassment

The District is committed to creating an educational environment that does not tolerate harassment or discrimination. At the same time, the College must protect the Constitutional Rights of free expression under the First Amendment.

5.8.23 Readmission of Expelled Student

The Board of Trustees of the West Valley-Mission Community College District will consider readmission of any former student expelled pursuant to board policy upon the presentation of evidence to substantiate the student’s ability to profit from the instruction offered.

EQUAL OPPORTUNITY

In compliance with numerous federal and state equal opportunity laws, the West Valley-Mission Community College District Governing Board has adopted a policy which prohibits discrimination in educational and employment activities. Collectively these laws prohibit discrimination on the basis of race, color, religion, sex, national origin, age, disability, ethnic group identification, medical condition, marital status, or ancestry in various activities such as admission of students, educational programs and courses, and personnel actions in employment. Different laws cover different activities.

All courses offered at West Valley-Mission Community College District are open to individuals of both sexes. Some courses may emphasize information related to either men or women specifically, but no course is prohibited to any student on the basis of sex.

SEXUAL HARASSMENT

In accordance with Title VII, Section 1604, it is the policy of the West Valley-Mission Community College District to provide students and employees with an environment which is free of sexual harassment. Complaints by employees or students should be directed to the Director, Human Resources and Employee Relations, West Valley College, Personnel Office, 14000 Fruitvale Avenue, Saratoga, CA 95070-5698. The telephone number is (408) 741-2060.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989

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 the Health Service for students and the Personnel Office for employees. West Valley College students and employees are subject to sanctions as defined by Student Handbook, Board policies and other local, State, and Federal laws.
WEST VALLEY COLLEGE IS A DRUG-FREE CAMPUS

Both the abuse and moderate use of alcohol and illegal drugs can result in injury and death. While chronic problems are associated with long-term abuse, damage can occur from moderate or even a single experimental use of a substance. Alcohol and drug use seriously impair learning and motivation; disrupts the classroom; jeopardizes our physical and mental health; subjects us to criminal penalties; injures our families; erodes our relationships; and inhibits our ability to benefit from an education. West Valley College therefore asks you to support, maintain, and promote actively a drug-free learning environment by being aware and informing others of college policies, referral sources for help, and the substantial legal, personal, and health consequences associated with use. If you or someone you know is having problems with alcohol or drugs, seek out confidential assistance on-campus, or from one of the community agencies listed on this sheet.

District Policy

Item 5.8.13.8 prohibits the use, distribution, sale or possession of alcohol or unlawful drugs on college property or at events sponsored by the college.

Unlawful drugs include controlled substances such as marijuana, cocaine, amphetamines, heroin, opium, methadone, methaqualone, mesylazine, peyote, phencyclidine (PCP), prescription drugs obtained illegally, and LSD, among others.

Health Consequences

• Even experimental use of a substance may result in:
  — impaired learning due to poor concentration, fatigue, drowsiness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks, and drug-induced psychiatric problems.
  — impaired judgment leading to driving under the influence of alcohol/drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury, or death as a result of substance overdose.
  • The intravenous use of drugs can result in hepatitis, tetanus, abscesses, and AIDS.
  • The use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest and death.
  • The most common negative health consequences from occasional drinking are trauma-related (i.e., auto accidents, violent and abusive acts) and involve both the drinker and non-drinking victims.
  • Long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent incoordination, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancers, and many other health problems.

Legal Sanctions:

West Valley College

As a West Valley College student or employee you are subject to both college rules and regulations and the laws and penalties of the State of California for alcohol/drug offenses.

As a student, if you are under the influence of alcohol and/or drugs, or if you are discovered selling, or dispensing drugs on campus or at any college function, you can be suspended, expelled and criminally prosecuted.

If you are an employee at West Valley College you may be placed on probation, terminated, and criminally prosecuted for the use, sale or possession of illegal drugs and/or alcohol on campus, or at college sponsored events.

State of California

For a first offense of driving under the influence of alcohol and/or drugs, you may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway.

For possession of marijuana (1 oz. or less), you can be fined up to $100 and receive a criminal citation.

• For possession of marijuana (more than 1 oz.) you may receive up to 6 months in county jail, up to a $500 fine, or both.
• For possession of cocaine you can be imprisoned in a state prison.
• For sales of any illegal drug you can be imprisoned in a state prison.
• Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place can be convicted of a misdemeanor.
• It is a misdemeanor crime to sell, give, or furnish alcohol to anyone under 21 years of age.
• Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving-under-the-influence convictions.

FOR FREE CONFIDENTIAL ASSISTANCE

Contact the following services on campus:
• Members of the Campus Assistance Program (CAP),
• West Valley College Health Services (408) 741-2027

Self-Help groups on campus:
• For information about self-help groups on campus such as Co-Dependents Anonymous (CoDA), Twelve Step Study Group, and Overeaters Anonymous, call Student Health Services (408) 741-2027.

For assistance off-campus, call:
• Alcoholics Anonymous (408) 297-3555
• Narcotics Anonymous (408) 998-4200
• National Council on Alcoholism, Santa Clara County (408) 241-5577
• For a more comprehensive listing of off-campus referrals, contact the West Valley Campus Health Center.

West Valley College Health Services
741-2027
WEST VALLEY COLLEGE NON-DISCRIMINATION STATEMENT

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

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:
  Director of Human Resources and Employee Relations
  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 of the ADA Act, see:
  Tom Church, Disabled Students Program and Services
  West Valley College, Building 17
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698 (408) 741-2010

WEST VALLEY COLLEGE NON-DISCRIMINATION STATEMENT

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El Distrito de los colegios West Valley y Mission afirma su dedicación para mantener un ambiente de igualdad y prohibir discriminación basada en sexo, color, religion, edad, incapacidad física o mental, antepasado, origen nacional, raza, credo, condición medica, parentesco, o orientación sexual en todo aspecto de sus programas educacionales y actividades. El Distrito se dedica a mantener un ambiente libre de acoso sexual e intimidación.

Student Services

District philosophy recognizes the diverse educational needs within the communities served by the District. That 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 counseling, advising and special services.

COUNSELING CENTER

The College maintains a Counseling Center staffed by competent, highly-trained and diversely experienced counselors, located behind Administration & Records. 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 of all types.

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.

Career Development and Human Development Courses
A variety of counseling courses covers such topics as College Survival Skills, Careers and Lifestyles, Job Search Methods, Communication, Study Skills, Cross Cultural perspectives, and a wide range of personal growth subjects. The courses offer students an opportunity to explore academic, career and personal development within a structured group setting.

Personal Counseling
Personal counseling is provided on a limited basis to students who need and seek assistance in resolving personal, relational, self-identity, or health-related problems which are limiting or interfering with the student's ability to successfully pursue a college education.

Personal Testing and Assessment
Aptitude, ability, interest, achievement and personality testing and assessment provide students with information about themselves as part of a commitment to provide students with data necessary for continued growth and development as students in the College.

Transfer and Career Center
The Transfer and Career Center is located in the front of the Counseling building. The Center is supported by Student Services staff to assist students in preparing to transfer to four-year schools, selecting a career, and job search process.

The Transfer Function of the Center provides detailed information on transfer-institution requirements and assists with filling out applications and completing Transfer Admission Agreements. Regular visits of representatives from four-year schools are scheduled through the Center.

The Career Function of the Center includes classes taught by counselors and assistance to the individual student in using the Career Resource Library to explore various fields of employment. The EUREKA Career Information System (a computerized, up-to-date library of occupational and educational information) is available in the Career Center.

The Career Resource Library is a collection of books, articles, catalogs, tapes, and computer-based materials to assist the student in exploring jobs and careers.

CAREER PROGRAMS CENTER

The Career Programs Center, located in the Applied Arts and Sciences Building, Room 35, provides information, such as brochures and major sheets, on degree and certificate programs with career emphasis. Counseling support for career programs is available. In addition, job placement assistance is provided to help with researching and applying for job opportunities. Students can also enroll in Work Experience units.

Job Placement
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, such as access to Internet job listings, Jobtrak, and guidance for resume writing, cover letter composition, and interviewing techniques. Appointments are encouraged, but drop-ins are welcome. The Career Placement Advisor can be reached at (408) 741-2508.

Work Experience
Students may also visit the Career Programs Center to enroll in Work Experience units. Students can enroll in either "General" Work Experience, which will develop general job skills, vocational awareness, and understanding of successful employment, or "Occupational" Work Experience, which is directly related to the student's field of study. Learning objectives are set up with a Faculty Advisor, and units are transferable to CSU and many private colleges. The Work Experience Coordinator can be reached at (408) 741-2661.

Career Programs Resources
Information on the following Career Programs is available:

Accounting Clerk
Administration of Justice
Architecture
Business Administration
Administrative Careers, Levels I & II
Management Careers
Marketing Careers
Retail Management
Small Business Careers
Business with International/Foreign Language Emphasis
Child Studies
ECE Certificate of Merit
School Age Child Care
Infant-Toddler Child Care
Family Child Care Program
Parent Education
ECE Program Director
ECE-Certificate of Proficiency I
Child Development-Certificate of Proficiency II
Computer Applications
Computer Information Systems
CIS-Business Application Option
CIS-Programming Option
Court Reporting and Related Technologies
Legal Secretarial Studies
Legal Transcription Technician
Note Reading and Scoping Technologies
Office Assistant/Transcription Technician
Realtime Stenographic Interpreter
Stenographic Computer-Aided Medical Transcription
Desktop Publishing
Digital Media/Internet Services
Computer Arts: Animation
Digital Media Design and Production
Desktop Publishing
Internet Services
Digital Media Design and Production-Level 1
Digital Media Design and Productio-Level 2
Web Design and Production-Content Design Emphasis-Level 1
Web Design and Production-Content Design emphasis-Level 2
Web Design and Production-Production Emphasis-Level 1
Web Design and Production-Production Emphasis-Level 2
Web Design and Production-Production Emphasis-Level 3
Web Design and Production-Production Emphasis-Level 4
Fashion Design & Apparel Technology
Apparel Design - Advanced Certificate
Electronic Grading & Marking
Electronic Patternmaking
Apparel Production
Computer Aided Surface Design
Manual Surface Design
Health Care Technologies
Clinical Unit Clerk
Insurance Billing Specialist
Medical Administrative Assistant
Medical Assistant
Clinical Assistant
Medical Office Laboratory Assistant
Massage Therapy
Medical Office Reception
Medical Transcription
Interior Design
Landscape Architecture
Paralegal Studies
Professional Office Skills Training
Park Management
Word Processing/Office Automation
Workplace Success Skills

To receive a packet of information on any of these programs, call (408) 741-2098.

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, such as access to Internet job listings, and guidance for resume writing, cover letter composition, and interviewing techniques. Appointments are encouraged, but drop-ins are welcome. The Career Placement Advisor can be reached at (408) 741-2508.
The Career Programs Center is located in the Applied Arts and Sciences Building, Room 35. For more information, call (408) 741-2096.

**STUDENT HEALTH SERVICES**

The College maintains a Student Health Service designated to facilitate the physical, emotional and social well-being of students in ways which increase their potential for educational success. These services are provided by a team of health professionals including registered nurses, college counselors, and consulting physicians. Special programs and activities are conducted to address issues related to sexuality, substance abuse, HIV and other high risk health conditions. Services include personal and crisis counseling, limited medical treatment, contraceptive counseling, and screening procedures for blood pressure, vision, hearing, pregnancy and tuberculosis. Health assessment, education and referrals to community resources are routinely available. Telephone advice and service to off-campus students are also available. Optional Illness/Accident and Dental/Visions insurance plans are offered at nominal cost to all registered students.

West Valley College Student Health Services is located in the middle of the campus next to the EOP&S Office, up the hill from Learning Services.

**STUDENT GOVERNMENT AND ACTIVITIES**

The District believes that participation in student government and activities enhances and enriches the student’s education. To foster participation by students, two distinct and identifiable programs are offered: Student Government and Student Activities.

Student Government at the College is represented by the Associated Students of West Valley College which annually elects its own administrative officers, student senators, and commissioners 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 decision and policy-making processes of the College.

Student Activities programs at the College provide a rich variety of opportunities for students to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities, whether College-wide or sponsored by a variety of special interest clubs and organizations, provide the student with opportunities for exploring and developing talents, making friends, realizing personal potential, and experiencing a sense of community at the College.

Information about student government and student activities participation opportunities are available in the Campus Center at West Valley College.

**INTERCOLLEGIATE ATHLETICS**

The College offers men’s and women’s sports at the intercollegiate level. West Valley College is a member of the Coast Conference and participates in football, cross country, water polo, soccer, basketball, track, baseball, softball, swimming, wrestling, and volleyball.

Students interested in participation and in learning about eligibility requirements may contact the Department of Physical Education and Athletics at West Valley College.

**SUPPORTED EDUCATION PROGRAM**

(Formerly Disabled Student Program and Services)

The primary purpose of the Supported Education Program (S.E.P.) at West Valley College is to integrate all disabled students into classes and programs beside their fellow students. A variety of services and special classes are provided in an effort to equalize educational opportunities for students with disabilities as they move toward their educational or vocational goals. Course offerings are listed under Supported Education Program in this catalog.

**Services include:**
- Interpreters
- Counseling
- Note Takers
- Specialized Equipment
- Readers
- Registration Priority
- Mobility Assistance
- Liaison with Faculty
- Special Parking
- Community Liaison
- Braile Transcription
- Instructional Support
- Campus Orientation
- Test-Taking Assistance

There are many staff members and services rendered based on individual situations and needs. Referral and liaison with the State Department of Rehabilitation is provided where students may qualify for vocational and financial assistance while attending college.

**Adapted Physical Education**

Physical education courses designed for students with disabilities.

**Learning Disability Services**

Assessment of learning problems - instruction for students with learning disabilities.

**Communication Disability Services**

Hearing screenings and assistance for hearing-impaired students.

Evaluation and instruction for people who demonstrate communication difficulties including dysfluency, and articulation, voice and language problems.

**Adapted Computer Lab**

The Adapted Computer Lab for Disabled Students provides evaluation and training in the use of computer technology to assist students in the achievement of educational and/or vocational goals. If you feel you would benefit from the Supported Education Program contact the Coordinator in the Learning Services Building or by telephone at (408) 741-2021.

**EDUCATIONAL TRANSITION FOR WOMEN AND MEN**

The Educational Transition (ET) Program is a reentry program designed for adults who have had a break of several years in their schooling, and now wish to continue or begin their education. Reentry students are:
- Adults whose college careers were interrupted because of work, family or personal circumstances.
- Adults who decided not to go to college after high school, but who now recognize its value to their lives.
- Adults who want to improve specific skills or fulfill particular goals.
- Adults who want a career or lifestyle change.

The Educational Transition (ET) Program provides re-entry, academic and career counseling and the friendship, encouragement and support needed to help an adult student feel confident, successful, and welcome at West Valley College.

**ET services include:**
- Back-to-school Welcome
- Career, Academic and Personal Counseling
- Peer advising
- Support Groups and Workshops
- Drop-in lounge

ET is located in the Learning Services building #17 and can be reached at 741-2022.

**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) and COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

EOP&S offers educational and financial support services to students who have historically experienced language, social and economic barriers. Students must meet the educational and financial disadvantage criteria to be considered eligible. The intent, purpose, and resources of EOP&S are aimed at assisting students achieve their academic and career goals.

CARE is a program designed to help single parent students succeed in college. CARE students must be 18 years of age, single heads of household. The student or their child, who is under 14 years of age must be receiving CalWorks/TANF/AFDC for any length of time.

**Services include:**
- Book vouchers and grants
- Priority registration
- Academic, career and personal counseling
- Assistance with the transfer process
- University application fee waivers
- Additional tutoring hours
- Referrals to special programs and resources
- Peer advising
- Emergency loans
- Multi-cultural awareness and social activities

Students interested in further information are encouraged to visit or call the EOP&S Office at (408) 741-2023.

**PUENTE PROJECT**

The Puente Project is a year-long program that prepares students to compete academically in a university environment. It emphasizes the Mexican-American/Latino-American experience through English writing, counseling, and mentoring components. The Puente Program integrates:
- Two-semester English 905 and 1A linked classes,
- Two semester Counseling classes,
- Individual academic, personal, and career counseling,
- Transfer information, university tours, student motivational and transfer conferences, and assistance with the transfer process,
- Personal mentor relationships with professionals from the Mexican-American/Latino community.

Working together as a Puente team, an English instructor, a college counselor, and community leaders join with students to establish a foundation for the students’ academic and professional success.

The program starts in the fall semester and runs through spring semester. Students who are planning to transfer, are enthusiastic and committed to learning about the Mexican-American/Latino
experience, and would like to become involved in extracurricular activities (meetings, trips, tours, and worksite visits), may call: Maria Garcia-Scheper (counselor), in the Counseling Center at (408) 741-4036, or, Rebecca Cisneros (English instructor), in the English department at (408) 741-4014. “Puente: committed to building bridges to higher levels of education.”

SUCCESS PROGRAM
Students Utilizing Cross Cultural Educational Support and Services
SUCCESS is a counseling, instruction and mentoring program that emphasizes the African American experience and builds community among students. The program focuses on implementing West Valley Colleges’ Strategic Goals.

SUCCESS
- offers linked English 905 and 1A courses, Counseling 1, 5 and 12B
- encourages enrollment in History 12
- Child Development Ctr. provides intensive and proactive counseling.
- provides students with college, peer and community mentors.
- connects students with support services on campus and with transfer institutions.
- provides cultural, events, social outings and visits to transfer institutions.

For further information, contact Carolyn Nash, Counseling Center, 741-2608 or Paulette Boudreaux, English Department 741-2430.

LEARNING ASSISTANCE
The courses and services are designed to enable students to succeed in the regular college program. Students who need assistance in study and learning skills, reading, writing, or tutoring in academic or vocational subjects are encouraged to contact the appropriate individual program or to call SkillsNet Referral at 741-4033. Specialists are available for the diagnosis of student problems and individual programs are then designed for developing specific skills.

Program and Services
Adjunct Program
Content-based tutorial program to promote academic success supporting selected classes on campus.

English, English as a Second Language
Individualized instruction in listening, speaking, reading, and writing and tutors providing assistance in all math courses.

Reading Lab
Diagnosis of reading problems—individual instruction in reading skills.

Skills Center
Individualized self-paced instruction in study skills, reading, writing and math.

Tutoring Services
Students tutoring other students in academic and vocational subjects.

Writing Lab
Screening of writing problems—programmed instruction in sentence structure and mechanics of written expressions.

TUTORIAL SERVICES
Tutoring is available, without charge, to West Valley College students in both academic and vocational subjects. Tutoring is especially valuable for students who want to improve their study skills, who are entering college for the first time, or who are returning to school after a lengthy absence. Tutoring is done by qualified, trained tutors who have been recommended by faculty in the subject area. Students are also assisted in forming their own study groups.

If you would like to receive tutoring, come to Tutorial Services. We will arrange for you to meet with a tutor.

If you have a desire to help others, are knowledgeable in a subject, and wish to become a paid tutor, come to Tutorial Services to pick up an application. Phone 741-2038

LIBRARY SERVICES
The West Valley College Library offers numerous resources and services to students and faculty. These include personalized reference assistance, orientations tailored to class assignments, and classes in the utilization of materials and application of research techniques. Internet stations are available for patron use. Publications explaining resources and services in greater detail are also available.

The Library collection includes books, periodicals, pamphlets, reference materials, and audiovisual media. Books may be borrowed from the West Valley College or Mission College collection by using a college I.D. card. The library provides study areas with individual carrels, small tables and lounge seating.

Library hours are posted at the front entrance to the library.
West Valley College Reference Desk 741-2029
West Valley College Circulation Desk 741-2028

BOOKSTORE
The Viking Bookstore is professionally managed by Barnes and Noble College Stores Corporation. Located behind the Student Center, the bookstore stocks all required text and supplies as well as a wide array of imported merchandise and gift ware from which to choose. It is suggested that when you purchase your textbooks that you carry a copy of your schedule with you.

The bookstore will buy back your books any day and offer 50% of your cost when the book and edition is being used for the following term. Refund deadlines are the first 15 days of the term and 2 days thereafter.

Regular hours are Monday through Thursday from 7:30 a.m.-7 p.m. and Fridays from 7:30 a.m.-2 p.m. Call for extended hours during the start of the term.

Phone: (408) 741-2015

CAMPUS CENTER
The Campus Center is the social and recreational center of West Valley College. Students, staff, faculty and visitors to the campus make "The Hall" a busy and exciting hub of activity. A TV lounge, fireside area, and Student Art Gallery can be found on the lower levels. The upper level contains the main Information Counter plus a lounge, copy center, off-campus housing board, the Student Activities Office, Club and Baltic Rooms, Inter-Club Council Offices, Safety Escorts, master calendar of events, the Campus Cafeteria, and the Viking Bookstore. The Campus Center is also available for building rentals.

Phone: 741-2025

Student Activities Office: 741-2006

FOOD SERVICES
The Campus Center Cafe offers a variety of menu selections. Selections include hot breakfast, salad bar, mexican cuisine, deli bar, grill, baked goods, snacks and beverages. Vending machines are conveniently located throughout campus.

STUDENT ACTIVITIES OFFICE
The Student Activities program at West Valley College provides a rich variety of opportunities for students to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities provide opportunities for students to explore and develop their talents, make new friends, realize personal potential and experience a sense of community at the college. For more information please call the Student Activities Office:

Phone: 741-2006

The Campus Center facility consists of the Campus Cafe, the Viking Bookstore, the District Police Business Office, the Student Art Gallery, Student Government Offices, meeting rooms, lounges, and lots of outdoor spaces. In addition, this space is available for outside rentals. For more information regarding the Campus Center please call:

Phone: (408) 741-2025

CHILD CARE SERVICES
Child Development Center
The Child Studies Department at West Valley College offers an early childhood program for children 2 to 6 years old. The Child Development Centers are open from 7:30 a.m. to 4:00 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 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.

Phone: 741-2409

CAMPUS SAFETY
The West Valley/Mission College District strives to maintain a safe environment for students, faculty, and visitors to pursue educational objectives. However, a truly safe and secure campus can only be achieved with thorough cooperation of all members of our college community. Please see the schedule of classes for further information.

THE DISTRICT POLICE
The West Valley/Mission District Police Department provides police patrols by vehicle, foot, and bicycle during class sessions, weekends, and holidays. The District Police have full state law enforcement authority identical to that of your local police and sheriff. Officers are responsible for a wide range of public safety services, including crime reports, traffic accidents, criminal investigations, and all other incidents requiring police assistance. District Police Officers maintain a mutual aid policy with the police of the city of Santa Clara and the Santa Clara County Sheriff’s Department.
District Police Officers are supplemented by non-sworn, uniformed Campus Service 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.

SAFETY SERVICES AND ASSISTANCE
The District Police will provide you with assistance in unlocking your vehicle, 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 no charge by calling the District Police Office at Mission (855-5435) or at West Valley (741-2092). 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.

STUDENT FINANCIAL ASSISTANCE
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.

How to Apply
To apply the student must complete the Free Application for Federal Student Aid (FAFSA) either on line at: www.fafsa.ed.gov or submit a paper application to the federal processing center. There are additional documents that may be required. Be sure to respond immediately to any requests made by the financial aid office.

Financial Aid Programs
Federal Pell Grant
Federal Supplemental Educational Opportunity Grant
Federal Work Study
Federal Family Education Loan Program
State Programs
Board of Governor’s Waiver
Cal Grant B and C
Cal WORKS
CARE
EOP&S

For more information about these programs, please contact the financial aid office.

Board of Governors Waiver (BOGW)
The Board of Governors Waiver (BOGW) is one of the financial aid programs available at the college. This program waives the enrollment fee and health fee for eligible students. It also waives a portion of the parking fees. Applicants must be California residents and meet one of the requirements listed:

1. Currently receive benefits from TANF, or SSI, or General Assistance/General Relief or be eligible for a Deceased/Disabled Veteran’s Dependent Fee Waiver OR
2. Meet specific income levels (e.g., household of $1–$12,525) OR
3. Have demonstrated financial need. Interested applicants should stop by the Financial Aid Office prior to registering for courses and complete a one (1) page Board of Governors Waiver (BOGW) application form.

Technology Center
The Technology Center is located in the AAS Building. The instructional computer program has state-of-the-art computers that are high-end PCs, Macintosh, and Sun systems. All of the systems are networked and have access to the Internet at high speeds. Most of the machines are equipped with a zip and CD Rom drives. Laser printing and color laser printing available. There are also several flat bed scanners, slide scanners and CD burners available. For a small fee, the Technology center is open to ALL West Valley College Students. (408) 741-7103.

CalWORKs Program
If you are a student who receives CalWORKs/ TANF (Temporary Assistance to Needy Families), you are eligible to receive individual career and personal counseling, services and support to help you succeed in school and meet the requirements of your CalWORKs plan. CalWORKs/TANF recipients (within two years off cash aid) are also eligible to participate. 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. Our one-on-one job search and job placement assistance can help you with employment. “Your future is important to us!” For more information, give us a call 741-2098 or stop by the Career Programs Center AAS-35.

Veterans Administration Educational Benefits
Veterans enrolled at the College may be eligible for educational benefits under the Veterans Administration Educational Benefits Program. These benefits include a monthly educational allowance. Most, but not all, of the courses at the College are approved for payment of VA benefits. Interested veterans and/or eligible dependents are urged to contact the Financial Aid Office located in the Admissions and Records Building or call (408) 741-2024.

In addition to the academic standards outlined in the West Valley Catalog and West Valley Schedule of Classes, Veterans collecting educational benefits will be subject to the following academic standards of the Veterans Administration for continuing eligibility:

1. Must maintain a minimum of at least a 2.0 (C) cumulative grade point average in course work attempted.
2. Veterans falling below a 2.0 (C) cumulative grade point average will be given a maximum of two (2) semesters to correct the academic deficiency and bring their cumulative grade point average to at least the 2.0 (C) minimum requirement.
3. Veterans whose cumulative grade point average remains below 2.0 (C) for more than two (2) semesters will be allowed to pursue their educational goal but will not be certified for veteran’s educational benefits until such time as their cumulative grade point average is at least 2.0 (C) or higher.

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. Application process is usually from December 1, through the end of February. The awards will be announced in May for the following year. (i.e., Feb., 2002 deadline for the 2002/2003 school year.)

The Financial Aid Office also maintains information on various scholarships offered and administered by outside donors and organizations.

Interested applicants should contact the Financial Aid Office for more information at (408) 741-2024.

Emergency Loans
The college also provides emergency loans from $50 to $225 a semester. These loans are made by the West Valley-Mission Colleges Foundation and are to be repaid within an eight week period. Applicants must be continuing students at the college (i.e., have earned at least 12 units at the college) and must submit a one-page application form with required documents.

Community Service Learning “Making a Difference”
Community Service Learning programs involve students in organized community service that addresses local needs, while developing their academic skills, sense of civic responsibility, and commitment. Community Service Learning is an effective teaching and learning tool, both faculty and students benefit from this program along with community members.

For more information, contact the CSL Office at (408) 741-4081, email to: community-service_learning@westvalley.edu visit the website: http://www.westvalley.edu/vvc/csi or visit the office across from the club room in the Campus Center.
Board of Trustees

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DON WOLFE

VIN PHAN, Student Trustee

Chancellor

Chancellor, West Valley/Mission Community College District - Vacant

Administration

BRODRICK, MALCOLM, 1987
Dean, Administrative Services
B.A. in History, Hofstra University; M.A. in Vocational Administration, University of Michigan; Ph.D. in Vocational Education, Colorado State University.

CHOW, FRED, 2001
Dean, Information Technology and Services
B.A. in Accounting, University of Hawaii; MBA, in Information Systems, San Francisco State University.

DAKE, DONETTE C., 1985
Dean, Career Education/Workforce Development
B.A. in Business Education, M.A. in Business Education, San Jose State University; and additional graduate work at Cal Poly, California State University, Northridge, and University of California, Santa Cruz

DUARTE, ANGELINA, 1987
Dean, Student Support Services
B.A. in Sociology, University of California, Berkeley; M.A. in Counseling, University of Santa Clara

FISBAUGH, DAVE, 1993
Dean, Learning Resources
A.A. in Interdisciplinary Studies, Chabot College; A.B. in English, University of California, Berkeley; M.L.S. in Library Science, San Jose State; Post-Master’s Certificate in Library Management, University of California, Berkeley.

FOX, MARCHELLE S., 1996
President
B.A. in Education, San Diego State University; M.A. in Human Development, Pacific Oaks College, Pasadena; Ph.D. in Educational Administration, University of Texas, Austin.

HUBBARD, GARY, 1969
Dean, Community Education
B.A. in Journalism; M.A. in Education, San Jose State University; additional graduate study in Organization and Development at U.C. San Francisco

MYERS III, EDWARD M., 1987
Vice President, Student Services
B.S. in Government; M.S. in Education, Iowa State University; Ph.D. in Education, University of Colorado.

PELTZ, STEPHEN K., 1976
Instructional Technology/Distance Learning Coordinator
B.A. in Graphic Design and Photography, San Jose State University; M.A. in Instructional Technology, San Jose State University; additional graduate studies at University of California, Berkeley; University of California, Santa Cruz; San Jose State University.

ROBLES, HARRIETT J., 1981
Dean of Instruction/Matriculation
B.A. in Comparative Literature, Occidental College; M.A. in Comparative Literature, University of California, Berkeley; Ed. D. in Educational Leadership and Change, The Fielding Institute; TESOL Certificate, University of Santa Clara; additional graduate study, San Jose State University, and University of California, Berkeley.

SAMUELS, JOSEPH R., 1986
Vice President, Instruction
B.S. in Education; M.S. in Education Administration, Kent State University, Kent, Ohio; Ed.D. in Organization/Leadership, University of San Francisco.

Economic Development Managers

ESMAILI, DAVID, 1998
Director, 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 for U.C. Berkeley David co-founded ad served as vice-president of the South Bay Young Blues (a California Alumni Club).

MINOR, ELZA, 1995
Director, Small Business Development Center
Occidental College, Los Angeles, MA; Urban Administration St. Mary’s College, Moraga, CA; BA Management, University of Iowa, Iowa City; IA BA National Urban Fellow, Yale University, New Haven, CT.

NEGASH, ALMAZ, 1999
Director, Silicon Valley Center for International Development (CITD)
B.A. in International Business, USF; M.B.A. golden gate University; Additional studies in dutch language and General Education, Fei Universiteit, Amsterdam; Holland; Intercultural relations study, Osaka, Japan.

OLIVER, JENNIFER, 1998
Program Manager, Workforce Education
B.A. in English and Psychology, Marquette University, Milwaukee, Wisconsin; M.S. in Vocational Rehabilitation counseling, University of Wisconsin, Milwaukee, Winconsin; Credential in Educational Administration, California State University, Los Angeles.

AUSTIN, BONNIE, SBDC
Bus Manager/Development Specialist

CONROY, MARYJANE, TEACHING
Reading & Development, Bus Manager/Development Specialist

ERICKSON, DONNA
Foster Kinship Care Grant
Bus Manager/Development Specialist
Faculty

BARRETT, GORDON E., 1970
Instructor in English
A.A. in English, Antelope Valley College; B.A. in English, University of California, Berkeley; M.A. in English, University of California, Berkeley; Ph.D. in English, University of California, Berkeley.

BURTON, ROBERT, 1980
Instructor in Physical Education, Men's Basketball Coach
B.A. in Social Science, Fresno State College; M.S. in Physical Education, California Polytechnic University, San Luis Obispo.

BURZYNSKI, DENNY, 1980
Instructor in Mathematics
B.A. and M.A. in Mathematics, California State University, Long Beach; additional graduate study at University of California, Los Angeles; University of California, Santa Cruz; Stanford University; San Jose State University; Program Director Intern at the National Science Foundation, Washington, D.C., Spring, 1992.

BYERS, MICHAEL, 1998
Counselor/Instruction
A.A., Liberal Arts, Orange Coast College; B.A., Journalism, Public Relations Emphasis, Humboldt State University; M.S.W., Master of Social Work, Clinical Concentration, Children, Youth and Families Emphasis, San Diego State University, Licensed Clinical Social Worker.

CALLNER, JAMES, 1986
Instructor in Theatre Arts
B.A. in Radio/TV/Film, M.A. in Theatre Arts, San Jose State University.

CAMPBELL, DOUGLAS, 1970
Instructor in Mathematics
B.A. in Mathematics, University of California, Davis; M.A. in Mathematics, San Francisco State University.

CAMPBELL, WILLIAM H., 1970
Athletic Director, Instructor in Physical Education, Men's & Women's Cross Country and Track Coach
B.A. and M.A. in Physical Education, San Jose State University; additional graduate study, California State University, Long Beach, and Pepperdine College.

CAREY, KELLY, 1996
Instructor in Computer Applications, Digital Media and Internet Services
B.A. in Organizational Behavior, MHRD in Organizational Development, Ed. D in Organizational Leadership/Pacific Leadership International, University of San Francisco.

CASTELLO, RANDY, 1986
Instructor in Accounting
B.S. and M.S. in Accounting, University of Wyoming.

CHAMPION, GEORGE W., 1977
Instructor in Music
Bachelor of Music, West Virginia University; Master of Music, West Virginia University.

CHAVEZ, ROBERT, 1979
Instructor in Foreign Languages
B.A. in Spanish and French, Southwestern College, Winfield, Kansas; M.A. in Spanish, Wichita State University, Wichita, Kansas; Mexican-American Graduate Studies, San Jose State University.

CHIN, BRAD, 1999
Instructor in Mathematics
B.A. in Applied Mathematics, University of California, Berkeley, Ph.D. in Applied Mathematics, University of California, Berkeley.

CIRIAULO, 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 focusing on Rhetoric and Composition, University of Vermont.
CLARK, ALYSUN, 2001
Instructor in Mathematics
B.S. in Mathematics, Sonoma State University; M.S. in Statistics, Oregon State University.

CLARK, CHRISTOPHER S., 1999
Counselor/Articulation Officer
A.A., Liberal Arts, West Valley College; B.A. Psychological Services, San Francisco State University; M.S. College, Career, School and Clinical Counseling, San Francisco State University; PPS Credential, San Francisco State University.

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.

COLSON, JUDITH, 1995
Instructor in Supported Education, 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.

COLSON, KENNETH M., 1967
Instructor in Anthropology
B.A. in Anthropology, University of California, Berkeley; M.A. in Anthropology, San Francisco State University; additional graduate study, Jadavpur University, Calcutta, India; San Jose State University.

CROSBY-LUNDE, ANNE, 2001
Lab Faculty Specialist, SEP
B.A. in History, Oberlin College; B.A. in East Asian Studies, Oberlin College; MS in Information Science Indiana University at Bloomington.

CRUMLEY, MAXWELL, 1991
Instructor in Photography/Lab Faculty Specialist
M.A. in Instructional Technology, San Jose State University.

CRUZ, CHRISTOPHER, 1998
Instructor in Park Management
B.A. Spanish Culture and Civilization, Indiana University; M.A. Cultural Resource Management, Prescott College Additional Graduate Work: Florida International University.

CRYER, CHRISTOPHER, 1997
Instructor in Art
B.A. in Art, CSU 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.

DE BARLING, ANA MARIA, 1994
Instructor in Foreign Language
Undergraduate Studies in Spanish, Universidad Complutense de Madrid, Spain; B.A. in Spanish Language, San Jose State University; MA in Spanish American Literature, San Jose State University, Ed.D. in Curriculum and Instruction, University of the Pacific; post graduate studies, University of Villanova, University of South Carolina and Universidad de Guadalajara, University of San Diego.

DES LAURIERS, THOMAS, 1998
Lab Faculty Specialist
B.A. in Elementary Education, University of North Carolina at Wilmington; M.A. in Education, East Carolina University.

DRAKE, VIRGINIA, 1978
Instructor in Theatre Arts
B.A. in Dramatic Art, University of California, Davis; M.F.A. in Theatre, Stanford University; additional graduate study, San Francisco State University; H.B. Studios, New York.

DUNDURS, KARINA, 1996
Instructor, Computer Applications, Tech Prep Director
B.S. in Business Management, University of San Francisco.

EKERN, YVONNE, 1996
Department Chair/Instructor in Paralegal
B.A. in English, University of California, Davis; J.D. University of Idaho; California teaching credential University of California, Davis. Co-author of the texts Introduction to Law and Legal Research, Writing and Analysis.

ELLIS, WADE, JR., 1976
Instructor in Mathematics
A.B. in Mathematics, Oberlin College; M.S. in Mathematics, The Ohio State University; additional graduate study, University of Michigan.

ENGELKING, LINDA, 1981
Counselor
B.A. in Biology, University of California at Berkeley; California State University, Los Angeles; M.S., Counselling (concentration P.P.S. and M.F.C.C.) in Marriage, Family and Child Counseling for M.F.C.C., California State University, Hayward; California State University, Fullerton; M.S., Educational Administration, California State University, Fullerton.

FAULSTICH, MARGE, 1979
Instructor in Administration of Justice
A.A. in Law Enforcement, San Jose City College; B.S. in Criminal Justice Administration, San Jose State University; M.S. in Criminal Justice Administration, San Jose State University, additional graduate study at the College of Notre Dame, Belmont, Pacific Graduate School of Psychology, Menlo Park.

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.

FONTAN, LYDIA C., 1981
Instructor in English
B.S.E. in English, University of the Philippines; M.A. in English, Michigan State University; Ph.D. in English, Michigan State University.

FRICKE, ROBERT G., 1964
Instructor in History and Political Science
B.S., M.A., additional graduate study in History at the University of California, Berkeley.

FUJISHIN, RANDY M., 1978
Instructor in Speech Communication
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, Sint Mary’s College of California; Certified Medical Assistant (CMA), Registered Medical Assistant (RMA) and Nationally registered Phlebotomy Technician (NRP).

GALLUP, THOMAS, 1970
Instructor in History
M.A. in History University of California, Riverside; additional graduate study at the University of California, Los Angeles and Santa Cruz.

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.

GARCIA, TOMAS, 1971
Instructor in History
B.A. in History, University of New Mexico; M.A. in History and Social Science, Western New Mexico University.

GEORGE, FRED, 1996
Instructor in Computer & Information Systems
B.S. in Engineering with an emphasis in Computer Science, San Jose State University; M.S. in Engineering, Santa Clara University.

GERZANICS, JANINE, 2000
Instructor in Journalism/English
B.A. in Religious Studies/English; M.A. in Journalism; M.A. in English Literature; M.A./Ph.D. in English Literature.

GIBSON, LINDA, 1990
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.

GIBSON, TOMMY, 2001
Instructor in Photography
A.S. in Photography, West Valley College; additional work San Jose State University.

GOLAN, 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.

GOLZETZ, 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.

GREEN, THOMAS W., 1985
Instructor in Biology and Park Management
B.A. in Zoology, Humboldt State University; B.S. in Wildlife Management, Humboldt State University; M.A. in Biology, Humboldt State University; Ph.D. in Ecology, Utah State University; additional graduate study at University of Houston, University of Chicago, Argonne National Laboratory.

GRISHAM, KATHLEEN G., 1977
Fine Arts Division Chair; Instructor in Fine Arts
B.F.A. in Art, Denver University; M.A. in Art History, Oklahoma University; additional graduate study at Stanford University.

HAMPSON, CLO ANN, 1970
Instructor in Accounting
Drake University; University of Illinois; B.S. in Business Education, Southern Illinois University; M.S. in Business Education, Southern Illinois University; additional graduate study, San Jose State University and College of Notre Dame.

HANKOV, JOHN, 1987
Instructor in Physical Education; Football Coach
B.A. in Physical Education, Western State College, Colorado; M.Ed. Colorado State University.

HANDA, LARRY S., 1985
Instructor in Mathematics
B.S. in Mathematics, Harvey Mudd College; M.A. in Mathematics, Claremont Graduate School.

HARRIS, KENT, 1980
Instructor in Mathematics/Physics
B.S. in Physics, Utah State University; M.S. in Physics, Stanford University; Ph.D. Nuclear Engineering, Stanford University.
HARRISON, BLAINE, 1998
Instructor of 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.

HEARN, LESTER C., JR., 1969
Instructor in Health and Physical Education, Women’s Softball Coach
B.A. in Physical Education, M.A. in Health Education—P.E. San Francisco State University; additional graduate study, California State University, Hayward.

HENDERSON, JIM, 2001
Instructor in Business
B.A. in accounting from San Francisco State, a Community College teaching credential, and 30+ years experience in business.

HERAUF, MICHAEL S., 1975
Counselor/Instructor
A.A in Liberal Arts, De Anza College; B.A. in English, University of California, Santa Barbara; M.A. in Counselor Education, San Jose State University; M.A. in English, San Jose State University; additional graduate study, Nova University; Certificate in Alcohol and Drug Studies, University of California, Santa Cruz.

HERNANDEZ, LETICIA SANCHEZ-MENDOZA, 1993
EOPS/CARE 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.

HORTON, SUSAN, 1997
Coordinator, Educational Transition/Adult Re-entry Program
A.A. in Liberal Arts, De Anza College; B.A. in English Literature, San Jose State University, M.A. in Counselor Education, San Jose State University; Advanced Certificate in Drug and Alcohol Studies, University of California, Santa Cruz; Additional graduate study, University of California, Santa Cruz.

HUGHES, HEIDE, 1976
Lab Faculty Specialist
Community College Credential, University of California, Berkeley.

HUGHMANICK, MICHAEL D., 1970
Instructor in Psychology
B.A. in Philosophy, University of Santa Clara; M.A. in Psychology, San Francisco State University; additional graduate study, University of Colorado, Boulder, and Stanford University.

HURD, DIANE TSUKAMOTO, 1993
Instructor in Interior Design

JANES, HEIDI, 1999
Instructor in Physical Education
B.S. degree in Animal Science from Cal Poly, San Luis Obispo; M.A. degree in Exercise Physiology from San Jose State University; Health Fitness Instructor and Group Exercise Leader Certifications through the American College of Sports Medicine. Professional Triathlete, USA Triathlon.

JANKE, EDWARD, 1993
Instructor in Architecture
Bachelor of Architecture, California Polytechnic State University, San Luis Obispo; Master of Architecture, University of Virginia; AIA NCARB

JAVAN, FARANEH, 1998
Instructor in Health Care Technologies
M.D., Tehran University, Tehran/Iran

JUE, MARTIN, 1989
Coordinator, Tutorial Services
B.S. in Biostatistics, University of California, Berkeley; M.S. in Counseling, San Diego State University. Additional graduate study San Francisco State University and University of San Francisco.

KAAZ, LISA, 1999
Lab Faculty Specialist
B.S. in Organizational Management, University of San Francisco; M.A. in Instructional Technology, San Jose State University.

KAHN, CAROLEE, 2000
Computer Applications and Digital Media/Internet Services
B.A. American University, Washington DC; MA-SJSU Instructional Technology.

KENSTOWICZ, JOSEPH A., 1970
Instructor in Mathematics
B.A. in Mathematics, San Jose State University; M.S. in Mathematics, California State University, Hayward.

KERRIN, 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, 1999
Librarian
B.A. in Education, Yonsei University (Seoul, Korea); M.L.S. in Library Science, Kent State University.

KING, LINDA B., 1971
Instructor in Anthropology, Geography
B.A. in Anthropology, University of California, Los Angeles; M.A. in Anthropology, University of California, Davis; Ph.D. in Anthropology, University of California, Los Angeles.

KNIGHT, CAROL, 1990
Instructor in Physical Education, Coach, Women’s Volleyball Director, Intramural Sports
B.S. in Kinesiology and Physical Education, California State University, Hayward. California Community College Instructors Credential.

KOONS, SUZANNE, 1995
Department Chair/Instructor
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.

KOPERNIK, ALMA, 1997
Lab Faculty Specialist
B.S. of Ed major in Mathematics; Minor in Accounting and Law Illinois State University at Normal.

KROTH, ANYA, 1984
Instructor in Mathematics
Diploma in Mathematics and Solid State Physics, Moscow State University; M.A., Florida State University; Ph.D., The University of Michigan. Additional graduate work at Stanford University, San Francisco State University, and University of California, Santa Cruz.

LADD, SANDRA L., 1971
Instructor in Psychology
B.A. in Psychology, San Jose State University; M.S. in Psychology, San Jose State University; additional graduate study, San Jose State University and University of Pittsburgh.

LaFAVE, SANDRA A., 1986
Instructor in Philosophy
B.A. in Philosophy, Fordham University, Bronx, New York; Ph.D. in Philosophy, Claremont Graduate School, Claremont, California.

LAWSON, LINDA, 1993
Instructor in Court Reporting
B.A. in Diversified Social Sciences, California State University, Stanislaus.

LEARY, MICHAEL, 1972
Instructor in Photography
B.S. in Photographic Science, Rochester Institute of Technology; M.A., Instructional Technology, San Jose State University; additional graduate study at San Jose State University.

LOCK, VIVIAN, 1993
Instructor in Computer Applications
B.A., in Music, San Francisco State University; additional graduate study in Education, San Jose State University, University of California, Santa Cruz.

LOFLAND, DONALD, 1972
Instructor in Physics
B.S. and M.Ph. in Physics at the George Washington University, Washington, D.C.; additional graduate study, San Jose State University and University of California, Santa Cruz.

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.

LORIMER, MICHAEL, 1988
Instructor in Architecture
B.A. and M.Arch. in Architecture, University of California, Berkeley.–AA

LOUDERBACK, PATRICIA, 2001
Instructor in Health Education
B.S. Health Science and Physical Therapy, California State University,Northridge; M.H. (Master in Public Health) in Health Education, San Jose State University.

LOWRY, JULIE, 1974
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.

MAA, JULIE, 1990
Instructor in English
B.A. in Language Arts, Lane College; B.A., M.A. and C.Phil. in English Literature, University of California, Berkeley.

MALMUTH-ONN, ANN, 1981
Coordinator, Honors
Instructor in Physical Education and Dance
B.A. in Anthropology, Stanford University; M.A. in Education–Dance, Stanford University; additional graduate study, Tel Aviv University, additional graduate study, Tel Aviv University, University of California, Santa Cruz.

McCANN, STEVEN, 1997
Instructor in Physical Education
B.S. in Business Administration with a concentration in Accounting, San Jose State University; M.A. in Physical Education with a concentration in Biomechanics, San Jose State University.
MCGINLEY, LEANN, 2001
Assessment Coordinator
B.A. in Psychology, Goucher College; M.A. in Psychology, University of Delaware; Ed.D. in Organization and Leadership, University of San Francisco; additional graduate study at California State University, Hayward.

MENDELSOHN, BENJAMIN MARK, 1998
Instructor in Astronomy
Director of the Planetarium
B.S. Electrical Engineering and Computer Science, University of California at Berkeley; M.S. Aeronautics and Astronautics Engineering, Stanford University; CFII & AGL, Federal Aviation Administration; additional graduate study in Mechanical Engineering, Santa Clara University, Planetary Professional, Alexander F. Morrison Planetarium at the California Academy of Sciences, Charles F. Hagars Planetarium at San Francisco State University, Holt Planetarium at the Lawrence Hall of Science, Minotta Planetarium at De Anza College.

MILLER, CHERYL, 1995
Instructor in SER, Learning Specialist
B.A. in Speech Pathology and Audiology, University of Vermont; M.A. in Speech and Language Pathology, Northwestern University.

MIN, KYUNGHI (KAEE), 1995
Fashion Design & Apparel Technology
Department Chair/Instructor

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 the University of New York City; additional graduate study, Stanford University, San Jose State University.

MORGAN, ALEX, 1997
Instructor in Computer Applications
Lab Faculty Specialist
BGS in Business and Computer Science, Roosevelt University.

MURPHY, DONN B., 1968
Instructor in Sociology
B.A. in Sociology, San Jose State University; M.S. in Sociology, San Jose State University; additional graduate study in Anthropology and Education, San Jose State University; University of Colorado; and University of California, Santa Cruz. Fuel Consultant with the United States Government.

NASH, CAROLYN, 1981
Counselor
B.A. in Social Science, San Francisco State University; M.S. in Counseling, California State University, Hayward; additional graduate study, University of California, Berkeley; Golden Gate University.

NORRIS, NATHAN, 1996
Instructor in Biology
B.S. in Aeronautics, San Jose State University; M.A. in Biology (Physiology), San Jose State University; additional graduate study, University of Washington.

OGLE, DAVID, 1973
Instructor in Art
A.A. in Art, Contra Costa College; B.A. in Art, Ceramics, San Jose State University; M.A. in Art, Sculpture, San Jose State University; additional graduate study, San Jose State University, San Francisco State University.

PANO, LESLIE, 1996
Instructor in Child Studies
A.A., Early Childhood Education from West Valley College B.A., Computer Mathematics from San Jose State University; M.A. Human Development from Pacific Oaks College.

PAPE, RONALD, 2001
Instructor English
Antelope Valley College; B.A., California State University, Northridge, M.F.A., Louisiana State University; Ph.D. A.B.D., Louisiana.

PAWAN, CAROL, 2001
Counselor
A.A. in Early Childhood Education, Cabrillo College; B.A. in Sociology, San Jose State University; M.A. Counseling Psychology, Santa Clara University; Licensed Marriage, Family, Child Therapist; additional graduate study at JFK University and Santa Clara University.

PEARCE, CHERLEEN, 1997
Instructor of English
A.S. De Anza College in Engineering Technology; B.A. Creative Arts, San Jose State University; MA Interdisciplinary Studies, Linguistics and English, San Jose State University.

PECK, R. "JIM," 1975
Learning Specialist

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.

PEREZ, MICHAEL, 1990
Instructor in Physical Education
B.S. in Physical Education, San Jose State University; M.A. in Education, University of San Francisco; additional graduate study, San Jose State University.

PETERS, CHRISTINE, 1997
Instructor in Biology
B.S. in Biology and M.S. in Physiology, UC Riverside.

PHAM, KIM MAN, 1992
Instructor in Mathematics
B.S. in Mathematics, University of California, Davis; M.A. in Mathematics, University of California, Davis.

PINET, CELSE, 1998
Instructor in Interior Design
B.Sc. F. and M. Sc. A. University of Montreal, Ph.D. Architecture, University of Wisconsin-Milwaukee., Certified Interior Designer, IDEC, IDA, ACADA.

PIROFSKI, FLORENCE, 1981
Instructor in Child Studies
B.A. in Anthropology and Sociology, Queens College of the University of New York City; M.A. in Early Childhood Education, Columbia University, Teacher's College; Ph.D. in Psychological Studies in Education, Stanford University.

PLUTYNISKI, LINDA, 1993
Instructor in English
B.A. in English, University of California, Berkeley; M.A. in Education, Stanford University; M.A. in English, San Jose State University; additional graduate study, University of California, Berkeley. San Jose State University and Stanford.

PROUDFOOT, BILL, 1994
Librarian
B.S. in Business Administration/Industrial Management, California State University, Sacramento; M.L.S., San Jose State University.

PUGNO, DAVID, 1979
Instructor in Computer and Information Systems
B.A. in Mathematics, San Jose State University; M.S. in Computer and Information Science, San Jose State University; additional graduate study, Stanford University; University of California, Santa Cruz; University of Akron, Akron, Ohio.

RASCOW, 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, University of San Francisco; additional graduate study, University of California, Santa Cruz; B.A. in Human Development, the Merrill-Palmer Institute of the University of New York City; M.A. in Counseling and Guidance, Syracuse University.

REINERS, NANCY, 1996
Interim EOPS Director
B.A. in English, Cal Poly, San Luis Obispo; M.S. in Therapeutic Recreation, San Jose State University; Certified Family Wellness Instructor.

ROSE, RICHARD G., 1970
Instructor in Biology
B.A. in Biological Science, San Jose State University; B.A. in Biochemistry, University of California, Berkeley; additional graduate study, Stanford University; San Jose State University; and University of Kansas.

ROSSMANN, LYNN, 1976
Counselor
B.A. in Political Science, University of California, Riverside; M.A. in Counseling and Guidance, Syracuse University.

RUDY, DIANE, 1983
Instructor in Physical Education, Sports Medicine, Athletic Trainer
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.

SAITO, LESLIE, 1997
Instructor in English,
B.A. in Communications, UC San Diego, M.A. in English (American Literature emphasis), San Diego State University.

SANDERS, PAUL D., 1981
Instructor in Speech, Business
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.

SANDFORD, THOMAS, 2001
Instructor in Engineering
B.S. in Mechanical Engineering, Santa Clara University; additional graduate study, Brigham Young University, San Jose State University; Notre Dame de Namur.

SARLO, JOAN, 1964
Instructor in Physical Education
A.A. in Physical Education, Los Angeles City College; B.A. and M.A. in Physical Education, San Jose State University; additional graduate study, Columbia University; University of California, Berkeley; University of California, Santa Cruz; and Mills College. Certified in Stress Management Education.
SCHOCK, KENNETH R., 1965  
Department Chair, Business  
Instructor in Law and Management  
A.A. in Business, Sacramento City College; B.A. and M.A. in Business, San Jose State University; Ed.D. in Higher Education with focus on First Amendment Rights, (NSU) Nova Southeastern University, Florida. Doctor of Jurisprudence (J.D.) work in progress; Lincoln Law School of San Jose, Peninsula University Law School. Additional graduate work at USC. Member, Santa Clara County Bar Association and Association of American Attorneys. Author of five books, 7 audio cassette and 10 video instructional packages.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHREIBSTEIN, LEN, 1992  
Interim Director, Counselor/Instructor  
Disabled Students Program & Services  
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.
Emeriti Administration and Faculty

(Dates indicate year of employment and year of retirement)

ANDERSON, VERONESE M.
Counselor/Instructional Transfer (1976-2002)

ALLMAN, WILLIAM

ARNOLD, R. E.
M.A., Dean of Campus Facilities (1963-1971)

AUMACK, GORDON
Ed.D., Dean of Instruction (1964-1976)

BARNIKEL, FREDERICK G., 1970-2002

BENNET, PATRICIA
Ed.D., Dean of Human Resources Mgmt. (1967-1993)

BENNETT, PATRICIA

BENNETT, PATRICIA
M.A., Instructor in History (1964-2000)

BENDY, STEPHEN W.
M.A., Librarian (1974-1993)

BONNET, PAUL
M.A., Instructor in English (1967-1992)

BORDI, STEPHEN W.

BRADLEY, JACK

BRAINARD, DAVID G.
J.D., Instructor in Business (1981-1993)

BULLOCK, TOM, 1969

BURNS, WESLEY A.
M.A. Instructor in Art (1971-2002)

CADENA, AL

CASTER, MARY H.
M.A., Instructor in English (1968-1992)

CEFALONI, DONALD
P.M.A., Librarian (1969-1993)

CHOI, TERENCE T
Instructor in Art (1990-2000)

CONSTANT, GWENDOLYN

CORRIGAN, PHILLIS
M.A., Instructor in English (1964-1991)

CRANDALL, JERRY R.
M.Ed., Instructor in English (1964-1991)

CUMMINS, LOWELL W.
M.A., Instructor in History (1966-1993)

CURAN, HENRY G.

DAVIS, JOE E
A.B. Instructor in Music Education (1966-2001)

DONNE, MARY C.

DOUGHERTY, KATHRYN

DREYFOUS, LEW
M.B.A., Instructor in Business and Accounting (1966-1983)

DUQUETTE, WILLIAM

EATON, JUDITH
B.A., Instructor in Court Reporting (1990-2000)

EDMAN, ARNOLD
Dean of Guidance and Counseling (1964-1974)

ESCOTT, CHARLES

EWING, DAVID
B.A., Instructor in Music (1975-1999)

FISH, DUANE W.
Ph.D., Instructor in Chemistry (1969-1996)

FLEMING, JOHN
M.A., Instructor in English (1964-1986)

FOERSTER, DONALD
Ph.D., Instructor in Chemistry (1984-1994)

FOGGIATO, RUTH
M.S., Instructor in Medical Records Technology (1974-1982)

FREE, JOY
M.S., Instructor in Physical Education (1969-1999)

GARDEL, FRED J.
B.A., Instructor in Music (1975-2001)

GARDNER, KATHRYN M.
M.A., Instructor in Reading (1977-1993)

GARNEL, HOWARD
B.S. and M.A., Instructor in Chemistry (1972-1998)

GEREDES, THEODORE DEAN
B.S., Instructor in Engineering (1967-2001)

GOSS, JAMES H.
M.S., Business Administration (1966-2002)

GRATON, PAUL
M.S., Counselor (1964-1985)

GRUBB, GEORGE
M.A., Instructor in Physical Science (1965-1979)

HAYLE, BARRON R
Instructor in Biology (1967-2000)

HALL, HUGH
M.S., Librarian (1964-1982)

HANSEN, JAMES D.
B.A. Instructor in Sociology (1969-2001)

HARRIS, LYDIA
Ph.D., Instructor in Child Studies (1976-2000)

HAWKS, DORIS
R.N., Instructor in Vocational Nursing (1969-1979)

HERMAN, THEODORE C.
B.S., Geology (1967-2000)

HERNANDEZ, JOSEPHINE
M.A., Counselor (1975-1996)

HOPPER, DIANA

HOWARD, LAURA, M.
B.A. Instructor in Court Reporting (1979-1999)

HULS, HARRIETT N.
M.A., Instructor in Biology (1968-1996)

HUSTON, VIVIAN
M.A., Counselor (1966-1979)

HUNTER, GLENN

JAMES, JANE
M.A., Instructor in Art (1965-1988)

JEWELL, KENNETH
M.A., Instructor in Music (1964-1985)

JOHNSON, DONALD M.
M.A., Instructor in Psychology (1965-2000)

JOHNSON, WALTER E.
M.U., Instructor in English (1965-1991)

KANNER, LEE C.
Ph.D., Instructor in Mathematics (1981-1995)

KELKENBERG, SHARON
M.S. Coordinator, Student Health Center (1977-1999)

KEREMITSIS, DAWN K.
B.A., Instructor in History (1965-1991)

KINGSLEY, WESTON H., JR.

KURSAR, EDWARD R.
M.A., Instructor in Foreign Languages (1968-1996)

LAW, VIRGINIA L.

LAWLOR, JOAN,

LEA, BARBARA

LEDWIT, BEVERLY E.

LEWIS, CAROLYN
B.A., Instructor in Reading (1979-1998)

LIVINGSTONE, JOSEPH T.
B.A. Counselor (1964-1998)

LIANDIES, SYLVIA P.
Ph.D., Instructor in Biology (1975-1996)

LORSON, KATHERINE

LODI, EDWARD A
B.A., Instructor in Mathematics (1965-1998)

LUNDE, ARNE
Instructor in Foreign Languages (1969-1987)

MANNELL, JOSEPH D.

MARKUM, JOSEPH A., JR.
M.A., Instructor in Electronics (1965-1990)

MARTINEZ, MAC

McCRAHON, BETSY

McGOLDRICK, LARRI
Student Health Coordinator (1979-1987)

MILLER, GEORGE

MIRCH, EDWARD C.
MORTENSEN, GWENNA
M.S., Counselor (1965-1987)

MORRIS, L. RONALD
M.S., Instructor in Biology (1968-1999)

MOUNTER, K. GENE

MOWATT, WILLIAM D
B.S., Instructor in English (1969-1998)

NERENBERG, LILLIAN
J.D., Instructor in Political Science (1965-1990)

NYQUIST, GENE

O'BRIEN, BETTY
M.A., Instructor in Reading (1985-1994)

O'BRIEN, PAUL
Ph.D., Instructor in Chemistry (1978-1998)

ORRETT, KENNETH
M.A., Instructor in Art (1964-1986)

ORTON, GEORGE

OTT, BILL
M. Ed., Counselor (1965-1997)

PARSONS, ALICE

PEARCE, FRANK
Ph.D. in Biology (1981-1999)

PEASE, JACK G.
M.N.S., Instructor in Mathematics (1964-1992)

PECKHAM, DONALD

PERRY, WILLIAM J.

PETERS, EDWARD
M.S., Instructor in Chemistry (1965-1987)

POLEY, GEORGE
M.A., Instructor in Chemistry (1964-1978)

POMPOSO, TOM
M.A., Instructor in Foreign Languages (1966-1993)

PRUCHA, ISABEL
M.A., Librarian (1975-1996)

RANKIN, JOHN
A.S., Instructional Lab Faculty (1982-1992)

REASONS, DON
M.A., Instructor in Geography (1964-1987)

REEF, JUDY
Instructor in Court Reporting (1978-1995)

RICKSECKER, EARL
Ph.D., in Counseling (1978-2000)

RINEHART, ANN
M.A., Instructor in Art (1975-1988)

RIVERA, MICHAEL

ROIZEN, MOISES

ROOT, JAMES F.
M.A., Instructor in Physical Education (1972-2002)

RUSSELL, ROBERT G.
M.S., Instructor in Mathematics (1964-1993)

SABIN, PETER S.

SCHWENDINGER, DICK
M.A., Instructor in Physical Education (1964-1987)

SCOTT, MARVIN
M.A., Instructor in Music and Humanities (1965-1977)

SEEFELDT, GUNTER
Ph.D., Instructor in Foreign Languages (1969-1993)

SEQUIST, JACK

SHERWOOD, PATRICIA, 1978
M.F.A. Instructor in Art (1978-1998)

SIMPSON, CLAUDINE H.

SMITH, DeBOYD
M.S., Instructor in Biological Science (1964-1978)

SMITH, THOMAS A.
M.S., Instructor in Park Management (1964-1991)

SMITH, JIM

STALEY, HUGH
Counselor (1964-1976)

STEWART, TOSHIKO
M.A., Librarian (1974-1997)

STEWART, WILLIAM E.

STILLWELL, DONALD F.

STONER, DONALD A.
M.S., Instructor in Biology (1964-1992)

STRANDGAARD, TORBEN

STUMP, VIRGINIA
M.A., Instructor in English (1964-1979)

SULLIVAN, A. FAY
M.A., Instructor in English (1967-1987/SUTHER, ROBERT
M.A., Instructor in Physical Education (1965-1983)

SWENSON, LARRY G.

TANG, CLAYTON
M.A., Instructor in Business and Accounting (1964-1989)

THOMAS, LEWIS
Ph.D., Instructor in Journalism (1964-1979)

TREBBE, EDWIN S.
M.A., Counselor (1965-1993)

TRULSSON, BERTON
M.A., Instructor in Speech (1967-1985)

TUSCHER, MELVIN F.
Ed.D., Instructor in Mathematics (1964-1993)

VARTY, DANIEL G.

VIRDEH, FRED

WEBB, IAN A.
Ph.D. in Computer Specialist, Lab Faculty Specialist (1968-1998)

WEISBERG, EVELYN
Ed.D., Instructor in Early Childhood Education (1968-1980)

WELBORN, HAROLD
M.A., Instructor in Administration of Justice (1967-1979)

WHEELER, SIV

WILSON, WOODROW

WINTER, EGON
Ph.D., Instructor in Economics and Sociology (1964-1978)

WINTON, JANIN
M.A., Counselor/Instructor (1964-1991)

ZIEGLER, DON
M.A., Dean of Admissions and Records (1964-1983)
Staff

ANGELOTTI, LINDA, 1999
Administrative Assistant, President’s Office

ARAGON, SHAUNA, 2001
Child Studies Office Assistant

BABAKAN, AZAR, 2001
Senior Administrative Assistant, Dean Student Services Office

Baldwin, Daniel, 1998
Student Services Technician, Financial Aid

Baldwin, Ron, 1975
Manager, Printing Services
B.A. Art, Sonoma State College; M.A. Art, California State University, Chico

Bateh, Chris, 2001
Mobility Assistant/Tiram Driver, Supported Education Program

Beck, Rita, 1998
Student Services Technician, Admissions & Records

Bertani, Diane, 2001
Student Services Technician, Admissions and Records

Blankenship, Patty R., 1987
Instructional Assistant—LEAP: Supported Education Program/Student Services
M.A. Fine Arts, San Jose State University; LP Specialist

Bonanno, Carol, 1990
Administrative Assistant, Senior, Matriculation

Brosamer Donna, 1986
Supervisor, Counseling Office

Browder, Patti, 1990
Instructional Assistant, Adaptive, Physical Education
B.S. San Francisco State University

Brown, Brenda, 1999
Senior Executive Assistant, President’s Office

Butterfield, Colleen, 1995
Office Coordinator, Senior, Student Services and Supported Education Program

Cantarero, Maritza, 1995
Financial Aid Supervisor, Financial Aid

Carter, Gerald, 1998
Performing Arts Technical Director, Theatre Arts

Carter, Sandra, 2000
Administrative Assistant, Budget and Planning

Castroiovanni, Ann, 1986
Office Coordinator, Senior, Language Arts

Chaides, Victoria, 1998
Child Development Center Specialist, III

Chiu, Fu-Tzu (Francis), 1998
B.S. in Psychology, Chung Yuan Christian University; M.S. in Counselor Education (Counseling)

Clark, Paula, 1978
Administrative Specialist, Instruction A.A. in Business, West Valley College

Cloman, Gary, 1998
Server Systems Administrator, Information Technology & Services

Correa, Judi, 1998
Computer Graphics Specialist, Printing Services

Crum, Linda, 2001
Program Assistant, CPTAC

Cummins, Cécile, 2000
Career Placement Advisory, Career Education

Daley, Staci, 2001
Office Assistant, Career Education

Day, Jay, 1974
Maintenance Custodial Worker, Campus Center

Delaplane, Charlotte D., 1979
Program Specialist, Supported Education Program/Student Services.
B.A. in Art, Kent State University; Kent, Ohio; B.A. in Sociology, San Jose State University; M.A. in Sociology, San Jose State University; additional studies in computer applications and staff development.

De los Santos, Carolyn, 2001
Community Access Coordinator/TV Producer; Learning Resources; B.A., Radio & Television, San Francisco State University.

Eppley, Terry, 2001
Program Specialist, Counseling

Franklin, Marta, 2001
Student Services Technician, Financial Aid

Gagliasso, Laura, 1998
Specialist Ill-Child Development Program
A.S. Degree in Child Development, West Valley B.S. in Behavior Science, National University or San Diego.

Giles, Jeanne L., 1986
Transfer/Career Advisor, Student Services

Gonzalez, Iris, 2001
Library/Media Technician, Library

Green, Victoria, 1991
Student Services Technician, Admissions and Records

Griffin, Jeffery, 2001
Instructional Lab Technician, Tutorial Services

Hall, Johnathan, 2000
Library/Media Technician, Library, B.A. Political Science, San Jose State University; A.A. Library Technology, Foothill; A.A. Art, West Valley College.

Hallock, Rosalie, 1985
Library/Media Technician, Library

Hawkins, Randall, 1988
Instructional Assistant-Music
B.M. Furman University; D.M.A. in Music, Peabody Institute of the Johns Hopkins University.

Hayslip, Barbara, 1987
Executive Assistant, Instructional Office
B.A. in Liberal Arts, University of Connecticut; Majors in Spanish, English and Education; Minor in French; Graduate level work at the University of Bridgeport, Connecticut

Hazan, Grace, 1964
Senior, Administrative Assistant Academic Senate B.A. in Psychology, San Jose State University.

Hernandez, Alicia, 2000
EOPS Specialist, B.A. Social Work, San Jose State University.

Hernandez, Karla, 1999
Instructional Lab Technician, Theatre Arts Costumer.

Hicks, Yvonne, 1994
Office Supervisor, CAADP, Community Education.

Hopkins, Roger, 2001
P.E. & Athletic Program Assistant

Hornstein, Diane, 2001
Senior, Administrative Assistant, Information Technology & Services

Ilagan, Cecilia, 2002
Office Assistant, CITD

Johnson, Kenneth, 2002
Instructional Lab Technician, Art

Johnson, Michael, 1999
Instructional Lab Technician, Art

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

Kanazawa, Elizabeth, 2000
Office Assistant, Science/Math

Kent, Maureen, 2000
Director of Financial Aid
Bachelor’s degree from the University of San Francisco and has been in the financial aid profession since 1973.

Kinley, Laurel, 1998
Library/Media Technician, Library

Lakew, Yalemwork, 2001
Program Assistant, SBDC

Lane, Peter, 1994
Instructional, Lab Technician, Science Biology

Langworthy, Teresa, 1995
Office Coordinator, Senior, Fine Arts

Laplante, Kimberly, 1995
Office Coordinator, Campus Center

Lautermilch, Jane, 1996
Student Services Technician, Admissions & Records

Lee, Derek (Rick), 1992
Financial Analyst, Budget and Planning

Lienhart, Katy, 1979
Library/Media Technician, Library
B.A. in Sociology, San Jose State University

Lin, Janet, 1999
Library/Media Technician, Library

Lopez, Alvaro, 1990
Student Services Account Technician, Admissions & Records

Lopez, Maria, 1995
Admission & Records, Financial Aid, Financial Aid

Ludwig, Scott, 2000
TV/AV Operations Coordinator, Television Operations.
B.A. in Journalism, San Francisco State University.

Maciel, Elizabeth A., 1998
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INDEX

A
Academic Appeals Committee 202
Academic Grievance: 204
Academic Programs 4
Academic Regulations and Standards 200
Academic Renewal Policy 207
Accounting 23
Accreditation 2
Adapted Physical Education 156
Adding Classes 199
Administration 214
Administration of Justice 25
Admission to College 196
Admissions Transfer Applicant 5
Admissions Eligibility 196
Admission Requirements 196
Advanced Placement 11
Advancement Foundation 2
Anatomy and Physiology 27
Anthropology 28
Appeal to President 204
Appeal to the Board of Trustees 204
Appeal to the Chancellor 204
Application for Admission 197
Aquatic Sports 157
Architecture 29
Art 31
Assessment 197
Associate Degree and Certificate 16
Astronomy 37
Audit Policy 199

B
Basic Fees 200
Basic Skills / Pre-Collegiate 77
Biology 38
Board of Trustees 214
Bookstore 212
Business 41

C
California Articulation Number (CAN) System 8
California Residency Defined 196
California State University (CSU) Transfer Requirements 8
California State University (CSU) General Education Pattern 7
CalWORKs Program 194
Campus Center 213
Campus Safety 213
Career Programs 13, 210
Career Programs Advisory Board 13
Career Programs Center 210
Career Programs Resources 211
Catalog Requirement for Degree Consideration 11
Challenges 198
Changes in Rules and Policies 199
Chemistry 45
Child Care Services 212
Child Studies 47
Chinese 51
Collaborative Leadership 2

College Level Examination Program (CLEP) 13
College Strategic Goals 2
Combatives and Martial Arts 161
College Enrollment Fee 200
Communication Studies 52
Complaint 198
Computer and Information Systems 59
Computer Applications 54
(See also Digital Media) 80
Cooperative Admissions Program 5
Corequisite 17
Counseling 67
Counseling Center 211
Count Reporting & Related Technologies 70
Credit by Examination 13
Credit for Advance Placement Test 11
Credit for CPS Rating 13
Course Repeations 18-21
Cultural diversity 10

D
Dance 158
Degrees and Certificates 11, 14
Delinquencies on Student Records 200
Descriptions of Courses 18
Digital Media 80
Directed Studies 21, 22
Discrimination 210
Diversity & Inclusion 1
Double Major 11
Drafting Technology 87
Dropping a Class 199
Drug-Free Campus 208

E
Economic Development 2
Economics 88
Educational Planning 197
Educational Transition for Women and Men 211
Electronic Imaging 151
Emergency Loans 215
Emerita Administration and Faculty 220
Engineering 89
English 90
English as a Second Language 90
Equal Opportunity 207
Exemptions 198
Explanation of Pre and Corequisites 14
EOPS-Extended Ed/Program Services and Care 211

Faculty 215
Fashion Design and Apparel Technology 96
Fees 200
Fees and Charges 201
Field Trips 199
Final Examinations 201
Fiscal Innovation 1
Fitness 159
Food Services 212
Foreign Languages 101
Free Confidential Assistance 208
French 102
index

G
General Information 199
General Education Requirements 8-9
General Statement 3
General Student Grievance 186
Geography 104
Geology 105
German 106
Grading System 201
Graduation Proficiency Requirement 11
Greek 107
Grievance Process 206

H
Health Care Technologies 108
Health Education 112
High School Credit 196
High School Proficiency Examination 4
History 114
Honors and Awards 201
Honors Program 116
Humanities 121

I
Instructional Programs 122
Intercollegiate Athletics 163, 211
Interdisciplinary Studies 122
Interior Design 123
Intersegmental General Education Transfer Curriculum (IGETC) 6
Intramurals 164
Italian 126

J
Japanese 127
Job Placement 210
Journalism 128

L
Landscape Architecture 130
Latin 131
Leadership 131
Learning Assistance 212
Learning Community 1
Learning Services
   (see Supported Education Program) 181
Liberal Arts 132
Library Services 212
Library Skills 132
Lifetime Sports 161
Lower-Division Requirements for Selected California 3
Lower-Division Transfer Requirements 7

M
Marketing and Sales 133
Mathematics 134
Matriculation 198
Medical Assisting
   (see Health Care Technologies) 108
Microbiology
   (see Biology) 38
Military Credit 13
Military Science 137
Mission Statement 3
Music 138

N
Non-discrimination statement 161, 209
Non Resident Tuition 200
Interssegmental General Education Transfer Curriculum 6
Nutrition Studies 141

O
Oceanography 141
Office Administration
   (see Business) 41
Open courses 199
Orientation 197

P
Paralegal 142
Park Management 146
Parking Fee 200
Philosophy 149
Photography 152
Physical Education 155
Physical Education—Theory 166
Physical Resources 1
Physical Science 168
Physics 169
Police 212
Political Science 171
Pre-Collegiate Basic Skills 17
Prerequisites 17
Probation and Dismissal 201
Psychology 172
Puente Project 211

R
Real Estate 174
Reading 174
Recommended Preparations 17
Refunds 200
Registration 177
Repetitions 37,38,39
Returning Students 175
Rights and Responsibilities 181
ROTC 174
Russian 175

S
Safety Services and Assistance 213
Scholarship Program 213
Second Associate Degree 11
Sexual Harassment 206, 207
Sign Language 176
Skills Net 176
Sociology 177
Spanish 178
Special Admission of High School Students 196
Speech Communication
   (see Communication Studies) 53
Speech Development
   (see Supported Education Program) 181
Staff 222
Standards for Dismissal 201
Student Activities Office 210
Student Classifications 196
Student Financial Assistance 213
Student Government and Activities 211
Student Health Services 211
Student Identification 199
Student Services 210
Students 181
Success Program 212
Supported Education Program 181, 211

T
Team Sports 162
Theatre Arts 185
Transcripts 200
Transfer Credit 4, 22
Transfer Preparation 2
Transfer Students-Transcripts 197
Tutorial Services 212
Tutoring 212
Typing
   (see Computer Applications) 54

U
University of California Admissions 4
Upper Division Transfer Requirements 7

V
Vocational Education Nondiscrimination Policy 5
Vocational Technical Education 8

W
Wait List 178
Women’s Studies 193
Word Processing 194
Work Experience 210
Waivers 198

Z
Zoology 174