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

West Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (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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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 collaboratively, as active partners in the learning community, on behalf of the common good of the College and District. We will take responsibility, both individually and collectively, to engage in shared decision-making by:

   - Improving and sustaining an environment of mutual respect, confidence, support and trust
   - Communicating, interacting and building teams within and across constituencies
   - Ensuring timely, effective communication
   - Making intentional, conscientious, thoughtful, and timely decisions

4. **Physical Resources.** We will proactively and innovatively support the learning community with physical resources (buildings, grounds, learning stations, instructional space, and equipment) by:

   - Making the campus more accessible, inviting, safe, and physically attractive to a diverse population
   - Maintaining, reconfiguring, and developing classrooms, laboratories and other facilities to promote collaborative learning
   - Sharing our physical resources more effectively
   - Using technologies that help us transcend the limitations of the physical environment by thinking of the community as the classroom
   - Promoting the College campus as a resource to the community and viewing the community as a resource for the College

5. **Fiscal Innovation.** We will proactively and innovatively fund our learning community by:

   - Engaging in strategic financial planning
   - Securing appropriate alternative sources of funding
   - Allocating resources through fiscal policies, priorities, and processes that support institutional goals

Accreditation

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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 workforce training, and help create responsible and productive citizens for an ever-changing global society.

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

Our Values
- Student Success
- Diversity and Inclusion
- Engaged Learning
- Exploration and Creativity
- Stewardship and Accountability
- Excellence
- Service
- Effective Communication
- Partnerships
- Technologically Competitive
- Dedicated to Quality and Excellence
- Linked to Our Partners and Communities

Our Vision
- Student Centered
- Collaborative
- Highly Accessible
- Dynamic and Responsive
- Teaching and Learning Focused
- Dedicated to Quality
- Competitive
- Technologically
- Service

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

People
We will make our students and employees the foundation for our success.

Teaching and learning: Continually enhance 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 with 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 of 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.
Academic Programs

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

General Statement

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

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

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

Transfer Credit

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

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

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

California Articulation Number System

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

In this catalog the CAN list is located under CSU information and the CAN designator is found at the end of the course description of each approved CAN course (e.g., CAN Anthr 004, 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, if admitted, a student may receive credit for advanced placement work.

No more than 60 semester or 90 quarter units of credit for work done elsewhere may be counted toward a bachelor’s degree from Stanford. Stanford admits new students in the fall quarter only. The competition for transfer admission is extraordinarily keen. Typically, between 10% and 15% of the 1200 students who apply for the fall quarter are admitted. For this reason, only students with very strong academic credentials are encouraged to apply—those with cumulative college grade point averages in the 3.5 to 4.0 range and SAT Verbal and Math scores in the 600 to 800 ranges. In evaluating academic preparation and potential, Stanford goes beyond identifying students who are capable of succeeding and selects those who have the most distinguished academic records and will add in significant ways to the life of the University. Stanford favors students who have taken a balanced program that includes course work in the humanities, social sciences, and natural sciences, and encourages students to select courses that both interest and challenge them. Because the transfer application also includes references from faculty members, we encourage prospective applicants to establish close relationships with professors and to get involved in student activities.

Articulation Agreement with Embry-Riddle Aeronautical University

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

Freshman Applicant: A freshman applicant is a student who has graduated from high school but has not enrolled since then in a regular session in any college or university. (This does not include attending a summer session immediately after high school graduation.) A transfer applicant may not disregard his or her college record and apply for admission as a freshman.

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

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

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

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

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

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

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

(Students who satisfy the Intersegmental General Education Transfer Curriculum prior to transferring to UC will satisfy Option 3b above.)

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

High School Proficiency Examination:

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

Cooperative Admissions Program

The University of California, Berkeley and West Valley College, have entered into a Cooperative Admissions Program (CAP). The CAP provides alternative admissions options for regularly admissible high school students who cannot be accommodated in the College of Engineering, the College of Environmental Design and the College of Letters and Science (L&S) at Berkeley. CAP provides an opportunity for students to complete their lower division general education and major requirements, as well as UC admission requirements, at a community college in the chronological sequence of the UC curriculum. Refer to the Cooperative Admissions Program Handbook for further information.

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 CSU’s general education requirements or those of a particular UC campus.

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

AREA 1: ENGLISH COMMUNICATION

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

UC – 3 courses required, 6 semester units, one course from Group A and B

Course Group A: Course Title Units

Eng 001A English Composition (1 course, 3 semester units) 3

Group B: Critical Thinking-English Composition (1 course, 3 semester units) 3

Eng 001C Clear Thinking in Writing 3

Eng 001C (Honors) Clear Thinking in Writing 3

Phil 003 Intro to Problems in Ethics 3

Phil 017 Logic and Critical Reasoning 3

Group C: Oral Communication (1 course, 3 semester units) CSU only

Comm 001 Public Speaking 3

Comm 001(Honors) Public Speaking 3

Comm 010 Persuasive Speech 3

Comm 010(Honors) Persuasive Speech 3

Comm 020 Argumentation and Debate 3

Comm 020(Honors) Argumentation and Debate 3

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, 3 semester units

Course Title Course Title Units

Math 001* Pre-Calculus Algebra 3

Math 002* Pre-Calculus Algebra & Trigonometry 5

Math 003A/003B* Analytic Geo & Calculus 5.5

Math 004A Intermediate Calculus 4

Math 004B Differential Equations 4

Math 004C Linear Algebra 4

Math 008 Finite Mathematics 3
**HUMANITIES COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Math 008*</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Math 010*</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Math 010 (Honors)</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Math 012*</td>
<td>Applied Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Math 019</td>
<td>Discrete Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

**AREA 3. ARTS AND HUMANITIES**

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

**ARTS COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>Hist 003</td>
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<td>Frnch 003A, 003B</td>
<td>Advanced French</td>
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<td>Frnch 002A, 002B</td>
<td>Intermediate French</td>
<td></td>
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<tr>
<td>Frnch 001B</td>
<td></td>
<td></td>
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<tr>
<td>Engl 049</td>
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<tr>
<td>Engl 048</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engl 046 (Honors)</td>
<td>Contemporary American Multicultural Literature</td>
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<tr>
<td>Engl 046 (Honors)</td>
<td>Contemporary American Multicultural Literature</td>
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<td>Engl 047</td>
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<td>Engl 048</td>
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<tr>
<td>Engl 049</td>
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<tr>
<td>Engl 049 (Honors)</td>
<td>Modern Fiction</td>
<td></td>
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<tr>
<td>Fenm 001B</td>
<td>Beginning French</td>
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<tr>
<td>Fenm 002A, 002B</td>
<td>Intermediate French</td>
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<td>Fenm 003A, 003B</td>
<td>Advanced French &amp; Writing Composition</td>
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<td>Germ 001B</td>
<td>Beginning German</td>
<td>5,5</td>
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<td>Germ 002A, 002B</td>
<td>Intermediate German</td>
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<td>Hist 003</td>
<td>Asian American History</td>
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<tr>
<td>Hist 004A, 004B</td>
<td>History of Western Civ</td>
<td>3,3</td>
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<td>Hist 008A, 008B</td>
<td>History of the Americas</td>
<td>3,3</td>
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<td>Hist 011</td>
<td>History of Africa</td>
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<tr>
<td>Hist 012</td>
<td>Afro-American History</td>
<td>3</td>
</tr>
<tr>
<td>Hist 014</td>
<td>Native North American History</td>
<td>3</td>
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<td>Hist 016</td>
<td>Mexican-American History</td>
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<td>Hist 017A, 017B</td>
<td>United States History</td>
<td>3,3</td>
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<td>Hist 017B (Honors)</td>
<td>United States History</td>
<td>3,3</td>
</tr>
<tr>
<td>Hist 020</td>
<td>History &amp; Geography of California</td>
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<tr>
<td>Hist 030A</td>
<td>History of Asian Civilization</td>
<td>3</td>
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<tr>
<td>Hist 030B</td>
<td>History of Asian Civilization</td>
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<td>Human 001A, 001B</td>
<td>Human Values in and from the Arts</td>
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<td>Human 017A, 001B</td>
<td>(Honors) Human Values in and from the Arts</td>
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<td>Human 02</td>
<td>Intro to Humanities in America</td>
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<td>Human 005</td>
<td>Humanities in Oriental, Islamic &amp; Indian Cultures</td>
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<td>Ital 001B</td>
<td>Beginning Italian</td>
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<td>Jnps 001B</td>
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<td>Intro to Japanese</td>
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<td>Phil 001</td>
<td>Patterns in Comparative Religions</td>
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<td>Phil 004 (Honors)</td>
<td>Patterns in Comparative Religions</td>
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<td>Phil 005</td>
<td>Introduction to Social and Political Philosophy</td>
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<td>Phil 006</td>
<td>Intro to the Philosophy of the Person</td>
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<td>Phil 008</td>
<td>Intro to Asian Philosophy</td>
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<tr>
<td>Phil 012</td>
<td>Intro to Environmental Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Phil 016</td>
<td>Religious Pluralism in the U.S.</td>
<td>3</td>
</tr>
<tr>
<td>Phil 017</td>
<td>Logic and Critical Reasoning</td>
<td>3</td>
</tr>
<tr>
<td>Phil 021</td>
<td>World Philosophers on Death</td>
<td>3</td>
</tr>
<tr>
<td>Russ 001B</td>
<td>Beginning Russian</td>
<td>3</td>
</tr>
<tr>
<td>SL 006B</td>
<td>American Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>Span 001B</td>
<td>Beginning Spanish</td>
<td>3</td>
</tr>
<tr>
<td>Span 002A, 002B</td>
<td>Intermediate Spanish</td>
<td>3,3</td>
</tr>
<tr>
<td>Span 003A, 003B</td>
<td>Advanced Spanish Oral &amp; Written Composition</td>
<td>5,5</td>
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<tr>
<td>WS 001</td>
<td>Intro to Women's Studies</td>
<td>4</td>
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</tbody>
</table>

**AREA 4. SOCIAL & BEHAVIORAL SCIENCES**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Anthr 002</td>
<td>Intro to Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>Anthr 003</td>
<td>Intro to Cultural Anthro</td>
<td>3</td>
</tr>
<tr>
<td>Anthr 003 (Honors)</td>
<td>Intro to Cultural Anthro</td>
<td>3</td>
</tr>
<tr>
<td>Anthr 004</td>
<td>Intro to Linguistic Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Econ 001A</td>
<td>Macroeconomics</td>
<td>3</td>
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<tr>
<td>Econ 001A (Honors)</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 001B</td>
<td>Microeconomics</td>
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<tr>
<td>Econ 001B (Honors)</td>
<td>Microeconomics</td>
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</tr>
<tr>
<td>Econ 003</td>
<td>Intro to Political Economy</td>
<td>3</td>
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<tr>
<td>Econ 003 (Honors)</td>
<td>Intro to Political Economy</td>
<td>3</td>
</tr>
<tr>
<td>Geog 002</td>
<td>Intro to Cultural Geography</td>
<td>3</td>
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<tr>
<td>Geog 002 (Honors)</td>
<td>Intro to Cultural Geography</td>
<td>3</td>
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<tr>
<td>Polt 001</td>
<td>American Government</td>
<td>3</td>
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<tr>
<td>Polt 001 (Honors)</td>
<td>American Government</td>
<td>3</td>
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<tr>
<td>Polt 002</td>
<td>Comparative Governments</td>
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<tr>
<td>Polt 003</td>
<td>Intro to Political Science</td>
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<tr>
<td>Polt 003 (Honors)</td>
<td>Intro to Political Science</td>
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</tr>
<tr>
<td>Polt 004</td>
<td>International Relations</td>
<td>3</td>
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<tr>
<td>Polt 005</td>
<td>American Ideals and Institutions: A Multicultural Approach</td>
<td>3</td>
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<tr>
<td>Psych 001</td>
<td>General Psychology</td>
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<tr>
<td>Psych 009</td>
<td>Intro to Psychology of Women</td>
<td>3</td>
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<tr>
<td>Psych 012</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
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<tr>
<td>Psych 025</td>
<td>Intro to Abnormal Psychology</td>
<td>3</td>
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<tr>
<td>Soc 001</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Soc 002</td>
<td>Social Problems</td>
<td>3</td>
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<tr>
<td>Soc 002 (Honors)</td>
<td>Social Problems</td>
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<tr>
<td>Soc 012</td>
<td>Sociology of Urbanism</td>
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<td>Soc 020</td>
<td>American Race Relations</td>
<td>3</td>
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<tr>
<td>Soc 043</td>
<td>Sociology of Religion</td>
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<tr>
<td>Soc 045</td>
<td>Sociology of Human Sexuality</td>
<td>3</td>
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</tbody>
</table>

**AREA 5. PHYSICAL & BIOLOGICAL SCIENCES**

(2 courses, 7 to 9 semester units: One Physical Science course and one Biological Science course. At least one of the courses must include a laboratory.)

**A. PHYSICAL SCIENCE COURSES**

(Courses underlined contain a laboratory component.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>Astro 001</td>
<td>Astronomy</td>
<td>3</td>
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<tr>
<td>Astro 001 (Honors)</td>
<td>Astronomy</td>
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<tr>
<td>Astro 002</td>
<td>Astronomy Lab</td>
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<tr>
<td>Astro 002 (Honors)</td>
<td>Astronomy Lab</td>
<td>1</td>
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<tr>
<td>Astro 010</td>
<td>Solar System Astronomy</td>
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<tr>
<td>Astro 010L</td>
<td>Astronomy Lab</td>
<td>1</td>
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<tr>
<td>Astro 011</td>
<td>Stellar Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>Astro 011L</td>
<td>Astronomy Lab</td>
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<tr>
<td>Astro 012</td>
<td>Life in the Universe</td>
<td>3</td>
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<tr>
<td>Chem 001A, 001B</td>
<td>General Chemistry</td>
<td>5,5</td>
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<tr>
<td>Chem 002*</td>
<td>Intro to Chemistry</td>
<td>4</td>
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<tr>
<td>Chem 005</td>
<td>Quantitative Analysis</td>
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<tr>
<td>Chem 010</td>
<td>Concepts in Chemistry</td>
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<tr>
<td>Chem 012A, 012B</td>
<td>Organic Chemistry</td>
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<tr>
<td>Chem 020A, 020B</td>
<td>Fundamentals of Chemistry</td>
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<tr>
<td>Geog 001</td>
<td>Intro to Physical Geography</td>
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<td>Geol 001A</td>
<td>Physical Geology</td>
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<td>Physical Geology</td>
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<td>Geol 001B</td>
<td>Historical Geology</td>
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<td>Geol 002B</td>
<td>Historical Geology/Laboratory</td>
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<tr>
<td>Geol 015</td>
<td>Geology of California</td>
<td>3</td>
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<tr>
<td>Ocean 001</td>
<td>Oceanography</td>
<td>3</td>
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<tr>
<td>PSc 010*</td>
<td>Physical Science Survey</td>
<td>3</td>
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<tr>
<td>PSc 020</td>
<td>Weather &amp; Climate</td>
<td>3</td>
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<tr>
<td>PSc 030</td>
<td>Descriptive Environmental Science</td>
<td>3</td>
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<tr>
<td>Phys 001*</td>
<td>Intro Physics Problem Solving</td>
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<tr>
<td>Phys 002A, 002B</td>
<td>General Physics</td>
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<tr>
<td>Phys 004A*</td>
<td>Engineering Physics-Mechanics</td>
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<tr>
<td>Phys 004B</td>
<td>Engineering Physics-Electricity &amp; Magnetism</td>
<td>5</td>
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<tr>
<td>Phys 004C*</td>
<td>Engineering Physics-Light &amp; Heat</td>
<td>5</td>
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<tr>
<td>Phys 010*</td>
<td>Intro to Physics</td>
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</table>

**B. BIOLOGICAL SCIENCE COURSES**

(Courses underlined contain a laboratory component.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Anthr 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>
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<tr>
<td>Bio 011H (Honors)</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>Bio 012</td>
<td>Intro Wildlife &amp; Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>Bio 018</td>
<td>Marine Biology</td>
<td>4</td>
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<tr>
<td>Bio 021 (Honors)</td>
<td>Genetics</td>
<td>3</td>
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<tr>
<td>Bio 022</td>
<td>Genetics</td>
<td>3</td>
</tr>
<tr>
<td>Bio 024</td>
<td>Contemporary Biology</td>
<td>3</td>
</tr>
<tr>
<td>Bio 036</td>
<td>Animal Behavior</td>
<td>3</td>
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<tr>
<td>Bio 041</td>
<td>Principles of Zoology</td>
<td>3</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>
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</tbody>
</table>
Bi 047 Human Anatomy  5
Bi 048 Human Physiology  5
Psych 002 Experimental Psychophysiology  4
Psych 002 (Honors) Experimental Psychophysiology  4
Psych 007 Physiological Psychology  3

Language Other Than English (University of California only): Proficiency equivalent to two years of high school study in the same language OR one course, either:
Frnch 001A Germ 001A
Ital 001A Jons 001A
Russ 001A SL 060A
Span 001A

*California State University Graduation Requirement in U.S. History, Constitution, and American Ideals. (Not part of IGETC; may be completed at CSU. Courses used to meet the American institutions requirement may NOT be used to satisfy IGETC requirements.)
Complete one of the following options:
Hist 012 and Polt 001, Polt 001 (Honors)
Hist 014 and Polt 001, Polt 001 (Honors)
Hist 016 and Polt 001, Polt 001 (Honors)
Hist 017A and Polt 001, Polt 001 (Honors)
Hist 017A and Hist 020,
Hist 017B and Polt 001, Polt 001 (Honors), Hist 017B (Honors)

*Please note: Effective Fall 2004, the two course sequence of History 017A and 017B will no longer satisfy the CSU U.S. History/ American Ideals graduation requirement.
If the courses were completed prior to Fall 2004, they are certifiable as having met this requirement. For Fall 2004 and beyond, students are advised to follow the current list of approved courses. Please consult a counselor for questions regarding this change.
*Indicates that a UC course credit may be limited, for similar courses i.e.
* Math 003A and Math 012 combined maximum credit, one course.
* Bio 048, 047, and 048 combined maximum credit, 9 units.
Please consult the Counseling Office for additional information.

Completing IGETC After Transfer
IGETC after transfer will permit students with “demonstrated need” the opportunity to complete one or two IGETC courses after transferring to a CSU or UC.
Courses excluded are those that are required for admission (see below):

English

Critical Thinking

Oral Communication (CSU only)

Quantitative Reasoning

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

Note: These hardships must be experienced 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.

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>WEST VALLEY COLLEGE COURSE</th>
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</thead>
<tbody>
<tr>
<td>CAN AJ</td>
<td>002 AJ 001, Introduction to the Administration of Justice</td>
</tr>
<tr>
<td>CAN AJ</td>
<td>004 AJ 002, Concepts of Criminal Law</td>
</tr>
<tr>
<td>CAN ANTH</td>
<td>002 Anth 001, Introduction to Physical Anthropology</td>
</tr>
<tr>
<td>CAN ANTH</td>
<td>004 Anth 003, Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>CAN ANTH</td>
<td>006 Anth 002, Introduction to Archaeology</td>
</tr>
<tr>
<td>CAN ART</td>
<td>002 Art 001A, Survey of Western Art I</td>
</tr>
<tr>
<td>CAN ART</td>
<td>004 Art 001B, Survey of Western Art II</td>
</tr>
<tr>
<td>CAN ART</td>
<td>006 Art 065A, Ceramics Handbuilding</td>
</tr>
<tr>
<td>CAN ART</td>
<td>008 Art 031A, Drawing</td>
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<tr>
<td>CAN ART</td>
<td>010 Art 049A, Painting</td>
</tr>
<tr>
<td>CAN ART</td>
<td>012 Art 085A, Sculpture</td>
</tr>
<tr>
<td>CAN ART SEQ A</td>
<td>007 Art 060A001B Survey of Western Art I and II</td>
</tr>
<tr>
<td>CAN BIOL</td>
<td>002 Biol 043, Cell Biology</td>
</tr>
<tr>
<td>CAN BIOL</td>
<td>004 Biol 041, Principles of Animal Biology</td>
</tr>
<tr>
<td>CAN BIOL</td>
<td>006 Biol 042, Principles of Plant Biology</td>
</tr>
<tr>
<td>CAN BIOL</td>
<td>010 Biol 047, Human Anatomy</td>
</tr>
<tr>
<td>CAN BIOL</td>
<td>012 Biol 048, Human Physiology</td>
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<tr>
<td>CAN BIOL</td>
<td>014 Biol 045, Microbiology</td>
</tr>
<tr>
<td>CAN BIOL SEQ A</td>
<td>001 Biol 041 &amp; 042 &amp; 043: Principles, of Animal Biology + Principles of Plant Biology + Cell Biology</td>
</tr>
<tr>
<td>CAN BIOL SEQ B</td>
<td>007 Biol 047 &amp; 048: Human Anatomy + Human Physiology</td>
</tr>
<tr>
<td>CAN BUS</td>
<td>002 Acctg 010, Accounting Fundamentals-Financial</td>
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<tr>
<td>CAN BUS</td>
<td>004 Acctg 011, Accounting Fundamentals-Managerial</td>
</tr>
<tr>
<td>CAN BUS</td>
<td>006 CIS 002, Introduction to Computing</td>
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<tr>
<td>CAN BUS</td>
<td>008 BUS 028, Business Law</td>
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<tr>
<td>CAN BUS SEQ A</td>
<td>001 Acctg 010+011: Accounting Fundamentals-Financial + Accounting Fundamentals-Managerial</td>
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<tr>
<td>CAN CHEM</td>
<td>002 Chem 001A, General Chemistry</td>
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<td>CAN CHEM</td>
<td>004 Chem 001B, General Chemistry</td>
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<tr>
<td>CAN CHEM</td>
<td>006 Chem 030A, Fundamentals of Chemistry</td>
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<tr>
<td>CAN CHEM</td>
<td>008 Chem 030B, Fundamentals of Chemistry</td>
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<tr>
<td>CAN CHEM SEQ A</td>
<td>001 Chem 001A+001B: General Chemistry</td>
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<tr>
<td>CAN CHEM SEQ B</td>
<td>003 Chem 030A+030B: General Chemistry</td>
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<td>CAN DRAM</td>
<td>006 Theat 035A, Voice Production and Articulation</td>
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<td>CAN DRAM</td>
<td>008 Theat 040A, Beginning Acting</td>
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<td>CAN DRAM</td>
<td>018 Theat 010, Introduction to Theatre</td>
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<td>CAN DRAM</td>
<td>022 Theat 040B Beginning Acting</td>
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<tr>
<td>CAN ECON</td>
<td>002 Econ 001A, Principles of Macroeconomics</td>
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<td>CAN ECON</td>
<td>004 Econ 001B, Principles of Microeconomics</td>
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<tr>
<td>CAN ENGL</td>
<td>002 Eng 001A, English Composition</td>
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<td>CAN ENGL</td>
<td>004 Eng 001B, English Composition</td>
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<td>CAN ENGL</td>
<td>006 Eng 007A, Creative Writing</td>
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<td>CAN ENGL</td>
<td>008 Eng 007A, Survey of English Literature</td>
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<td>CAN ENGL</td>
<td>010 Eng 008B, Survey of English Literature</td>
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<td>CAN ENGL</td>
<td>014 Eng 007A, American Literature</td>
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<td>CAN ENGL</td>
<td>016 Eng 007B, American Literature</td>
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<tr>
<td>CAN ENGL</td>
<td>020 Eng 047 Introduction to Poetry</td>
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<tr>
<td>CAN ENGL SEQ B</td>
<td>005 Eng 005A+005B Survey of English Literature</td>
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<tr>
<td>CAN ENGL SEQ C</td>
<td>005 Eng 007A+007B American Literature</td>
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<td>CAN ENGR</td>
<td>002 Engr 020, Engineering Graphics</td>
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<tr>
<td>CAN ENGR</td>
<td>008 Engr 023, Mechanics</td>
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<td>CAN ENGR</td>
<td>012 Engr 024, Introduction to Circuit Analysis</td>
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<td>CAN FCS</td>
<td>002 NS 001</td>
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<td>CAN FCS</td>
<td>014 CHS 002</td>
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<tr>
<td>CAN GEOG</td>
<td>004 Geog 002, Introduction to Cultural Geography</td>
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<tr>
<td>CAN GEOL</td>
<td>002 Geol 001A, Physical Geology</td>
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<tr>
<td>CAN GOVT</td>
<td>002 Polt 001, American Government</td>
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<td>CAN HIST</td>
<td>002 Hist 004A, History of Western Civilization</td>
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<td>CAN HIST</td>
<td>004 Hist 004B, History of Western Civilization</td>
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<tr>
<td>CAN HIST</td>
<td>008 Hist 017A, United States History</td>
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<td>010 Hist 017B, United States History</td>
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<td>006 Hist 017A+017B: History of Western Civilization</td>
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<td>004 Hist 017A+017B History of Western Civilization</td>
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<tr>
<td>CAN MATH</td>
<td>008 Math 000D, Trigonometry</td>
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<tr>
<td>CAN MATH</td>
<td>012 Math 008, Finite Mathematics</td>
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<tr>
<td>CAN MATH</td>
<td>016 Math 001, Pre-Calculus</td>
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<td>CAN MATH</td>
<td>018 Math 003A, Analytic Geometry and Calculus</td>
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<td>CAN MATH</td>
<td>020 Math 003B, Analytic Geometry and Calculus</td>
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<tr>
<td>CAN MATH</td>
<td>022 Math 004A, Intermediate Calculus</td>
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<tr>
<td>CAN MATH</td>
<td>024 Math 004B, Differential Equations</td>
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<tr>
<td>CAN MATH</td>
<td>026 Math 004C, Linear Algebra</td>
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<td>CAN MATH</td>
<td>034 Math 012, Applied Calculus</td>
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<td>CAN MATH SEQ B</td>
<td>Math 003A+003B Analytic Geometry and Calculus</td>
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</tbody>
</table>
California State University (CSU)

Transfer Requirements*

Lower Division Transfer Requirements—If you have completed fewer than 60 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 a grade of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements and have a qualitative eligibility index. If you did not complete all the subject requirements in high school, appropriate college courses may be used to make up the missing subjects. Nonresidents must meet the eligibility index for nonresidents.

Upper Division Transfer Requirements—if you have completed at least 60* transferable semester (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 communication (at least 9 semester or 12 quarter units in English composition, oral communication, and critical thinking) and the requirement in mathematics (at least 3 semester or 4 quarter units).

* Effective Fall 2005

Work Taken at Other Colleges
The California State University 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 requirement for the Associate Degree awarded by West Valley College. Consult a counselor for assistance in correlating these requirements. Students must complete minimum of 39 units in the 5 categories listed below. A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. "Certification" or "Partial Certification" may be requested on a Transcript request form available in the Admissions and Records Office.

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

A. Basic Subjects - Language and Rationality:
9 units minimum
1. Oral Communication: Comm 001, 001 (Honors) or Comm 010 or 010 (Honors), 020 or 020 (Honors) (3 units)
2. Written Communication: Engl 001A (3 units)
3. Critical Thinking: Engl 001B, 001C or 001C (Honors) Phil 002, 002 or 017 (3 units)
Some California State Universities require Engl 001A and 001B. Check specific catalogs.

B. Natural Sciences - Mathematics:
9 units minimum

1. Natural Science: 6 units minimum
   (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
Anth 001
Bio 024, 036
Psych 007

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

Lecture/Laboratory Courses
Biological Sciences
Bio 010, 011, 011 (Honors), 012, 014, 018, 021 (Honors), 022, 041, 042, 043, 045, 046, 047, 048
Phys 002, 002 (Honors)

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

Laboratory Courses

Phy缺点s Sciences
Astro 002, 002 (Honors), 010L, 011L, 011L

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

C. Arts, Literature, Philosophy, Foreign Language: 9 units minimum. Students must complete one course each from Series I, II and a third course from either Series I or II to total 9 units.
Series I
Art 001A, 001B, 001D, 001A (Honors), 001D, 001D (Honors), 004, 007, 010, 012A, 012B
FD 032
Music 001, 001 (Honors), 002, 002 (Honors), 003A, 003B, 004A, 004B, 005, 007, 009, 010, 012
PE, Th 051, 051 (Honors)
Theor 001, 006A, 006B, 010, 010 (Honors), 014A, 014B, 015, 015 (Honors), 030
Series II
Eng 005A, 005B, 006A, 006B, 008A, 008B, 016B, 016E (Honors), 007A, 007B, 012, 013, 016, 018, 041, 043, 044, 046, 046 (Honors) 047, 048, 049, 049 (Honors), 070A, 070B
Hist 001A, 001B, 002A, 002B
Theor 001A, 001A (Honors), 001B, 01B (Honors), 002, 005
IS 012 (Honors)
Ital 001A, 001B, 002A, 002B
Jpns 001A, 001B
Phil 001, 004, 004 (Honors), 005, 006, 008, 008 (Honors), 009, 012, 016, 021
Photo 001
Russ 001A, 001B
SL 060A, 060B
Span 001A, 001B, 002A, 002B, 003A, 003B
WS 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
Hist 004A, 004A (Honors), 008A, 012, 014, 016, 017A
Polt 001, 001 (Honors), 002, 003, 003 (Honors), 004
Series II
Hist 003, 004B, 004B (Honors), 008B, 017B, 017B (Honors), 020
Polt 001, 001 (Honors), 002, 003, 003 (Honors), 004
Series III
AJ 001
Anth 002, 003, 003 (Honors), 004
Bus 061
Econ 001A, 001A (Honors), 001B, 001B (Honors), 003, 003 (Honors)
Geog 002, 002 (Honors)
Polt 005
Psych 001, 025
Soc 001
2. The American Institutions requirement of the California State University may be met by
   completing one of the following options:
   Hist 012, African-American and Polt 001,
   Hist 014, History of the Native North
   American and Polt 001,
   American Government (also Honors)
   Hist 016, Mexican American History and Polt 001,
   American Government (also Honors)
   Hist 017A, United States History and Hist
   020, History and Geography of California
   Hist 017A, United States History and Polt
   001, American Government (also Honors)

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

4. The American Institutions requirement of
   the California State University may be met by
   completing one of the following options:
   Hist 012, African-American and Polt 001,
   Hist 014, History of the Native North
   American and Polt 001,
   American Government (also Honors)

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

E. Understanding and Development:

3 units minimum
Couns 005, 012, 012A, 012B, 012C (Note: The
entire sequence of Couns 012A, 012B, 012C
must be completed for a total of 3 units,)
024, 025, 050
Hist 004A, 004A (Honors)
IS 004, 004 (Honors)
IS 015
Physical Education (Note: Not more than 1 unit
of PE may be used in Area E.)
Aquatics 2.1-2.7, Dance 3.01-3.35, Fitness
4.03-4.18, 4.22-4.36 Combatives 6.02-
6.10, Lifetime Sports 7.2-7.25, Team Sports
8.01-8.19, Intercollegiate Athletics 9.01-9.19,
Intramurals 10.1-10.11, PE, Th 034, 050
Psych 009, 012, 030, 033
Soc 002, 002, (Honors), 020, 040, 043, 045
Comm 004, 004 (Honors)
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) and Foothill
College (Los Altos Hills).

Students who obtain a “certification of comple-
tion 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 pre-
sented. Students will still be required to complete
course and all 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.
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 Engl 001A and a minimum of three (3) semester units in communication and analytical thinking courses:

CIS 002, 004A
Comm 001, 001 (Honors), 010, 010 (Honors), 020, 020 (Honors)
Engr 021, 021A
Engl 001B, 001C, 001C (Honors)
Mathematics 103/103R, 104, 105, 106/106R, 107, 000D, 000G, 001, 002, 003A, 003B, 004A, 004B, 004C, 008, 008 (Honors) 010, 010 (Honors), 012, 014, 018, 018 (Honors)
Phil 002, 003, 009, 017
Read 053

B. NATURAL SCIENCES

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

Anthr 001
Astro 001, 002, 010, 010L, 011, 011L, 014
Bio 010, 011, 011 (Honors), 012, 013, 014, 015, 018, 021 (Honors), 022, 024, 034, 035, 036, 041, 042, 043, 045, 046, 047, 048, 050
Chem 001A, 001B, 002, 010, 030A, 030B
Geog 001
Geol 001A, 001A (Honors) 001B, 002B, 003B, 005, 010, 015, 020
HTech 04
NS 001, 015
Ocean 001
Pkmgt 014
Psci 010, 020, 030
Phys 001, 003AB, 004A, 004B, 010
Psych 002, 002 (Honors), 007

C. HUMANITIES

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

Art 001A, 001A (Honors), 001B, 001B (Honors)
Chin 050A
Engl 002 (Honors), 005A, 005B, 006A, 006B, 006C, 006D, 006F (Honors) 007A, 007B, 010, 012, 013, 016, 018, 041, 043, 043 (Honors) 044, 046, 047, 048, 049, 049 (Honors) 070A, 070B
FD 032
Fmch 001A, 001B, 002A, 002B, 030A, 050A, 050B, 051B, 062
Gerl 001A, 001B, 002A, 002B, 050A, 050B, 051A, 051B
Greek 002A

Human 001A, 001A (Honors), 001B, 001B (Honors), 002, 005
Ital 001A, 001B, 002A, 002B, 050A, 051A, 051B
Jpn 001A, 001B, 002A, 002B, 050A, 050B, 051A, 051B
Latin 050A
Phi 001, 003, 004, 005 (Honors) 005, 006, 008, 008 (Honors), 012
PE 3.1-3.24
PE Th 050
Russ 001A, 001B, 050A, 050B
SL 060A, 060B
Span 001A, 001B, 002A, 002B, 003A, 003B, 005A, 005B, 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:

AJ 001
Anthr 002, 003, 003 (Honors), 004
Econ 001A, 001B, 001A, 001B (Honors)
Geog 002, 002 (Honors)
Hist 004B, 004B (Honors), 008B, 012, 014, 016, 020
Polit 002, 003, 003 (Honors), 004
Psych 001
Soc 001

Series 2: American History and Institutions

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

Hist 017B, 017B (Honors)
Polit 001, 001 (Honors)

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

E. LIFELONG UNDERSTANDING AND DEVELOPMENT

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

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

Bus 051
CHS 053
Comm 004, 008, 017, 018, 025
Counts 005, 012, 012A, 012B, 012C, 024,
024A, 024B, 024C, 024D, 025
FD 027
HEd 007, 008, 010, 012, 013
IS 004, 09A
Lead 020A, 020B, 030A
LS 001
Lib 004
PE Th 042
Psych 012, 025, 030

F. CULTURAL DIVERSITY
A minimum of three (3) semester units to prepare students to work effectively and live harmoniously in a pluralistic society, acknowledge the experience, scholarship and accomplishments of the many cultures in our society, promote and foster a sense of inquiry about cultural diversity, and meet the needs of the culturally diverse student population. A course used to fulfill this requirement may not be used to fulfill another general education 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. See page 12 for details.

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. 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.
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 institutional area and if approval is granted, the student will be notified of the time of the examination.

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

College Level Examination Program (CLEP)
West Valley College accepts selected CLEP scores for credit upon the receipt of official results from the College Board. Credit for some general and subject area examinations may be applied toward Associate Degree GE and major requirements for officially enrolled students. Credit is awarded at the discretion of each academic department with no credit awarded by History and Political Science Department. For more specific applicability of CLEP scores, contact Admissions and Records.
Students are advised that if they transfer to another college or university, CLEP scores may not be recognized for credit by that institution. At this time, the University of California system does not accept CLEP examinations, and the CSU institutions set individual campus policies. Note that CLEP examinations may not be used to certify CSU GE or IGETC subject requirements. Students are advised to contact a WV academic counselor or check college catalogs for other schools’ CLEP policies.

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

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

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

West Valley College will grant college credit toward an AA/AS degree to students who score 3, 4, or 5 on advanced placement examinations given by the College Board or Examination Board (CLEP).

To receive credit, students must submit an official copy of the AP results to West Valley for evaluation. To use AP credits for completion of GE areas for transfer, 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 valued or use a West Valley College counselor. Duplicate credit will not be granted to students who have AP scores and take the equivalent college courses at West Valley.

The list below shows Advanced Placement credit is awarded at West Valley College. Also included are AP subject areas used for both the CSU general education patterns 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 History</td>
<td>1 unit(s)</td>
<td></td>
<td>1 unit(s)</td>
</tr>
<tr>
<td>Art General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>1 unit(s)</td>
<td>1 unit(s) (not applicable)</td>
<td>1 unit(s) (English)</td>
</tr>
<tr>
<td>German (level 1)</td>
<td></td>
<td>1 unit(s)</td>
<td>1 unit(s)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1 unit(s)</td>
<td></td>
<td>1 unit(s)</td>
</tr>
<tr>
<td>Physics A</td>
<td>1 unit(s)</td>
<td>1 unit(s)</td>
<td>1 unit(s)</td>
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<tr>
<td>Physics B</td>
<td>1 unit(s)</td>
<td>1 unit(s)</td>
<td>1 unit(s)</td>
</tr>
<tr>
<td>Statistics</td>
<td>1 unit(s)</td>
<td></td>
<td>1 unit(s)</td>
</tr>
<tr>
<td>Spanish A</td>
<td>1 unit(s)</td>
<td>1 unit(s)</td>
<td>1 unit(s)</td>
</tr>
<tr>
<td>Spanish B</td>
<td>1 unit(s)</td>
<td>1 unit(s)</td>
<td>1 unit(s)</td>
</tr>
<tr>
<td>World History</td>
<td></td>
<td>1 unit(s)</td>
<td>1 unit(s)</td>
</tr>
</tbody>
</table>

*CSU and IGETC indicators may apply for courses that include objectives (CSU and IGETC) based on AP exams may differ from the only minimal for comparable general education, also meets standards of many universities AP exam will be counted when meets the IGETC mappings.
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 provides current skills, and recommendations are made to update the curriculum. In this manner, students in these programs receive the most current information and skills to prepare them for employment in their chosen field. Frequently a student’s education goal will change. The College recognizes the mobility within our society and the necessity of changing education needs and goals. Therefore, students can switch from a degree program to a certificate program without loss of credit. The reverse is also true. Certificate programs require completion of a series of career-oriented courses. Typically, students who seek certificates wish to complete a career program as quickly as possible to obtain employment. Many students complete the requirements for the certificate, attain employment, and return to West Valley College to complete the additional general education requirements for an Associate of Science degree. All degree and certificate programs require a “C” grade or better in all major required courses.

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

Career Programs Advisory Boards

Administration of Justice Advisory Board
Lieutenant Jim Lucarotti, San Jose Police Department
Lieutenant Chris Parker, Great America
Sgt. Steve Clark, Santa Cruz Police Department
Lynn Rossman, Counselor
Dr. George Payton, Criminal Justice Services
Jim Walker, Director, Santa Teresa High School Police & Fire Academy
Officer Lois Hansen, Ret., Sunnyvale Department of Public Safety

Chief Laura Lorman, West Valley/Mission District Police Department
Jim Lucarotti, Investigator, Office of the District Attorney
Chief Steve Belcher, Santa Cruz Police Department
Undersheriff Robert Wilson, Santa Clara County Sheriff, West side Sub-Station
Lieutenant Diana Cuenca, Santa Clara County Department of Corrections
Mrs. Marge Faulstitch, AJ Department Chairperson, West Valley College A.J.
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Dr. George Cochren Professor, Emeritus San Jose State University
Agent Rick Over, F.B.I.
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Captain Ed Flores, Santa Clara Co. Department of Correction

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Barbara Kanovich, Independent Administrative Assistant
Barbara Lea, Retired, West Valley College
Bobbi Dolan, BJ Cassin
Brenda Rogers, West Valley College
Donette Dake, West Valley College
Ginny Aragon, West Valley College
Elaine Leach, Palm One
Hannah Kain, ALOM Technologies
Jaclyn Zoccoli, Success Connection
Jane Ellis, Retired
Janie Bevans, Synopsis
Jenny Schoger, Hewlett Packard Co.
Judy Parkman, Hewlett Packard
Karina Dundurs, West Valley College
Melanie Gadener, Productivity Plus/U.C. Berkeley
Sydney Whaley, Retired CPS
Vivian Lock, West Valley College

Court Reporting Advisory Board
Susan Beck, Court Manager, Court Reporters, Santa Clara County Superior Court
Irene Fontana, CSR Santa Clara County, Reporter
Stephanie Grossman, CSR Deposition firm owner Grossman & Cotter
Kay Harrington, Retired, Deposition firm owner, Comp-U-Scripts
Karen Hensche, CSR Deposition Reporter
Connie Love, CSR Superior Court Santa Cruz
Kelly McCarthy, CSR, Official Court Reporter
Kim Meierotto, CSR, Deposition Reporter
Antonia (Ton) Pulone, CSR Deposition firm owner and reporter, Pulone & Stromberg
Robin Riviello, CSR, Deposition Reporter
Anne Torreano, CSR, Deposition Reporter
Kathy Laczuk, CSR, Sup Ct, San Mateo County

Digital Media/Internet Services Advisory Board
Si Akyuz, Interval Research
Judith Bell, San Jose City College
James Campbell, Exhibigroup Giltspar
Dan Chapman, Fabricio Graphics
Authur Castro, Fabricion Graphics
Peter Commandeur, Digital Impressions
Eric Larson, Sun Microsystems
Sylvia Min, Mills College
Mike Otwell, ArtVenture
Dale Poor, Central County Occupational Center
Terry Price, Terry Price Design

Paul Smith
Kiana Tranh, Inforgames Entertainment, Inc.
David West, WestPro.com

Fashion Design and Apparel Technology Advisory Board
Janet Barber, Fox Racing
Marian Clayden, Clayden, Inc
Max Cohen, Illusions Activewear.
Joseph Domingo, Joseph Domingo Studio
Donna Foster, Live Oak High School
Stephanie Greer-McEntee, Fox Racing
Leona Guidace, DeCre
Randall Harris, San Francisco Fashion Industries
Clark Hodges, MAC-Marin Apparel Company
Charlotte Hutter-Brock, Hutter-Brock & Company
Kaleene Kenning, Gymboree
Michelle Lininger, Gerber Garment Technology
Candy Myers, California Kids
John Nila, Freelance
Terrie O’Connell, Illusions Activewear
Jane Przybysz, BJ Museum of Quilts & Textiles
Susan Stark, San Francisco State University
Betty Tracy, California State University
Pomona
Trudy Valenzuela, Farr West Fashions

Health Care Technologies Advisory Board
Vicky Bello, El Camino Hospital
Joe Corbett, Silicon Valley College
Dee Dee Bicocca, Regional Health Occupation Resource
Karen Bohanan-Reed, Camino Health Group
Priscilla Carrasquilla, Valley Medical Center
Ann Cowles, Mission College
Diane Gamberg, Kaiser Permanente
Barbara Guarrino, Office Manager
Judi Madrigal, Judy Madrigal and Associates
Carla Read, Silicon Valley College
Cathy Riccosca, Regional Health Occupation Resource
Liliana Sackett, MD
Carol Schultz, Valley Medical Center
Dr. Stanford Shoor, Kaiser Hospital
Marianne Serra

Interior Design Advisory Board
Todd Bevis, Weske Associates
Norah Brown, Pivot Interiors
Jim Crawford, James Crawford, Architect
Sharon Daroca, Allied ASID, Design 2
Mary Davidge/Terry de la Cuesta, Robinson, Mills + Williams
Anna K. Harrison, ASID, Anderson Brule Architects
Barbara Jacobs, FASID, Barbara Jacobs Interior Design
Patricia Mace, All Steel
Elke MacGregor, DES,
Patricia McDonald, ASID, McDonald & Moore, Ltd.,
Marcia Miller, ASID, Miller/Stein
Linda Newton, FASID, Linda D.Newton & Associates
Michael O’Farrell, AOL Time Warner
Teresa Pollard, Allied ASID, AAI Design,
Career Programs • Nondiscrimination Policy

CAREER EDUCATION NONDISCRIMINATION POLICY

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

- Accounting
- 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 or 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.

Park Management Program Advisory Committee

Ginny Aragon, Career Center Counselor, West Valley College
Kim Aufhauser, Park Management Instructor
Wayne August, Bureau of Land Management
Michael Bacon, Adjunct Faculty & Santa Clara County Parks and Recreation
Elizabeth Bell, Biology Department, Adjunct Faculty, Santa Clara University
Greg Betts, Palo Alto City Parks
Steve Bier, Adjunct Faculty and California State Parks
Tom Borra, Santa Clara County Parks and Recreation
Patrick Congdon, Santa Clara County Open Space Authority
Chris Cruz, Park Management Instructor
Donette Dake, Dean, Park Management/Workforce Development
Michael Durfee, Adjunct Faculty & U.S. Fish & Wildlife Service
Yvonne Ekern, Division Chairperson, Applied Arts and Sciences
Mark Fincher, Adjunct Faculty & National Park Service
Susan Fritzke, National Park Service (Yosemite NP)
Mike Gagan, California Department of Forestry and Fire Protection
Jim Giachino, Portola Redwoods State Park
Mike Goss, California State Parks
Tom Green, Biology Department, West Valley College

Elizabeth Hammack, Adjunct Faculty & California State Parks
Pam Helmke, San Jose City Parks Department
Holly Huennenmann, Portola Redwoods State Park
Thom Jones, Adjunct faculty emeritus
Clyde Morris, San Francisco Bay National Wildlife Refuge
Mike Morales, National Park Service
Jim Owens, California Highway Patrol
Paul Romero, Santa Clara County Parks and Recreation
Joe Samuels, Vice-President, Instruction
David Sanguetti, Mid-Peninsula Regional Open Space District
Frank Schiavo, San Jose State University
Joe Schultz, Santa Clara County Parks and Recreation
Brian Seifert, Park Management Alumni Association
Bern Smith, Independent Land Management Consultant
Tom Smith, Park Management Program - Emeritus

Miles Standish, Castle Rock State Park

Non-discrimination policy

The West Valley College Board of Trustees is committed to providing a drug-free, alcohol-free, and tobacco-free environment in accordance with all applicable federal, state, and local laws. The College shall not discriminate against any individual on the basis of race, color, national origin, sex, marital status, sexual orientation, religion, age, or physical or mental disability. The College is committed to equitable treatment of all individuals in its program and activities. The College is also committed to providing equal access to all facilities and programs for individuals with disabilities.

The College invites qualified individuals with disabilities to contact the Campus Police Department at 650-833-0357 to discuss any concerns or to request reasonable accommodations. The College is committed to providing equal access to all programs and activities for those with disabilities. To request reasonable accommodations, please contact the Campus Police Department at 650-833-0357.

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<td>Office Assistant/Transcription Technologist</td>
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<td>Stenographic-Computer-Aided Medical Transcription</td>
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Explanation of Prerequisites and Corequisites

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

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

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

A COREQUISITE is a course which you must take at the same time as another course as a condition of enrollment. For example, if you want to take Architecture 035A, you must concurrently enroll in Math 003A.

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

RECOMMENDED PREPARATIONS fall into two categories: basic skills 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 Read 053
- For some courses, it is recommended that you also complete a specified level of math before you enroll. Although recommended skills levels are advisory only, they are important because college level courses which apply to the AA/AS degree require that you be able to:
  - Study independently
  - Read college level texts
  - Think critically
  - Write essays at a college level

Courses

You may also find recommended courses. For example, Pollt 001 is recommended before you take Pollt 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 by this special preparation for college-level courses.

The following courses have been designated as basic skills or pre-collegiate courses, and they may not be used to satisfy requirements for an associate degree. For further information, contact the Counseling Center.

- COUNS 919A-C Pre-Vocational Assessment for the Disabled
- ENGL 903 Basic Grammar and Sentence Structure
- ENGL 905 English Fundamentals-A Prep. course for Engl 001A
- ENGL 975A-D Writing Skills
- ENGL 986A-D Computer Assisted Writing
- ESL 961GW Basic Grammar and Writing 1
- ESL 962GW Basic Grammar and Writing 2
- ESL 963GW Sentence Development
- ESL 964GW Paragraph Development
- ESL 961LS Basic Listening and Speaking 1
- ESL 962LS Basic Listening and Speaking 2
- ESL 963LS Oral Communication 1
- ESL 964LS Oral Communication 2
- ESL 961RV Basic Reading and Vocabulary 1
- ESL 962RV Basic Reading and Vocabulary 2
- ESL 963RV Intermediate Reading and Vocabulary 1
- ESL 964RV Intermediate Reading and Vocabulary 2
- ESL 975A-D English as a Second Language Skills
- LS 960A-B Assessment of Communication Skills
- LS 961 Speech Production Skills Level I
- LS 962 Speech Production Skills
- LS 963 Language Comprehension and Expression I
- LS 964A Language Comprehension and Expression Level II
- LS 965 Auditory Perceptual Skills
- LS 966 Advanced Auditory Perceptual Skills
- LS 967 Oral Communication Skills
- LS 968 Introduction to Speech Development
- LS 970 Computer Lab for Speech and Language Development
- LS 971 Effective Communication Skills
- LS 975 Successful Study Skills
- LS 976 Adjunct Learning Strategies
- LS 990 Beginning Lip Reading
- LS 991 Intermediate Lip Reading
- LS 992 Advanced Lip Reading
- LS 993 Post Advanced Lip Reading
- LS 990A Adapted Computer-Assisted Instruction
- LS 990B Adapted Computer-Assisted Instruction
- LS 990A Adapted Computer Assessment
- LS 990B Adapted Computer Assessment
- LS 906 Adapated Internet Skills
- LS 907 Introduction to Spreadsheets
- LS 930A/B Assessment for Learning Disabilities
- 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 Effective Learning: Reading
- LS 933A Effective Learning-Engr. on Fundamental Arithmetic
- LS 933B Preparation for Algebra
- LS 933C Effective Learning: Spelling
- LS 933D Preparation for Algebra
- LS 933E Preparation for Algebra
- LS 933F Preparation for Algebra
- LS 935 Effective Learning-Writing
- LS 936 Effective Learning: Learning Strategies
- LS 937A Learning Styles and Time Management Module
- LS 937B Learning Styles and Time Management Module
- LS 937C Textbook Reading Module
- LS 937D Test Taking Module
- LS 937E Writing an Effective Research Paper
- LS 937F Vocabulary Development Module
- LS 938 Effective Learning: Spelling
- LS 941A Effective Sentence Skills
- LS 941B Effective Sentence and Paragraph Writing
- LS 941C Effective Essay Writing
- LS 942 Effective Critical Thinking
- LS 972 Effective Communication Skills
- MATH 902 Arithmetic Function
- MATH 902P Pre Algebra
- READ 910 Speed Reading Strategies
- READ 960 Reading Fundamentals
- READ 961 Effective Reading
- READ 962 Career Spelling
- READ 970 Power Reading
- READ 975A-D Reading Skills

Basic Skills

30 - Unit Limit

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

The State Legislature has imposed a restriction 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 substandard work (previous grade of D, F, or NC) or where there are special extenuating circumstances.
The following courses may be taken a total of four times:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ESL 962LS</td>
<td>Basic Listening and Speaking 1</td>
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<td>ESL 962GW</td>
<td>Basic Listening and Speaking 2</td>
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<td>ESL 963GW</td>
<td>Basic Listening and Speaking 3</td>
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<td>ESL 964GW</td>
<td>Basic Listening and Speaking 4</td>
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Courses may be repeated once for the following reasons:

1. To facilitate standardized work (C, F, or N) or to improve academic status.
2. To complete all work attempted and depict a legible, unweighted student's grade point average.
3. To avoid significant lapse of time (3 or more years) from prior enrollment.

Further, in accordance with Title 5, Section 58161, no more than 20 units in any course repetition may be counted toward the requirements for an associate degree. When a previous grade was the result of a student's petition for repetition has prior verified extenuating circumstances and the approval of the Academic Appeals Committee. Further, in accordance with Title 5, Section 58161, no more than 20 units in any course repetition may be counted toward the requirements for an associate degree. When a previous grade was the result of a student's petition for repetition has prior verified extenuating circumstances and the approval of the Academic Appeals Committee.

Additionally, academic credit shall be awarded for courses repeated under provisions designated as repeatable ones.
The following courses may be taken a total of three times:

- ART 050B: Critical Analysis in Acrylic Painting
- ART 050C: Critical Analysis in Water Color
- ART 050D: Critical Analysis in Mixed Media Painting
- BIO 052: Biology Skills and Concepts
- BUS 071: Office Record Keeping
- BUS 072: Office Communications
- CHS 030A: Success Strategies
- CA 010: Computer Keyboarding
- DMIS 094ABC: Computer Skills Development
- COUNS 041: Student Government Activities Practicum
- CTR 06A1: Court Reporting Theory I
- CTR 06B1: Court Reporting Theory I
- CTR 039A: Computer-Aided Basic Dictionary Building
- CTR 044: Court Reporting Apprenticeship
- FD 012A: Electronic Patternmaking
- FD 014: Electronic Pattern Digitizing (pattern input)
- FD 015: Electronic Pattern Grading
- FD 016: Electronic Marking
- FD 030A: Success Strategies for Fashion Design
- FD 053: 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 965: Auditory Perceptual Skills
- LS 966: Advanced Auditory Perceptual Skills
- PHYS 052: Physics Skills and Concepts
- PKMGT 012C: Advanced Outdoor Skill for the Park Ranger
- RUSS 051B: Russian Conversation & Culture
- THEAR 004: Post-Production: Digital Editing of the Narrative Film
- THEAR 033B: Musical Comedy Workshop

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

- CA 083: Speech Production Skills II
- CA 081D: Speech Production Skills I
- CA 081A: Speech Production Skills I
- CA 068: Speech Production Skills I
- CA 034A: Speech Production Skills I
- CA 020A: Speech Production Skills I
- BUS 072: Office Communications
- BIO 100B: Biology Skills and Concepts
- ART 057A: Animation
- ART 057B: Animation
- ART 058: Animation Studio
- ART 059: Animation Studio
- ART 055A-D: Ceramics Handsbuilding
- 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 029C: Introduction to Microft Office
- CHS 080: MS Word: Basic Features
- CHS 034B: MS Word: Indents, Tabs & Tables
- CHS 034C: MS Word: Report Formatting Features
- CHS 034D: MS Word: Mail Merge
- CHS 046C: Creating a Presentation Using Power Point
- CHS 046D: Intermediate Microsoft PowerPoint
- CHS 054: Quicken for Home and Business
- CHS 054A: Quicken Basics
- CHS 062B: Basic Spreadsheets, Microsoft Excel
- CHS 062D: Learning the Basics of Excel
- CHS 062E: Creating Charts in Excel
- CHS 064: Adobe Acrobat and PDF
- CHS 068: Web Pages with Microsoft Office
- CHS 070A: Getting Around Windows
- CHS 081A: Beg Database, dBase
- CHS 081D: Beg Database, Filemaker Pro
- CHS 083: Microsoft Project
- CHS 086: Creating Web Pages for the Home User
- CHS 087: Basic Conversational Mandarin Chinese and Culture
- DMIS 050B: Basic Conversational Mandarin Chinese and Culture
- DMIS 058A: Chinese Immersion
- CHS 080: Curriculum Principles & Practices
- CHS 087: Methods of Observation in Early Childhood Settings
- CTR 008D: 80 WPM Speed Goal
- CTR 010D: 100 WPM Speed Goal
- CTR 012D: 120 WPM Speed Goal
- CTR 014D: 140 WPM Speed Goal
- CTR 016D: 160 WPM Speed Goal
- CTR 018D: 180 WPM Speed Goal
- CTR 020CD: 200 WPM Speed Goal
- CTR 022CD: 200 WPM Speed Goal
- CTR 024: English Review for the Court Reporter
- CTR 030B: Computer Aided Medical Dictionary
- CTR 030C: Computer Aided Legal Dictionary
- CTR 034: Medical Dictation for the Court Reporter
- DMIS 001: Digital Media I
- DMIS 003: Digital Media II
- DMIS 004: Digital Layout, Color, and Typography
- DMIS 007: Digital Media Production Process
- DMIS 010C: Digital Images, Photoshop
- DMIS 010D: Digital Images, Advanced Photoshop
- DMIS 011: Introduction to Blogs
- DMIS 014C: Digital Illustration: Illustrator
- DMIS 015C: Digital Illustration: FreeHand
- DMIS 021A: Web Development I
- DMIS 021B: Web Development II
- DMIS 021C: Web Development III
- DMIS 024: Information and Content Design
- DMIS 025: Internet Marketing I
- DMIS 026: Web Applications: User Analysis, Documentation, Use Cases, and UML
- DMIS 027: Web Graphics
- DMIS 029: Digital Print Preparation
- DMIS 030C: Page Layout: PageMaker
- DMIS 036C: Page Layout: 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 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: DVD Authoring
- DMIS 070B: XML Technologies 1
- DMIS 070C: XML Technologies 2
- DMIS 071: Scalable Vector Graphics (SVG)
- DMIS 072: Wireless Technologies
- DMIS 075A: Internet Services 1
- DMIS 075B: Internet Services 2
- DMIS 080: Commercial Web Site Project
- DMIS 085: CAD: Scanning & Color Printing
- DMIS 086: Portfolio Planning/Review, Desktop Publishing and Digital Media
- DMIS 087: Digital Media Intern Experience
- DMIS 100: Special Topics
- DRAFT 076: Advanced Auto Cad
- ENGR 060: Introduction to Math CAD
- ENGR 065: Mathlab
- ENGL 980A-D: Computer Assisted Writing
- FD 012B: Electronic Aided Patternmaking II
- FD 012C: Electronic Aided Patternmaking 3
- FD 016A: Electronic Grading and Marking
- FD 018B: Electronic Patternmaking
- FD 020: Couture Embellishment
- FD 033: Internet for Fashion Design
PKMGT 020AB Park Internship Seminar
PKMGT 116 Universal Trail Assessment Process
PKMGT 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 026A Improvisational Theatre Workshop
THEAR 026B Improvisational Theatre Workshop
THEAP 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 4
PE 1.03 Adapted PE 4
PE 1.08 Adapted PE — General Fitness 4
PE 1.09 Adapted PE — General Fitness 4
PE 1.12 Adapted PE — Rhythmic Aerobics 4
PE 1.13 Adapted PE — Rhythmic Aerobics 4
PE 1.24 Adapted PE — Waterclass & Swim 4
PE 1.25 Adapted PE — Waterclasses & Swim 4
PE 1.27 Adapted PE — Weight Training 4
PE 1.28 Adapted PE — Weight Training 4
PE 2.04 Swimming — Beginning 4
PE 2.05 Swimming — Intermediate 4
PE 2.06 Swimming — Advanced 4
PE 2.07 Masters Swimming 4
PE 3.02 Ballet — Beginning 4
PE 3.04 Ballet — Intermediate 4
PE 3.06 Country Western — Beginning 4
PE 3.07 Country Western — Intermediate 4
PE 3.09 Baltic/Israeli Folk Dance 4
PE 3.10 International Folk Dance — Beginning 4
PE 3.11 International Folk Dance — Intermediate 4
PE 3.12 Jazz Dance — Beginning 4
PE 3.14 Jazz Dance — Intermediate 4
PE 3.15 Modern Dance — Beginning 4
PE 3.17 Modern Dance — Intermediate 4
PE 3.20 Soc Dance, Beginning 4
PE 3.22 Soc Dance, Intermediate 4
PE 3.23 Beginning Tap Dance 4
PE 3.24 Advanced Beginning Tap Dance 4
PE 3.26 Beg Country West Line Dance 4
PE 3.27 Int Country West Line Dance 4
PE 3.34 Studio Dance Production 4
PE 4.34 Spirit Teams

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

Students may repeat the following classes for a maximum of 6 units total:
All Directed Studies 091, 092, 093

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

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

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

Students may repeat the following class indefinitely:
LS 110 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.

How To Read Course Descriptions

1. Subject
2. Course number
3. Course Title
4. Course Number of Units
5. Lab Hrs/week, 3 hrs scheduled by student
6. Lecture hrs per week—based on a 16 week calendar
   1 lecture hour = 1.3 hrs.
   1 lab hour = 1.3 hrs.
   1 lab by arrangement hour = 1.2 hours
7. Necessary course and /or skills to take this class
   Concurrent: may be taken at the same time
8. Corequisite must be taken at the same time
9. Acceptable for credit to university/ies
10. Course description

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

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

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

**THE FACULTY**
Randy R. Castello
Cló Ann Hampton

**DIVISION**
Business

**DIVISION CHAIR**
Dr. Kenneth Schock

**DEPARTMENT CHAIR**
Randy R. Castello

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408-741-2427

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

**COUNSELING**
408-741-2009

**ACCOUNTING CLERK** (Certificate)

**Required Courses:**

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

**ACCTG 010 ACCOUNTING FUNDAMENTALS FINANCIAL**

5 units

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

Recommended preparation: Math 902

Acceptable for credit: University of California, California State University

Financial accounting includes basic accounting theory and procedure for a sole proprietorship, 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, worksheets, internal control, disposal of 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

Prerequisite: ACCTG 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 SEG A

**ACCTG 050 ACCOUNTING FOR SMALL BUSINESS**

1 unit

Recommended preparation: Math 902

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

**ACCTG 051A INCOME TAX**

3 units

Recommended preparation: Math 902

Acceptable for credit: California State University

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

**ACCTG 060A ACCOUNTING FUNDAMENTALS I - QUICKBOOKS**

3 units

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

**ACCTG 060B ACCOUNTING FUNDAMENTALS II-QUICKBOOKS**

3 units

Prerequisites: ACCTG 060A or ACCTG 050 or ACCTG 010

This is a course designed for the student with prior accounting knowledge. The course will be devoted to learning the steps in the accounting process for a merchandising organization and specifically, the handling of receivable and payable transactions using the computerized accounting software package, Quickbooks. This 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

The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

---

**Administration of Justice**

**THE FACULTY**
Marge Faulstich
James E. Smith

**DIVISION**
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**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</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Administration of Justice</td>
<td></td>
</tr>
<tr>
<td>AJ 002</td>
<td>3</td>
</tr>
<tr>
<td>Concepts of Criminal Law</td>
<td></td>
</tr>
<tr>
<td>AJ 003</td>
<td>3</td>
</tr>
<tr>
<td>Principles and Procedures of the Justice System</td>
<td></td>
</tr>
<tr>
<td>AJ 004</td>
<td>3</td>
</tr>
<tr>
<td>Legal Aspects of Evidence</td>
<td></td>
</tr>
<tr>
<td>AJ 005</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Investigation</td>
<td></td>
</tr>
<tr>
<td>AJ 021</td>
<td>3</td>
</tr>
<tr>
<td>Community Relations</td>
<td></td>
</tr>
<tr>
<td>AJ 023</td>
<td>3</td>
</tr>
<tr>
<td>Police Report Writings</td>
<td></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 Administration of Justice electives from the Recommended List.

**Recommended List:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 006, 007, 008, 009, 010A,B, 011, 014, 015, 016, 025, 026, 027, 030A, 030B, 031, 032, 033, 034, 036, 037A, 040, 090A,B,C,D; 091,0 92, 093, 100G, 160G</td>
<td></td>
</tr>
</tbody>
</table>

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

3 units

Acceptable for credit: University of California, California State University

This course will offer students the opportunity to learn about the history and philosophy of justice as it evolved throughout the world. There will be an in-depth study of the American system and the various subsystems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system. This course may also be taught in a distance learning format. (CAN AJ 002)

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- **PREREQUISITES and COREQUISITES** are MANDATORY. See page 16 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Acceptable for Credit(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 002</td>
<td>CONCEPTS OF CRIMINAL LAW</td>
<td>3</td>
<td>University of California, California State University</td>
<td>This course covers historical development, philosophy of law and constitutional provisions; definitions; classifications of crime and their applications to the system of administration of justice; legal research; study of case law; methodology; and concepts of law as a social force. This course explores crimes against persons, property, and the state as a social, religious, and historical ideology. This course may also be taught in a distance learning format. This course is West Valley College AA/AS degree and certifiable applicable. (CAN AJ 004)</td>
</tr>
<tr>
<td>AJ 003</td>
<td>PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM</td>
<td>3</td>
<td>University of California, California State University</td>
<td>This course covers the legal process from pre-arrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. This course may also be offered in a distance-learning format.</td>
</tr>
<tr>
<td>AJ 004</td>
<td>LEGAL ASPECTS OF EVIDENCE</td>
<td>3</td>
<td>University of California, California State University</td>
<td>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.</td>
</tr>
<tr>
<td>AJ 005</td>
<td>CRIMINAL INVESTIGATION</td>
<td>3</td>
<td>University of California, California State University</td>
<td>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)</td>
</tr>
<tr>
<td>AJ 006</td>
<td>PATROL PROCEDURES</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
<tr>
<td>AJ 007</td>
<td>TRAFFIC LAW AND ACCIDENT INVESTIGATION</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td>Traffic law enforcement, regulation and control; fundamentals of traffic accident investigation; drunk driving detection, apprehension, report writing and prosecution; California Vehicle Code; punitive, definitive, evidentiary and procedural statutes; felony, misdemeanor, infractions; reported violations and mandatory and optional arrest sections.</td>
</tr>
<tr>
<td>AJ 008</td>
<td>JUVENILE PROCEDURES</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td>The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; case disposition; juvenile statutes and court procedures.</td>
</tr>
<tr>
<td>AJ 009</td>
<td>FIREARMS</td>
<td>1</td>
<td>Acceptable for credit: California State University</td>
<td>The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; firing of sidearm and shotgun.</td>
</tr>
<tr>
<td>AJ 010</td>
<td>A DEFENSIVE TACTICS</td>
<td>1</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
<tr>
<td>AJ 011</td>
<td>POLICE PHOTOGRAPHY</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
<tr>
<td>AJ 014</td>
<td>ALCOHOL, NARCOTICS AND DRUG ABUSE</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
<tr>
<td>AJ 015</td>
<td>SEXUAL ASSAULT INVESTIGATION</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td>The investigation of a sexual assault crime, including the collection of evidence and the human aspect of empathy toward a traumatized victim. Psychological makeup of the sexual assault perpetrator, peripheral victims including family, friends and the community; social implications of this crime will be studied as well as preventive measures.</td>
</tr>
<tr>
<td>AJ 016</td>
<td>WOMEN AND JUSTICE: NEW TRENDS</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
<tr>
<td>AJ 021</td>
<td>COMMUNITY RELATIONS</td>
<td>3</td>
<td>Acceptable for credit: University of California, California State University</td>
<td>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.</td>
</tr>
<tr>
<td>AJ 023</td>
<td>POLICE REPORT WRITING</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
<tr>
<td>AJ 025</td>
<td>SUBSTANTIVE LAW</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
<tr>
<td>AJ 026</td>
<td>ORGANIZED CRIME</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
<tr>
<td>AJ 027</td>
<td>COMPUTERS IN LAW ENFORCEMENT</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td>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.</td>
</tr>
</tbody>
</table>
AJ 030A JUSTICE FIELD EXPERIENCE
3 units
Prerequisite: Must be 18 years of age or older
Acceptable for Credit: California State University
This is a course for students, police officers, deputy sheriffs, probation and parole officers, and interested citizens. This course is designed to update and upgrade skills in law enforcement interpretation, crime prevention, and related topics through lectures, guest speakers, and field visits to law enforcement agencies, police academies, courts, juvenile halls, and State and Federal prisons (Level III and IV security). Students are subject to justice institution security clearances, and those convicted of a Felony may be excluded. Students must be age 18 or older to visit Penal Institutions. This course may also be offered in a distance learning format. Credit/No Credit Option

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

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

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

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

AJ 034 CAREER PLANNING IN CRIMINAL JUSTICE
3 units
Acceptable for credit: California State University
This introductory course is designed to acquaint students with potential careers in the Criminal Justice System. The content emphasizes the application, testing, and screening process necessary for employment with criminal justice agencies. This course may also be offered in a distance-learning format. Credit/No Credit Option

AJ 036 FIREARMS TERMINOLOGY AND SAFETY
3 units
Acceptable for credit: California State University
History and development of firearms are briefly discussed. Various types of firearms are introduced and their functions examined. Laws pertaining to firearm ownership, possession, use, and transportation are studied. Firearm safety is addressed. This course is West Valley College AA/AS applicable. Credit/No Credit Option

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

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

AJ 040 CAMPUS SERVICE OFFICER INTERNSHIP
3 units
Acceptable for Credit: California State University
The Campus Service officer course provides the opportunity for a student to perform criminal justice duties as an intern with the West Valley/ Mission College District Police Department. Students are given the opportunity to learn and perform dispatching and public desk duties, foot and vehicle patrol, crime investigation, report writing and general law enforcement functions. Emphasis is placed on developing traits of tolerance, understanding, patience, responsibility and teamwork in an atmosphere of cultural and ethnic diversity. This course may be repeated three times. Credit/NoCredit Option

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

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

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

AJ 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 peace 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)
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

See also Landscape Architecture

THE FACULTY
Edward Janke, AIA

DIVISION Applied Arts and Sciences
DIVISION CHAIR Celine Pinet
DEPARTMENT CHAIR Edward Janke, AIA
PHONE 408-741-2410
E-MAIL ed_janke@westvalley.edu
COUNSELING 408-741-2009

The Architecture Program at West Valley College is primarily transfer oriented. It prepares students to enter 4- and 5-year architecture programs at the university level. West Valley's program has transfer agreements with the architecture programs at UC Berkeley and Cal Poly, San Luis Obispo. While most students select one of those two schools, our students transfer to a variety of public and private institutions both in California and out-of-state. The program is academically challenging. The West Valley architecture courses, by necessity, must match the content and intellectual rigor of those at the universities with which it has transfer agreements. In addition to architecture courses, students typically have substantial general education requirements to fulfill and must complete requisite math and science courses, usually including calculus and physics.

Learning Outcomes

While it is generally possible to enter the field of Architecture directly with either a Certificate or AS Degree from West Valley, the transfer orientation of its program and the nature of internships within the Architectural profession limit that option. The program offers a Certificate in Facilities Management, a related profession with less-stringent academic requirements and more opportunities for direct entry from a community college.

The Architecture courses at West Valley cover four areas of study — design, graphics, history and practice/technical communication. In most instances, these courses are foundational rather than comprehensive since the students have two or more additional years of study in these areas before they receive a Bachelor or Masters Degree. Technology is becoming increasingly important in Architecture both professionally and academically. An increasing number of courses utilize computer technology as an educational tool.

Career Options

Architecture, due to its indoctrination in complex problem solving, is an excellent basis for a wide variety of professions both directly and indirectly related to the design of the built environment.

- Architect
- Architectural Renderer
- Construction Manager
- Facilities Manager
- Graphic Designer
- Interior Designer
- Landscape Architect
- Product Designer
- Specification Writer
- Structural Engineer

Degree

A.S., Architecture

Certificates

Architecture
Facilities Management Technician

ARCHITECTURE (A.S. Degree)

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Arch 030</td>
<td>2</td>
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<tr>
<td>Arch 031AB</td>
<td>3-3</td>
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<tr>
<td>Arch 032A</td>
<td>3</td>
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<td>Arch 032B</td>
<td>3</td>
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<td>Arch 034AB</td>
<td>3</td>
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<tr>
<td>Arch 035A</td>
<td>4</td>
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<tr>
<td>Arch 035B</td>
<td>2</td>
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<tr>
<td>Arch 036</td>
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<tr>
<td>Engr 001A</td>
<td>3</td>
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<td>Engr 021</td>
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<tr>
<td>Math 003A,B</td>
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<tr>
<td>Phys 004AC</td>
<td>5-5</td>
</tr>
</tbody>
</table>

*It is strongly recommended that students take Arch 010 or have equivalent experience before taking Arch 033 and Arch 034.

Recommended Electives:

- Arch 029AB Architectural History 2-2
- Art 001A Survey of Art 3
- Arch 010A Architectural Drawing 3
- Draft 073 AutoCAD Intro to Computer-Aided Drafting 3
- Econ 001A Principles of Microeconomics 3
- Geol 001A 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:**

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Arch 030</td>
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<td>Arch 031A</td>
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<td>Arch 031B</td>
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<td>Arch 032A</td>
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<td>Arch 034A</td>
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<td>Arch 036</td>
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<td>Arch 070</td>
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<tr>
<td>Arch 010</td>
<td>3</td>
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<td>Engl 005 or 001A</td>
<td>3</td>
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<tr>
<td>Math 000D</td>
<td>3</td>
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<tr>
<td>Comm 001</td>
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</tbody>
</table>

### Recommended Electives:

- **Arch 029A** Architectural History: 2-2 units
- **Arch 033B** Architectural Design: 3 units
- **Arch 034B** Architectural Practice: 3 units

### ARCHITECTURE (Certificate)

**Facilities Management Technician**

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>Arch 030</td>
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<tr>
<td>Arch 034A</td>
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<tr>
<td>Bus 072</td>
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<tr>
<td>CA 062B</td>
<td>1</td>
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<tr>
<td>CA 063B</td>
<td>1</td>
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<tr>
<td>CIS 012</td>
<td>1</td>
</tr>
</tbody>
</table>

### ARCH 010 ARCHITECTURAL DRAWING

3 units

- 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

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

This course includes a study of modern world architectural history from 1800 to 1945.

### ARCH 029B ARCHITECTURAL HISTORY

2 units

- Prerequisite: Arch 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

- Acceptable for credit: California State University.

The study, use and application of building materials and an introduction to the structural concepts of buildings.

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**ARCH 031A ARCHITECTURAL GRAPHICS**

3 units

- Recommended preparation: Math 103/103R
- Acceptable for credit: University of California, California State University.

A study of the basic techniques used in graphic communication. Learning to develop a visual literacy, freehand sketching, theory and practice of perspective. A study of natural and human made forms, basic architectural rendering, introduction to the 35mm camera.

### ARCH 031B ARCHITECTURAL GRAPHICS

3 units

- 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 032A INTRODUCTION TO ARCHITECTURE AND ENVIRONMENTAL DESIGN

2 units

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

An overview of the field of environmental design. Familiarization with the professional fields of architecture, engineering, city planning, landscape architecture, allied arts and construction. Introduction to the design process as a basis for architectural analysis.

### ARCH 032B BASIC ARCHITECTURAL DESIGN

3 units

- Open to all architecture students.
- Recommended preparation: Math 103/103R
- Acceptable for credit: University of California, California State University.

The study of visual phenomena with application to elementary composition dealing with the elements and principles of design. Analytic techniques and problem solving methodologies. Offered SPRING ONLY.

### ARCH 033A ARCHITECTURAL DESIGN

3 units

- Prerequisite: Arch 031B and 032B.
- Recommended preparation: Math 103/103R
- Acceptable for credit: California State University.

The continuing study of visual phenomena through problems of increasing complexity. The theories of environmental design, program development, and more complex problem solving methodologies. Offered FALL ONLY.

### ARCH 033B ARCHITECTURAL DESIGN

3 units

- Prerequisite: Arch 033A.
- Recommended preparation: Math 103/103R
- Acceptable for credit: California State University.

The behavioral and social implications of environmental design decisions from projects in the environmental context. The introduction to structure and materials and their relationships to form and function and environmental characteristics. The study and accumulative consideration of structure, materials, site, climatology and orientation and the organization of functions.

### ARCH 034A ARCHITECTURAL PRACTICE

3 units

- Prerequisites: ARCH 010 and ARCH 070, ARCH 030
- Corequisite: ARCH 033A
- 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

- Prerequisite: Arch 034A.
- Recommended preparation: Math 001 and Math D or Math 002
- Acceptable for credit: California State University.

Each student will lay out, engineer and prepare foundation, plumbing, heating and electrical construction drawings. These drawings will complete the architectural drawing set begun in 034A. Further application of laws and codes affecting buildings will be studied along with an introduction to the bidding process. Offered SPRING ONLY.

### ARCH 035A STRENGTH OF MATERIALS

4 units

- Corequisite: Math 003A concurrently.
- Recommended preparation: Math 001 and Math D or Math 002
- Acceptable for credit: University of California, California State University.

The study of the physical properties of construction materials, moment and shear diagrams, axial and eccentric loading, and deflection. The sizing of structural members of homogeneous and compound materials.

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**P**REREQUISITES AND **C**OREQUISITES are **M**ANDATORY. See page 16 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 **A**DVISORY.
ARCH 035B STRESS ANALYSIS  
2 units  
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  
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  
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 PKMGT 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  
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.  

Art  
THE FACULTY  
Heidi Brueckner  
Christopher Cryer  
Ron Guzman  
David Ogle  
DIVISION  
Hine Arts  
DIVISION CHAIR  
Chris Cryer  
DEPARTMENT CHAIR  
Heidi Brueckner  
PHONE  
408-741-2472  
E-MAIL  
heidi_brueckner@westvalley.edu  
COUNSELING  
408-741-2009  
The West Valley College Art Department offers a comprehensive curriculum of courses including art appreciation, art history, art history online, computer art and animation, two and three dimensional design, drawing, figure drawing, painting, ceramics, and sculpture. Art Department curriculum accommodates students with various goals and levels of experience. The Art Department faculty facilitates a supportive, creative learning environment where all students may explore their interests; transfer to four-year institutions and priority art schools or career options listed below. Instructional emphasis is placed on:  
- the fundamental principles of art;  
- developing technical skills and good craftsmanship; and  
- exploring creativity and self-expression.  
Art students are given the opportunity to participate in scheduled exhibitions of student work in the West Valley College Art Gallery.  

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

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

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

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

Degree  
A.A. degree with an emphasis in:  
- Art history  
- Ceramics  
- Computer animation  
- Drawing  
- Painting  
- Sculpture  
- Computer Art  

Certificate  
- Computer Arts: Animation  

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 001AB Survey of Western Art 3-3  
Art 031A Beginning Drawing 3  
Art 031B Expressive Drawing 3  
Art 031C Representational Drawing 3  
Art 033A Two Dimensional Design 3  
Art 033C Color Design 3  
Electives from recommended list 3  

Recommended Electives  
For students who concentrate in the following areas, the recommended electives are:  
- Art History: Art 001D, 007, 010, 012A,B,  
  Ceramics: Art 066A,B,C,D, 067A,B,C,D  
  3-D Design: Art 075A,B,C,D  
- Graphic Design: Art 035A,B,C,D, 046  
- Painting/Drawing: Art 035A,B,C,D, 047A,B,C,D,  
  049A,B,C,D  
- Printmaking: Art 040A,B,C,D, 041A,B,C,D  
- Sculpture: Art 085A,B, 088A,B  

Art History majors should include at least 2 semesters of a foreign language.  

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.  

Recommended Preparations in Basic Skills:  
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
<table>
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<tr>
<th>Major Requirements:</th>
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<tbody>
<tr>
<td><strong>Course</strong></td>
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<td>ART 055</td>
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<td>ART 033A</td>
<td>3</td>
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<tr>
<td>ART 033C</td>
<td>3</td>
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<tr>
<td><strong>Note:</strong> Students transferring to SJSU should take ART 031A &amp; 031C</td>
<td></td>
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</tbody>
</table>

**ART 001A SURVEY OF WESTERN ART I**  
3 units  
Acceptable for credit: University of California, California State University  
This course is a general survey of painting, sculpture, and architecture in the western world from prehistoric times through the Gothic period, using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural and historical values. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. This course may also be offered in a distance learning format. (CAN ART 2) Credit/No Credit Option

**ART 001B SURVEY OF WESTERN ART II**  
3 units  
Acceptable for credit: University of California, California State University  
This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, using art as a reflection of human interaction with the events of the time, emphasizing aesthetic, cultural and historical values. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. This course may also be offered in a distance learning format. (CAN ART 4) [ART 01A + 01B = CAN ART SEQ A] Credit/No Credit Option

**ART 001D ART OF THE 20TH CENTURY**  
3 units  
Acceptable for credit: University of California, California State University  
This course is a survey of painting, sculpture, and architecture in the western world from the impressionists to the present day, emphasizing the evolution of attitudes toward form and content. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. This course may also be offered in a distance learning format. Credit/No Credit Option

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

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

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

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

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

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

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

**ART 031A BEGINNING DRAWING**  
3 units  
Acceptable for credit: University of California, California State University.  
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 “line” 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 031B EXPRESSIVE DRAWING**  
3 units  
Recommended preparation: Art 031A.  
Acceptable for credit: University of California, California State University.  
Advanced course for students with previous college-level drawing experience. Course emphasizes refinement of drawing skills and in-depth concentration on composition. Students will be introduced to various styles of drawing. The course stresses development of individual presentation of compositions and conceptualization capabilities. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. This course may be repeated once. Credit/No Credit Option

**RECOMMENDED** preparations are ADVISORY.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
ART 031C REPRESENTATIONAL DRAWING
3 units
Acceptable for credit: University of California, California State University
In this course, students will have the opportunity to expand their understanding of rendering a physical likeness of three-dimensional form in black and white media. Concepts such as planar relationships, value/contrast, modeling with light and shade, proportioning and scale, linear and atmospheric perspective, multiple vanishing points, and surface texture will be emphasized. This course 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
Acceptable for credit: University of California, California State University
This course offers an introduction to the principle, elements, and terminology of two-dimensional design. Students will have the opportunity to learn how design elements such as line, value, texture, shape, and basic color are organized by various principles such as repetition, variety, balance, and proportion. A wide variety of media will be used. This course 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
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
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
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
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 and 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
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 representative 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
Acceptable for credit: University of California, California State University
Study and practice in the principles of perspective and their uses in drawing.

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

ART 040B PRINTMAKING: ETCHING
3 units
Recommended preparation: Art 040A
Acceptable for credit: University of California, California State University
Advanced studio practice in etching, exploring mezzotint, monoprint, color printing registration, and drypoint. Students will have increased opportunity to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option

ART 040C PRINTMAKING: ETCHING
3 units
Recommended preparation: Art 040B
Acceptable for credit: University of California, California State University
Advanced methods in Monotype, Collagraph, lift ground and hard and soft ground relief printing. Students will have increased opportunity to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option

ART 040D PRINTMAKING: ETCHING
3 units
Recommended preparation: Art 040C
Acceptable for credit: University of California, California State University
Advanced methods of multiple plate color registration with transparent and opaque inks, and 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
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 lithographic technique of drawing on a metal plate or stone and printing from this surface to create multiple original prints. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option

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

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

ART 041D PRINTMAKING LITHOGRAPHY: STONE AND PLATE
3 units
Recommended preparation: Art 041C
Acceptable for credit: University of California, California State University
Advanced techniques in etching 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

Recommended Preparations in Basic Skills:
If you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
ART 046 LETTERING
2 units
Acceptable for credit: California State University.
Studio work with pen and ink in calligraphy, freehand lettering, type design and built-up lettering techniques. A survey of developments in letter forms, from early book manuscripts through contemporary uses in graphic design.

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

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

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

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

ART 049A BEGINNING PAINTING
3 units
Recommended Preparation: ART 031A and ART 033A
Acceptable for credit: University of California 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. (CAN ART 110)

ART 049B INTERMEDIATE PAINTING
3 units
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
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
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
This is an in-depth oil 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 050B CRITICAL ANALYSIS IN ACRYLIC PAINTING
1 unit
This is an in-depth acrylic painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. This course 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
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 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
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 AA/AS degree and certificate applicable and may be repeated twice. Credit/No Credit Option.

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

ART 053A COMPUTER GRAPHICS OVERVIEW
1 unit
This course will introduce students to basic computer graphics terms and techniques. Students will be provided instruction on scanning, digitizing and downloading art work; digitally creating and manipulating text, graphics and color; and outputting to video, print and/or the web. This course is West Valley College AA/AS degree applicable and may be repeated once. Credit/No Credit Option.

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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
RT 053 WEB ARTS OVERVIEW
1 unit
This course will introduce students to the basic terms and techniques used by artists producing expressive content for the world wide web. This course 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
Recommended preparation: Art 049A and Art 035A
Acceptable for credit: University of California, California State University.
Studio practice in painting media working from a model. Uses of techniques, style, and composition as aesthetic expression in portrait painting. A variety of painting styles will be explored and executed leading to skills that will enable the student to develop an aesthetic vocabulary leading to independent critical judgment.

ART 055 INTRODUCTION TO COMPUTER ARTS
3 units
Recommended preparation: Art 031B and Art 038C
Acceptable for credit: University of California, California State University.
This course provides students with an opportunity to explore fundamental theories and methods of creating Computer Art and the impact of technology on 20th century art production. It introduces students to digital imaging, digital video/animation and interactive authoring which utilize hands-on contemporary art strategies. This course is West Valley College Certificate and AA/AS Degree applicable. This course may be repeated once. Credit/No Credit Option.

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

ART 057A MODELING FOR ANIMATION
3 units
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
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, construction, character animation including inverse kinematics, and particle simulation. This course is West Valley College Certificate applicable and AA/AS Degree applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option.

ART 058 PROMOTIONAL ANIMATION
3 units
Recommended preparation: ART 055, ART 056
This course introduces students to the basic elements and principles of creating effective visual promotion with a special emphasis on computer animation. The course will include exploration of creative ideas, concept and layout work, 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
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
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
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: composing 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
Acceptable for credit: University of California, California State University.
An introductory course in ceramics to gain awareness of the physical properties of clay and to express oneself creatively through the use of this knowledge. Introduction to clay compositions, decoration techniques, emphasizing handbuilding techniques. Introduction to two- and three-dimensional ceramic design. Students will develop a critical awareness and vocabulary leading to independent critical judgment. This course may be taken a total of two times. (CAN ART 006)

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

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

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

ART 067A CERAMICS - POTTER’S WHEEL
3 units
Acceptable for credit: University of California, California State University.
The student will study and develop basic skills and techniques using the potter’s wheel. Instruction will be offered in wheel-throwing, clay and glaze formulation; construction, stacking and firing of ceramic kilns. Development of aesthetic awareness of three-dimensional format designs.
ART 067B CERAMICS - POTTER’S WHEEL
3 units
Recommended preparation: Art 067A
Acceptable for credit: University of California, California State University.
Advanced wheel-throwing course directed toward refinement of skills on potter’s wheel; production-throwing techniques, advanced kiln-firing techniques, clay compositions, thrown sculpture, complex thrown ceramics ware, and combination of hand-built and wheel-thrown forms.

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

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

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

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

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

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

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

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

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

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

Astronomy

THE FACULTY
Benjamin Mendelsohn

DIVISION Science and Mathematics
DIVISION CHAIR Denny Burzynski
DEPARTMENT CHAIR Benjamin Mendelsohn
PHONE 408-741-4018
E-MAIL benjamin_mendelsohn@westvalley.edu
COUNSELING 408-741-2009

ASTRO 001 ASTROLOGY
3 units
(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, and the beginnings of life on earth. With that as a foundation, the possibility of communicating with distant technical civilizations is discussed.

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

ASTRO 005 PLANETARIUM ASTRONOMY
2 units
Recommended preparation: Math 902

Naked eye astronomy is taught using the planetarium as a space simulator and teaching tool. Students have the opportunity to learn to find and recognize Northern Hemisphere constellations and identify their brightest stars. The motion of the starry skies including celestial viewing of moon and planets is studied. Telescopes and methods of analyzing starlight are introduced. A brief history of astronomy from an earth centered to expanding universe view is presented. Planetarium astronomy makes use of our campus planetarium and visit(s) to Bay Area planetarium(s). This class is also useful to prospective teachers and youth leaders. This course does not fulfill the General Education requirement. Credit/No Credit Option.
ASTRO 010 SOLAR SYSTEM ASTRONOMY
3 units
Acceptable for credit: University of California, California State University.
This is a course in descriptive Astronomy, with emphasis on the evolution, structure and behavior of the Solar System and its contents. The conditions that all for the presence of life on Earth are sought elsewhere in space and the possibility of establishing contact with extraterrestrial intelligence is considered. 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
Acceptable for credit: University of California, California State University
Corequisite: ASTRO 010
This lab provides a hands-on approach to learning data-collecting methods, reinforcing concepts learned in Astro 010 or 011. This course may not be taken for credit if credit has been earned for Astro 002 or Astro 011L. This course is recommended for students who have taken or are taking either Solar System Astronomy (Astro 010) or Stellar Astronomy (Astro 011L). Methods include use of the planetarium instrument, celestial globes, ‘homemade’ instrument such as sundials, and astronomical photographic plates of stars and galaxies. This course may not be taken if Astro 002 or Astro 011L has already been taken. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option

ASTRO 011 STELLAR ASTRONOMY
3 units
Acceptable for credit: University of California, California State University.
This is a course in descriptive Astronomy, with emphasis on stars: their origin and evolution, their distribution within the galaxies, and the origin of the universe within which the galaxies of stars are found. 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
Acceptable for credit: University of California, California State University
Corequisite: ASTRO 011
This lab provides a hands-on approach to learning data-collecting methods, reinforcing concepts learned in Astro 010 or 011. This course may not be taken for credit if credit has been earned for Astro 002 or Astro 011L. This course is recommended for students who have taken or are taking either Solar System Astronomy (Astro 010) or Stellar Astronomy (Astro 011L). Methods include use of the planetarium instrument, celestial globes, homemade instrument such as sundials, and astronomical photographic plates of stars and galaxies. This course may not be taken if Astro 002 or Astro 011L has already been taken. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option

ASTRO 014 LIFE IN THE UNIVERSE
3 units
Recommended Preparation: Math 002
Acceptable for credit: University of California, California State University
This course considers the origin and evolution of life on Earth and the possibility of life elsewhere in the Universe. Applying the disciplines of astrophysics, biology, geology, and planetary science, students will study the chemical basis for life, limits of life on earth and look for the markers of life in other places in the solar system. Students will also examine the possibilities for life outside the solar system. Credit/No Credit Option.

Biology

THE FACULTY
Roberta Berlani
Michelle Geary
Tom Green
Nathan Norris
Christine Peters
Molly Schrey
Peter Svensson

DIVISION Science and Mathematics
DIVISION CHAIR Denny Burzynski
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COUNSELING 408-741-2009

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

Learning Outcomes
Students who successfully complete biology courses
• have an opportunity to learn and understand the principles and concepts of the rapidly growing field of modern biology in a supportive atmosphere of peers and educators;
• have a better understanding of the unifying concepts of biology from the realm of the cell to the ecosystems of the planet;
• possess critical thinking and observational skills as well as an understanding of the scientific method;
• are prepared for transfer requirements to four-year colleges and universities; and
• are prepared for careers in or related to the biological sciences.

Career Options
• Athletic Trainer
• Biologist
• biotechnology
• Botanist
• Cell Biologist
• Chiropractor
• Conservation Biologist
• Dentist
• cCO Technician
• Ecologist
• Educator
• Environment
• Environmental Lawyer
• Genetic Engineering
• Habitat Restoration
• Marine Biologist
• Medical Assistant
• Medical Researcher
• Medicine
• Microbiologist

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.
BIO 010 INTRODUCTION TO BIOLOGY
4 units
(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
Acceptable for credit: University of California, California State University.
Using human anatomy and physiology as its medium, this is an introductory course in biology designed for non-science majors. Emphasis is on using critical thinking skills to understand and apply biological principles to the solution of everyday problems. Topics discussed include the scientific method, evolution, ecology, cell structure and function, as well as how human systems interact with their internal and external environment. Laboratory work includes hands on application of concepts discussed in lectures through dissection, computer simulations and field work. A passing grade in both lecture and laboratory is required to receive credit for this course. Biology 11 is not open to students who have completed Biology 10 with a grade of C or better.

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

BIO 013 NATURAL HISTORY OF CALIFORNIA
2 units
Acceptable for credit: University of California; California State University.
This course explores local plant and animal communities and includes class discussion followed by field trip(s) to selected region of California such as desert or coast (as specified in the schedule). In addition to studying the unique plants and animals of the selected area, other aspects of natural history, including ecology and soil types, will be examined. Students must successfully complete class preparatory requirements in order to participate in the field trip. A transportation and supplies fee may be charged for trip expenses. Credit/No Credit Option.

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

BIO 015 CONSERVATION OF OUR NATURAL RESOURCES
3 units
Acceptable for Credit: California State University.
This is a course in the conservation of our natural resources with a view of conservation problems by considering the history of human populations in the relation to natural resources, their present predicament, and their future outlook. Students will look at conservation as it pertains to water, timber, wildlife, soil and air. This course is West Valley College AA degree applicable for general education under Area B. Natural Science –Mathematics. It is dual listed with PKMGT 014, Conservation of Our Natural Resources.

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

BIO 020 GENETICS: HUMAN EMPHASIS
3 units
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 022 GENETICS
4 units
Acceptable for credit: University of California, California State University.
A general education course primarily for the non-science major. This is an introduction to the basic principles and concepts of heredity and their application to plants and animals, with emphasis on the heredity process, pedigrees, mutation, medical genetics, recombinant DNA, biotechnology genetics, population genetics. This course is West Valley College degree applicable.

BIO 024 CONTEMPORARY BIOLOGY
3 units
Acceptable for credit: University of California, California State University.
This course is designed for students of all disciplines to introduce a wide range of contemporary biological issues that will affect their lives: environmentally related issues, issues related to human physiology, and issues related to inheritance. Basic biological, chemical and physical principles are presented as appropriate for meaningful discussions of these issues and to understand articles, essays and lectures.
**BIO 034 TROPICAL ECOLOGY**
4 units
Acceptable for credit: California State University
This introductory level course is designed for students of all disciplines who are interested in learning about tropical ecology first-hand by studying at field stations in Costa Rica. Principles of ecology, biodiversity, and conservation will be examined and applied in both terrestrial and marine environments. This intensive field course will emphasize two main tropical ecosystems: the rainforest and the rocky intertidal region. Costa Rican culture, economy, and public policy and their relationship to resource conservation will also be examined. Students will participate in naturalist-led hikes and group research projects in the field. They will also design and carry out independent ecological studies. This class will be held at biological field stations in Costa Rica, with other required class meetings at West Valley College. Students will be responsible for their own trip costs and for the purchase of items required for the trip. This course is West Valley College AA/AS degree applicable. Credit/No Credit Option.

**BIO 035 BIOLOGY OF BIRDS**
3 units
Acceptable for credit: California State University
This course introduces the natural history and biology of birds. The anatomy, ecology, diversity, behavior, and identification of birds will be explored through lectures, laboratories, slide presentations, and field trips. The biology of birds in Santa Clara County will be emphasized. The course is directed towards biology students, science educators (K-12), natural history museum and environmental docents, environmental educators, as well as bird enthusiasts. This course is West Valley College AA/AS degree applicable.

**BIO 036 ANIMAL BEHAVIOR**
3 units
Acceptable for credit: California State University
Have you ever wondered why animals behave the way they do? This course will explore different aspects of animal behavior ranging from the hardships of growing up, capturing food, escaping, migrating, 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
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
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. In-depth instruction in field studies will provide opportunity to do vegetation 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. (CAN BIOL 006; BIOL 041+042+043=CAN BIOL SEQ A)

**BIO 043 PRINCIPLES OF CELL BIOLOGY**
5 units
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 procaryotic and eucaryotic cells and viruses, bacterial and protistan taxonomy, meiosis, molecular and population genetics, genetic engineering, and hypotheses of the origin of life. (CAN BIOL 002; BIOL 041+042+043=CAN BIOL SEQ A)

**BIO 045 MICROBIOLOGY**
5 units
Prerequisite: Completion of a college biology course and any college chemistry course.
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
This course is designed for nursing and other majors in life science. An introduction to microorganisms and the laboratory techniques employed in their study. The characteristics, particularly of bacteria, but including viruses, rickettsiae, algae, fungi, yeasts and protozoa will be studied with emphasis on their relationship to human life. Laboratory work will include morphological, cultural, nutritional and biochemical characteristics of microorganisms. The student will gain experience with the basic laboratory skills of the microbiologist. (CAN BIOL 014)

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

**BIO 047 HUMAN ANATOMY**
5 units
Prerequisite: completion of a college biology course or HS biology.
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
This course for health professionals includes study of the gross and microscopic structure of the human body. Lab will consist of HUMAN CADAVER examination, CAT dissection, and microscopic examination of human tissues. (CAN BIOL 010)

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

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

**Recommended Preparations in Basic Skills**
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
**BIO 050 HUMAN CADAVER DISSECTION**
1 unit (Summer only)
Prerequisite: BIO 047
Acceptable for credit: California State University
This course is a whole dissection of a human cadaver. The course is designed for nursing, medical, physical therapy, physician assistant, chiropractic and other health related majors. The course will use a regional approach to cadaver dissection. Working in small groups, students will dissect cadavers while the instructor provides the necessary information for the dissection.
This course 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
Acceptable for credit: California State University
This course offers students an opportunity to learn effective study strategies for biology classes. These strategies are applied to the review of topics in concurrent biology classes. Students will review biology concepts to help them learn more efficiently. The course is presented in 6-week sections, and students may take any of the sections within a semester. This course may be repeated twice. Credit/No Credit Option.

**BIO 091, 092, 093 DIRECTED STUDIES**
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: *University of California, California State University
UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

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

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

**Botany**
Principles of Botany (See Biology 42)

**Cell Biology**
(See Biology 43)

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**BIO 050 HUMAN CADAVER DISSECTION**
1 unit (Summer only)
Prerequisite: BIO 047
Acceptable for credit: California State University
This course is a whole dissection of a human cadaver. The course is designed for nursing, medical, physical therapy, physician assistant, chiropractic and other health related majors. The course will use a regional approach to cadaver dissection. Working in small groups, students will dissect cadavers while the instructor provides the necessary information for the dissection.
This course is West Valley College AA/AS degree applicable and may be repeated once. (Summer Only) Credit/No Credit Option

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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**
3-5 units
Recommended preparation: Math 902
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

**Botany**
Principles of Botany (See Biology 42)

**Cell Biology**
(See Biology 43)
BUSINESS ADMINISTRATION (Certificate)
Required Courses:

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BUSINESS COMMUNICATION (Certificate)
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BUSINESS LEADERSHIP SKILLS (Certificate)
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BUSINESS MANAGEMENT (Certificate)
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BUSINESS WORK EXPERIENCE (Certificate)
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E-COMMERCE (Certificate)
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HUMAN RELATIONS IN BUSINESS (Certificate)
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MARKETING (Certificate)
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PROFESSIONAL SELLING (Certificate)
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RETAIL MANAGEMENT (Certificate)
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SMALL BUSINESS STARTUP (Certificate)
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BUSINESS PROGRAMS WITH INTERNATIONAL/FOREIGN LANGUAGE EMPHASIS
Dual-content Business/Foreign Language certificates are available with each of the following Business Certificate Programs:

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

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

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

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

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

BUS 025 ELECTRONIC COMMERCE TECHNOLOGIES
3 units

Recommended Preparation: CA 020 or CA 070

E-Commerce, E-Business, Business-to-Business Technologies, and Portals are the topics of this course intended for students working in or interested in working in the electronic commerce industry. Students will develop a strong foundation of knowledge covering e-commerce solutions, initiatives, and technical requirements. This course is AA/XAS degree and certificate applicable. Credit/No Credit Option.

Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 and reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
BUS 028 BUSINESS LAW  
3 units  
(Also offered as a television course.)
Acceptable for credit: University of California, California State University.  
(With your advisor 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  
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. Edwards 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  
Acceptable for credit: California State University.  
The student will develop participant observation skills for use in analyzing and interpreting individual behavior and interpreting cultural norms within the work environment. The student will also learn skills in team communication, conflict resolution, motivation, decision-making, goal-setting and delegating to enable him/her to function effectively as a quality leader. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option.

BUS 033 FUNCTIONS OF MANAGEMENT  
3 units  
(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  
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  
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  
Acceptable for credit: California State University.  
This course covers the functions, objectives, ethics, and evaluation processes with a special focus on globalization, 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 040 SALES STRATEGIES  
3 units  
(Also offered as a television course)
Acceptable for credit: California State University.  
This course covers the functions, objectives, ethics, and evaluation processes with a special focus on globalization, 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 054 SMALL BUSINESS START UP AND MANAGEMENT  
3 units  
(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.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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 056 MARKETING PRINCIPLES
3 units
(Also offered as a television course)
Acceptable for credit: California State University.
This course will cover the areas and various activities involved in the transfer of goods from producer to consumer. 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. Credit/No Credit Option.

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

BUS 058 MUTUAL FUND INVESTMENTS
1 unit
This is a practical how to invest in mutual funds course. Mutual fund history, mutual fund categories including fund expenses, record keeping and taxes will be covered. Fund selection based on investor objectives and retirement planning strategies will be explored. Credit/No Credit Option.

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

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

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

BUS 068 ORGANIZATIONAL BEHAVIOR
3 units
Acceptable for credit: California State University.
Organizational Behavior is a comprehensive, 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
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. This course may also be offered in a distance-learning format. Credit/No Credit Option.

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

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

BUS 078 BUSINESS COMMUNICATION
3 units
Acceptable for credit: California State University.
This course explores techniques used to improve communication ability in the business world. It covers oral communication, review of grammar and punctuation, and techniques of business-writing style with emphasis on composition of letters, memoranda, resumes, and reports. This course is West Valley College AA/AS degree and certificate applicable. This course may also be taken in a distance learning format. Credit/No Credit Option.

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

BUS 301-304 BUSINESS OCCUPATIONAL WORK EXPERIENCE
1-4 units
Acceptable for credit: California State University.
These courses involve the supervised employment of students in positions which are related with their selected field of study, thereby extending the learning experience of the classroom to the field. The program provides students with the opportunity to increase their understanding of the world of work and explore their chosen field of work. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. No more than sixteen (16) units that are directly related to occupational work experience, whether from one department or from multiple departments, may be counted toward the associate degree.

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

- A series of chemistry courses designed to meet transfer requirements for physical and biological science majors.
- A series of courses designed for students majoring in fields other than chemistry, biology or physical science.
- A course designed specifically for students who require preparation or review of the more basic chemical concepts. All chemistry courses at West Valley College (with the exception of Chem 150) include a practical component where students conduct hands-on chemical experiments in a modern, well-equipped laboratory.

Learning Outcomes

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

Career Options:

- Allied Health Sciences
- Biology/Biochemistry
- Chemistry
- Dentistry
- Engineering
- Geochemistry/Geology
- Oceanography
- Medicine
- Pharmacy
- Physics
- Veterinary Medicine

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

Highlights:

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

A.A. Degrees:

- Physical Science

Schedule Matrix:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 001A,D,E</td>
<td>D,E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Chem 001B,D,E</td>
<td>D,E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Chem 002</td>
<td>U,E</td>
<td>U,E</td>
<td></td>
</tr>
<tr>
<td>Chem 010</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem 012A,</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem 012B</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem 030A</td>
<td>D,E</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Chem 030B</td>
<td>D</td>
<td></td>
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</tr>
<tr>
<td>Chem 050</td>
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</tbody>
</table>

CHEMISTRY (A.S. Degree)

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 001A,B</td>
<td></td>
</tr>
<tr>
<td>Phys 002A,B</td>
<td></td>
</tr>
<tr>
<td>Phys 004A</td>
<td></td>
</tr>
<tr>
<td>Phys 004B</td>
<td></td>
</tr>
<tr>
<td>Chem 012A,B</td>
<td></td>
</tr>
<tr>
<td>Math 033A,B</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

CHEM 001A GENERAL CHEMISTRY

5 units

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

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

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

CHEM 001B GENERAL CHEMISTRY

5 units

Prerequisite: Chem 001A.

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

A continuation of Chemistry 001A. The units of study will include solution equilibria, electrochemistry, thermodynamics, coordination compounds, and kinetics. The laboratory will consist of qualitative analysis of cations and anions and the synthesis of some specific compounds. (CAN CHEM 4; CAN 1A+1B=CAN CHEM SEQ A)

CHEM 002 INTRODUCTORY CHEMISTRY

4 units

Prerequisite: Math 106 or 106R or 1 year high school algebra II.

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

Introduction to fundamental principles of chemistry, including atomic theory, chemical bonding, molecular structure, chemical reactions, stoichiometry, gas laws, and solution chemistry.

The course stresses problem solving and is designed specifically to prepare the student for Chemistry 1A.

CHEM 005 QUANTITATIVE ANALYSIS

4 units

Prerequisite: Chem 001B.

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

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

CHEM 010 CONCEPTS IN CHEMISTRY

4 units

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

Concepts in Chemistry is a non-mathematical introductory chemistry course intended for non-science majors. Fundamental topics covered include atoms, molecules, energy, biochemistry, organic chemistry, and inorganic chemistry. Applications in nutrition, environmental studies, nuclear chemistry, polymers, and medicinal chemistry will also be explored. This course is West Valley College AA/AS degree and certificate applicable Credit/No Credit Option

CHEM 012A ORGANIC CHEMISTRY

5 units

Prerequisite: Chem 001B.

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

A study of the fundamentals of organic chemistry with emphasis on underlying concepts. Modern laboratory techniques, including instrumental methods of structure determination. Recommended for chemistry majors, chemical engineering majors, most biology majors, and for pharmacy, pre-medical and pre-dental students.

CHEM 012B ORGANIC CHEMISTRY

5 units

Prerequisite: Chem 012A.

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

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

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

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

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

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

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

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

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

Child Studies

THE FACULTY
Leslie Pano
Florence Pirofski
Terry Shue
Katherine Moore Wines

DIVISION
Applied Arts and Sciences

DIVISION CHAIR
Celine Pinet

DEPARTMENT CHAIR
Terry Shue

PHONE
408-741-2007

E-MAIL
terry_shue@westvalley.edu

COUNSELING
408-741-2009

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

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 Associates Degree and prepare to transfer to four-year colleges.

EARLY CHILDHOOD EDUCATION
(A.S. Degree)
Successful completion of 42 semester units in coursework listed below plus additional units in general education to meet the college requirements for graduation.

Major Requirements and Preparation:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 006 Careers in Education</td>
<td>1</td>
</tr>
<tr>
<td>CHS 002 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 063 Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 066 Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHS 062 E C Principles and Practices OR</td>
<td>3</td>
</tr>
<tr>
<td>CHS 052 School Age Child Care Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CHS 087 Methods of Observation EC Settings</td>
<td>3</td>
</tr>
<tr>
<td>CHS 005 Childhood and Culture</td>
<td>3</td>
</tr>
<tr>
<td>CHS 057 Understanding Children’s Play in EC Settings</td>
<td>3</td>
</tr>
<tr>
<td>CHS 088 Early Childhood Environments</td>
<td>3</td>
</tr>
<tr>
<td>CHS 061A/B Practicum in Early Childhood Environments</td>
<td>8</td>
</tr>
</tbody>
</table>

Choose at least 3 elective courses (9 units) from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 058 Language Literacy and Developing Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 059 Movement and Melody for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 060 Children’s Ways of Thinking and Knowing</td>
<td>3</td>
</tr>
<tr>
<td>CHS 067 Creative Art Experiences</td>
<td>3</td>
</tr>
<tr>
<td>CHS 064 Supervision and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CHS 070 Infant/Toddler Development and Care3</td>
<td>3</td>
</tr>
<tr>
<td>CHS 056 School Age Child Technology for Teachers and Administration in ECE</td>
<td>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.

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 002 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 006 Careers in Education</td>
<td>1</td>
</tr>
<tr>
<td>CHS 062 EC Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CHS 063 Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 066 Child Health and Safety</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 001 Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHS 057 Understanding Children’s Play in EC Settings</td>
<td>3</td>
</tr>
<tr>
<td>CHS 058 Language, Literacy and the Developing Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 059 Movement and Melody for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 060 Children’s Ways of Thinking and Knowing</td>
<td>3</td>
</tr>
<tr>
<td>CHS 067 Creative Art Experiences</td>
<td>3</td>
</tr>
<tr>
<td>CHS 086 Technology for Teachers and Administrators In ECE</td>
<td>3</td>
</tr>
</tbody>
</table>

EARLY CHILDHOOD EDUCATION CERTIFICATE of PROFICIENCY I:
Successful completion of 28 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 002 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 006 Careers in Education</td>
<td>1</td>
</tr>
<tr>
<td>CHS 062 EC Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CHS 052 School Age Child Care Principles &amp; Practices</td>
<td>3</td>
</tr>
<tr>
<td>CHS 063 Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 066 Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHS 087 Methods of Observation in EC Settings</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose at least 4 courses (12 units) from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 001 Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHS 005 Childhood and Culture</td>
<td>3</td>
</tr>
<tr>
<td>CHS 056 School Age Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 057 Understanding Children’s Play in EC Settings</td>
<td>3</td>
</tr>
<tr>
<td>CHS 058 Language Literacy and the Developing Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 059 Movement and Melody for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 060 Children’s Ways of Thinking and Knowing</td>
<td>3</td>
</tr>
<tr>
<td>CHS 067 Creative Art Experiences</td>
<td>3</td>
</tr>
<tr>
<td>CHS 070 Infant/Toddler Dev. and Care</td>
<td>3</td>
</tr>
<tr>
<td>CHS 086 Technology for Teachers &amp; Admin.</td>
<td>3</td>
</tr>
<tr>
<td>CHS 088 Early Childhood Environments</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
EARLY CHILDHOOD EDUCATION CERTIFICATE OF PROFICIENCY II:
Successful completion of 42 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 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 067 Early Childhood Environments 3
- CHS 057 Understanding Children’s Play in EC Settings 3
- CHS 088 Early Childhood Environments 3
- CHS 001 A/B Practicum in Early Childhood Edu. 8

Choose at least 3 electives (9 units) from the following list:

- CHS 058 Language Literacy and the Developing Child 3
- CHS 059 Movement and Melody for the Young Child 3
- CHS 060 Children’s Ways of Thinking and Knowing 3
- CHS 067 Creative Art Experiences 3
- CHS 064 Supervision and Administration I 3
- CHS 065 Infant/Toddler Development and Care 3
- CHS 066 School Age Child 3
- CHS 086 Technology for Teachers and Administration in ECE 3
- CHS 054 Developmental Parent Education 3
- CHS 055 Family Services: Information and Referral 3

EARLY CHILDHOOD PROGRAM DIRECTOR CERTIFICATE:
Prerequisites: Successful completion of Early Childhood Education Certificate program and/or AS degree requirements plus completion of 18 semester units in coursework listed below. When combined with Certificate of Proficiency I or II, this satisfies the State Department of Education Education Title 5 coursework requirements for Child Development Master Teacher and Site Supervisor.

- CHS 064 Supervision and Administration I 3
- CHS 065 Supervision and Administration II 3
- CHS 065 Adult Supervision 3
- CHS 087 Methods of Observation in EC Settings 3

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

- CHS 053 Contemporary Education in a Changing Society 3
- CHS 055 Family Services: Information and Referral 3
- CHS 086 Technology for Teachers’ and Administrators in ECE 3
- CHS 088 Early Childhood Environments 3

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

- CHS 002 Child Growth and Development 3
- CHS 063 Child Family and Community 3
- CHS 066 Child Health and Safety 3
- CHS 072 Family Child Care Principles and Practices 3
- CHS 073A Operating a Family Child Care Program: Part One 2
- CHS 073B Operating a Family Child Care Program: Part Two 2

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

- CHS 002 Child Growth and Development 3
- CHS 066 Child Health and Safety 3
- CHS 063 Child Family and Community 3
- CHS 062 EC Principles and Practices 3
- CHS 070 Infant/Toddler Development and Care 3

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.

- CHS 002 Child Growth and Development 3
- CHS 005 Child Health and Safety 3
- CHS 063 Child Family and Community 3
- CHS 062 EC Principles and Practices 3
- CHS 070 Infant/Toddler Development and Care 3

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

- CHS 002 Child Growth and Development 3
- CHS 066 Child Health and Safety 3
- CHS 063 Child Family and Community 3
- CHS 052 School Age Child Care Principles and Practices 3
- CHS 056 The School Age Child 3

CHS 001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 units
Acceptable for credit: California State University
This foundation course explores the field of early childhood education from multicultural, socioeconomic, and professional perspectives. Students gain experience in an early childhood program serving two to six year olds through assisting teachers, preparing the environment, and acquiring the skills necessary to support and enhance curriculum. Students gain an understanding of how the many roles of the teacher and environment impact the growth and development of the child within an emergent play-based curriculum model. This course is West Valley College AA/AS degree applicable.

CHS 002 CHILD GROWTH AND DEVELOPMENT
3 units
Acceptable for credit: University of California, California State University.
This course provides an introduction to human growth and development from conception through adolescence including physical growth, language, social-emotional and cognitive development of the child. Theories of development, developmental contexts, heredity, parental and peer influences are discussed. Observation of children is required. (CAN FCS 01-4) Credit/No Credit Option. This course is West Valley College AA/AS degree and certificate applicable.

CHS 005 CHILDHOOD AND CULTURE
3 units
Acceptable for credit: University of California, California State University.
This course examines the influence of culture on the child’s physical, cognitive, and social-emotional development and behavior. Race, socioeconomic class, ethnicity and gender are explored. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option. This course is West Valley College AA/AS degree and certificate applicable.

CHS 006 CAREERS IN EDUCATION
1 unit
This short course is an orientation to careers in early childhood education, elementary school and high school teaching, parent education, and various jobs which involve work with children and families. Thorough discussion and information about licensing requirements, child development permits, teaching credentials, certificate programs and professional preparation for parent education are included. Students engage in a self assessment, discuss the trends regarding various jobs, and look at salary and training requirements for different professional roles. Credit/No Credit Option. This course is West Valley College AA/AS degree and certificate applicable.

CHS 030A SUCCESS STRATEGIES
3 units
This course is designed to help students succeed both academically and in the workplace. Students’ interests, skills and abilities will be discussed in relation to industry and workplace expectations in their specific career program area. A variety of exercises involving communication, teamwork, and problem solving skills will be incorporated in order to prepare students for the requirements of the modern workplace. This course is West Valley College AA/AS degree and certificate applicable. This course will be dual listed with CHS 030A, ID 030A, HTECH 030A and PKMG 030A. This course may be repeated twice. Credit/No Credit Only
CHS 051 EARLY FIELD EXPERIENCE IN THE ELEMENTARY CLASSROOM
3 units
Acceptable for credit: University of California, California State University
This course is an introduction to life in the elementary school. It is designed to provide students, through observation and participation in an elementary school classroom, with the early knowledge and skills necessary to further pursue a career as elementary school teachers. This course is West Valley College AA/AS degree and certificate applicable.

CHS 052 SCHOOL AGE CHILD CARE PRINCIPLES AND PRACTICES
3 units
This course is specifically designed for students who are preparing to work with school age children in a variety of after-school, recreation, and summer day camps. Topics include: early childhood philosophies, curriculum planning and development for the school age child, the role of the adult, the role of the child in curriculum activities, planning the environment, the value of play, field trips, parent involvement and professional development. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

CHS 053 CONTEMPORARY EDUCATION IN A CHANGING SOCIETY
3 units
Acceptable for credit: University of California, California State University
This course examines the social, historical, and political influences on education and teaching in America today. It views schools as social institutions that reflect the values and sociocultural dynamics of the society at large. The issues and foundations of educating a culturally and linguistically diverse student population are the major focus of the course. This course is West Valley College AA/AS degree applicable. Credit/No Credit Option. This course fulfills the West Valley General Education Pattern under area E lifelong learning.

CHS 054 DEVELOPMENTAL PARENT EDUCATION
3 units
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
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
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
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
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
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; implicit and explicit knowledge; Piaget’s and Vygotsky’s theories 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 060 CHILDREN’S WAYS OF THINKING AND KNOWING
3 units
Acceptable for credit: California State University
This course provides an examination of cognitive development in young children. It emphasizes developmentally appropriate learning experiences which will enhance the child’s thinking and understanding of the physical and social world, brain development; developing social knowledge; implicit and explicit knowledge; Piaget’s and Vygotsky’s theories 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
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
Acceptable for credit: California State University
CHS 061B is a continuation of CHS 061A with a student’s increased participation and responsibility 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.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
### CHS 062 EARLY CHILDHOOD PRINCIPLES AND PRACTICES
3 units
Acceptable for credit: California State University.
This course is specifically designed for students who are preparing to work in an early childhood education, child care or child development program. Topics include: early childhood philosophies, curriculum planning for center-based programs, the role of the child, the role of the adult in curriculum activities, planning the environment, the value of play, child advocacy, parent involvement and professional development. 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
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
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 regulations, administrative structure and governance, 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
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
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
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 expression are emphasized. Credit/No Credit Option.

### CHS 070 INFANT/TODDLER DEVELOPMENT AND CARE
3 units
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
This course is specifically designed for family child care providers offering child care in a home setting. Topics include: early childhood philosophies, curriculum planning and development, the role of the adult, the role of the child in curriculum activities, planning the environment, the value of play, parent involvement and professional development. This course is West Valley College certificate applicable. Credit/No Credit Option.

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

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

### CHS 080 CURRICULUM PRINCIPLES AND PRACTICES
3 units
Prerequisites: CHS 001, CHS 002, CHS 060, CHS 087
Acceptable for credit: California State University.
This course is designed to integrate the student's knowledge of child development, cognitive development, methods of observation, and classroom environments to plan, implement and evaluate children's learning experiences. In this course, students design developmentally appropriate curriculum following the play-based emergent curriculum model. Students are required to observe in the West Valley College Development Centers. This course is West Valley College certificate and A.A./A.S. degree applicable. This course may be taken for a total of two times. Credit/No Credit Option.

### CHS 083 DOCUMENTATION OF CHILDREN'S LEARNING
2 units
Acceptable for credit: California State University.
This foundation course explores the role of documentation in education as a tool for reflection, assessment and growth of children, teachers, and families. Students are required to observe in the West Valley College Development Centers. This course is West Valley College certificate and A.A./A.S. degree applicable. Credit/No Credit Option.

### CHS 084 ADVOCACY FOR CHILDREN
1 unit
Acceptable for credit: California State University.
This course covers the ways early care and education professionals can advocate for young children and their families. It examines advocacy at the local, state, and federal levels, and focuses on how bills become law and how early care and education professionals can influence public policy. This course is West Valley College A.A./A.S. degree and certificate applicable. Credit/No Credit Option.

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- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 16 for specific information.
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.**
- **RECOMMENDED** preparations are ADVISORY.
CHS 085 ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAMS: PROGRAM AND PROFESSIONAL ASSESSMENT
3 units
Acceptable for credit: California State University.
This course is a study of methods and principles of program and professional assessment, evaluation, and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments including NAEYC and NAFCC Accreditation self-study materials designed for use in assessing staff performance and program quality will be thoroughly discussed in an in-depth analysis of on-going assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles and career development will be examined. This course is West Valley College certificate and AA/AS degree applicable.

CHS 086 TECHNOLOGY FOR TEACHERS AND ADMINISTRATORS IN EARLY CHILDHOOD PROGRAMS
3 units
This course offers a comprehensive survey of the ways technology can facilitate the operational functions of administrators and teachers in an early childhood program. Collecting and storing information, communication technologies such as e-mail, voice mail, web site home page, and Internet options as well as video and photo documentation are examined. Innovative uses of technology and the role of documentation and visual presentation in the planning and evaluating of early childhood programs are explored. This course is West Valley College AA/AS degree applicable and may be repeated twice. Credit/No Credit Option.

CHS 087 METHODS OF OBSERVATION IN EARLY CHILDHOOD SETTINGS
3 units
Acceptable for credit: California State University.
This course offers an in-depth study of methods of observation and recording in early childhood settings. Emphasis is on the central role of observation in understanding and guiding children's behavior and development; identifying the individual's temperament and coping behavior; assessing children's development; planning and evaluating curriculum; and documenting teacher's interactions with children. The ecological model, observing the child in context, and the Reggio Emilia model for documentation of the child's behavior and development are explored. Observations in early childhood settings are required. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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

CHS 089 ECE DIRECTOR'S PROFESSIONAL GROWTH NETWORK
3 units
This course provides on-going professional support, information and resources for students who are currently administering early childhood programs. A combination of dialog, professional guest speakers, exposure to community resources, network building activities, current information on research, trends, and issues of the field will contribute to the student's competence, performance, and effectiveness in his/her supervisor role. This course is designed for program directors, district managers, site supervisors, assistant directors and others who have a supervisory role in an early childhood program. This course is West Valley College certificate applicable. It may be repeated three times. Credit/No Credit Options.

CHS 091, 092, 093 DIRECTED STUDIES
1, 2 or 3 units
Acceptable for credit: California State University.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Credit/No Credit Option.

CHS 150A ISSUES IN PROFESSIONALISM AND ADVOCACY
1 unit
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
This course will provide the mandatory training to Foster Parents which will include exercises designed to facilitate attitude changes, information enabling, implementation of new 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
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 150D MANDARIN CHINESE AND CULTURE
.25 units
This course is a continuation of CHIN 050A. Students will increase their vocabulary and knowledge of basic grammar structures while emphasizing listening and conversation. Credit/No Credit Option.

CHIN 050A BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE
3 units
Prerequisite: CHIN 050A
Acceptable for Credit: California State University.
This course is the continuation of CHIN 050A. Students will increase their vocabulary and knowledge of basic grammar structures while emphasizing listening and conversation. Credit/No Credit Option.

CHIN 050B BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE
3 units
Prerequisite: CHIN 050A
Acceptable for Credit: California State University.
This course is the continuation of CHIN 050A. Students will increase their vocabulary and knowledge of basic grammar structures while emphasizing listening and conversation. Credit/No Credit Option.

CHIN 058A CHINESE IMMERSION
3 units
Acceptable for credit: California State University.
This course is designed to give students the opportunity to be in a Chinese speaking environment for a three day period of time. Prior to the immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Chinese. This course may be repeated once. Credit/No Credit Option.
Communication Studies

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

DIVISION Language Arts
DIVISION CHAIR Julia Maia
DEPARTMENT CHAIR Paul Sanders
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COUNSELING 408-741-2009

"Your ability to communicate will determine the quality of your life more than any other aspect of your life." The Communication Studies Department at West Valley College is dedicated to this fundamental principle as stated by noted psychologist Virginia Satir. Each course in our nine-course curriculum begins with this premise. Courses are placed into one of three categories: 1) Public address: one to many; 2) Communication in small groups; 3) Relational Communication: one to one.

Highlights
- An exemplary teaching faculty dedicated to assisting students to improve their communication effectiveness
- Course offerings in fulfillment of AA degree, IGETC and CSU oral transfer requirements
- A nine unit certificate that demonstrates communication competence to universities and employers
- State of the art public speaking facilities providing students with access to presentation technologies
- Evening and off campus class offerings

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

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

Degree
A.A., Communication Studies
Certificate
Communication Studies

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

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

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

2. Select one of the following courses (3 units):
   COMM 008 Interpersonal Communication
   COMM 017 Effective/Critical Listening
   COMM 025 Improving Relationships Through Communication

3. Select one of the following courses (3 units):
   COMM 004 Small Group Discussion
   COMM 012 Intercultural Communication
   COMM 018 Career 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:
   Any communication course(s) listed above if not being used to satisfy Categories 1-4 (3 or 6 units)

Computer Applications courses to total 3 units.

Anthr 003 Introduction to Cultural Anthropology
Anthr 004 Introduction to Linguistic Anthropology
Bus 040 Sales Strategies
Chs 005 Childhood and Culture
Coun 024 Personal Growth
Math 010 Elementary Statistics
Phil 002 Introduction to Logic
Phil 003 Introduction to Problems in Ethics
Phil 017 Logic and Critical Reasoning
Psych 002 Experimental Psychology
Phon 035A Voice Production and Articulation

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

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

COMMUNICATION STUDIES (Certificate)
All units must be completed at West Valley College or at Mission College.
Complete 9 units in the following areas:

Group 1 — Select one of the following courses (3 units):
   COMM 001 Public Speaking
   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

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* PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
COMM 001 PUBLIC SPEAKING
3 units
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
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
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
Prerequisite: English 905
Recommended Preparation: ESL 065LS strongly recommended for ESL students.
Acceptable for credit: University of California, California State University.
Persuasive Speaking is a basic course in communication studies with an emphasis on persuasion. Attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages. This course satisfies the 3 unit oral communication requirement for IGETC and CSU.

COMM 012 INTERCULTURAL COMMUNICATION
3 units
Prerequisite: 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 includes 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
Prerequisite: English 905
Acceptable for credit: California State University
This course is designed to help students improve their listening skills in various communication situations. It will assist students in understanding and evaluating their listening ability and it will provide necessary skill development to overcome barriers to effective listening. This course satisfies the AA degree and CSU transfer Area E requirement. Credit/No Credit Option.

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

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

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

Speech Development
(See Disability Education and Supported Programs)
Computer Aided Drafting and Design

THE FACULTY
Diane Hurd
Celine Pinet

DIVISION CHAIR
Chris Cruz

DEPARTMENT CHAIRS:
Diane Hurd
Celine Pinet

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celine_pinet@westvalley.edu

COUNSELING 408-741-2009

COMPUTER AIDED DRAFTING AND DESIGN
(Certificate)
Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ID 015</td>
<td>Interior Architecture Drafting</td>
</tr>
<tr>
<td>ID 065</td>
<td>AutoCAD-Introduction to Computer</td>
</tr>
<tr>
<td>ID 066</td>
<td>Advanced AutoCAD</td>
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</table>

3 units of recommended electives: Choosing among the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PKMG 016A</td>
<td>Introduction to Geograhic Information and Global Positioning Systems</td>
</tr>
<tr>
<td>D/MIS 010C</td>
<td>Digital Image Photoshop</td>
</tr>
</tbody>
</table>

Or other department approved 3 unit elective

Computer Applications

THE FACULTY
Karina Dundurs
Vivian Lock

DIVISION CHAIR
Dr. Kenneth Schock

DEPARTMENT CHAIRS
Karina Dundurs

PHONE 408-741-2414
E-MAIL karina_dundurs@westvalley.edu

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

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

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

Degrees
A.S., Computer Applications

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

COMPUTER APPLICATIONS
(A.S. Degree and Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CA 020</td>
<td>Introduction to Macintosh</td>
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<tr>
<td>CA 031B</td>
<td>beg. Word Proc, Microsoft Word</td>
</tr>
<tr>
<td>CA 032B</td>
<td>Internm. Word Proc, Microsoft Word</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>Beg. Spreadsheets, Microsoft Excel</td>
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<td>CA 063B</td>
<td>Internm. Spreadsheets, Microsoft Excel</td>
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<tr>
<td>CA 064</td>
<td>Adobe Acrobat</td>
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<tr>
<td>CA 070</td>
<td>Using Microsoft Windows</td>
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<tr>
<td>CA 073</td>
<td>Internet, Hands On ;-)</td>
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- PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
CA 010 COMPUTER KEYBOARDING
1 unit
This course is designed for all students who want to develop good computer keyboarding skills. Beginning students will have the opportunity to learn the touch system of keyboarding. Students who already know the keyboard have the opportunity to improve their basic keyboarding techniques to develop speed and accuracy. There will be extensive drill practice and time skill development exercises with personalized instruction based on individual needs. This course may also be offered in a distance-learning format. This course can be taken a total of 4 times. Credit/No Credit Only.

CA 01D COMPUTER KEYBOARDING
3 units
Students have an opportunity to learn the touch system of keyboarding and improve their basic keyboarding techniques to develop speed and accuracy. Techniques of document preparation including formatting for business letters, memoranda, statistical tables, and reports are covered. This course may also be taught in a distance-learning format. This course is West Valley College A.A. /A.S. degree and certificate applicable. This course may be taken for a total of four times. Credit/No Credit Option.

CA 015 DOCUMENT FORMATTING
2 units
Recommended Preparation: Typing speed of 20 wpm. No previous word processing experience required.
This course is designed for students with basic keyboarding skills and introduces elementary word processing concepts on the computer. Techniques of document preparation including formatting for business letters, memoranda, statistical tables, and reports will be covered. This course may be taken for a total of 4 times. Credit/No Credit Option.

CA 018 UNDERSTANDING YOUR COMPUTER
3 units
Recommended Preparation: CA 010
This is an online course designed for the beginning student. The course includes chat discussions on topics such as copyright, computers in everyday life, hardware components, and other aspects of technology. It also includes challenging online exercises using Microsoft products. This course is a good introduction to understanding personal computers. This course may also be offered in a distance learning format. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

CA 020 INTRODUCTION TO MACINTOSH
1 unit
Recommended preparation: CA 010
Acceptable for credit: California State University. An introduction to the Apple Macintosh computer. Basic operations covered will include pointing, clicking and dragging, working with the desktop and files, printing, and loading an application program. Software concepts will be introduced using paint and word-processing programs. Credit/No Credit Only.

CA 020A LEARNING THE MACINTOSH DESKTOP
.5 unit
This course introduces the user to the Macintosh graphical user interface. Topics covered include desktop, opening and closing files, icons, menu structure, rulers, accessing the Internet using Netscape and customizing the Apple Menu. Creating, saving and printing files will also be covered. This course is West Valley College certificate applicable and AA/AS degree applicable and can be repeated once. Credit/No Credit Option.

CA 030 MICROSOFT OFFICE-WHAT YOU REALLY NEED TO KNOW
3 units
Recommended Preparation: CA 010
This online course is designed for both business and non-business users, graduate students and the home user who wants to learn 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
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 millable 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, tile management, print features, and practice in simple document formatting. Courses will be offered on Macintosh and PCs. Credit/No Credit Only.

CA 032B INTERMEDIATE WORD PROCESSING, MICROSOFT WORD
2 units
Recommended preparation: CA 031A
Acceptable for credit: California State University. The more advanced features of a word processing program to produce business documents will be taught in this course. Topics covered include footnoting, 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.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.
CA 032C GOING TO THE NEXT LEVEL: INTERMEDIATE WORD AND MORE ONLINE
3 units
Recommended Preparation: CA 010, CA 032B and MATH 902
This online course uses the software program Microsoft Word. Students receive instruction in advanced procedures and practice for personal and professional use. Specific topics include: editing features and menu commands to produce memorandums, letters, statistical tables, forms, and long reports. Some commands utilized include table of contents, indexes, footnotes/endnotes, cross-reference, merging, columns, styles and templates, tables, charts, macros, and drawing tools to produce desktop publishing copy. This course is West Valley College AA/AS degree and certificate applicable. This course will be offered in a distance learning format. Credit/No Credit Option

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

CA 033B ADVANCED WORD PROCESSING, MICROSOFT WORD
3 units
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
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
Recommended preparation: CA 010 and CA 020 or CA 070 and CA 034A
Students will have the opportunity to learn to 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
Recommended preparation: CA 010 and CA 020 or CA 070 and CA 034A
Standard Recommended Preparations in Basic Skills; No Math
Students will have the opportunity to learn to create effective term paper formats using Microsoft Word software. Controlling margins and page breaks; creating headers, footers and 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
Recommended preparation: CA 010 and CA 020 or CA 070 and CA 034A
Students will have the opportunity to learn the effective use of the mail merge features of the Microsoft Word software program using varied data sources and main documents. Files will be sorted and checked for errors. Special instructions that qualify merged information will be presented. Merged documents include letters, labels and envelopes. This course 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
Recommended preparation: CA 032A
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 035L. Credit/No Credit Option.

CA 035B MICROSOFT WORD FOR THE LAW OFFICE
3 units
Recommended preparation: CA 032B
Acceptable for credit: California State University.
Students will learn to utilize Microsoft Word features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Only, (dual listed with CTR 035M and PARA 065B)

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

CA 041A - PAGE LAYOUT 1 - PAGEMAKER
1 unit
Recommended Preparation: CA 020 or CA 070
In this course, students use Macintosh hardware and PageMaker desktop publishing software to create copy suitable for printing. Students use the basics of the software program using text styling and graphic importing tools to produce printed copy such as flyers and advertisements. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Only

CA 042A - PAGE LAYOUT 2: PAGEMAKER
2 units
Recommended Preparation: CA 041A
In this course, students use PageMaker desktop publishing software, word processing software, and graphics applications to create copy suitable for printing. Included are page layout, design principles, and integrating text and graphics to produce attractive business communications. All features, excluding color capabilities, are covered in this course. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Only

CA 043B MASTERING ILLUSTRATOR I
1 unit
Recommended preparation: CA 020 or CA 070 and Math 902
This is an introductory course using illustration software to create graphic images, which can be used with other desktop publishing software. Topics to be covered include generating images such as business logos and forms, printing the images, creating lines and curves, adding text to graphics, shaping, editing and grouping graphics, and transforming images into new forms. This course will be offered on Macintosh and/or PCs. This course does not fulfill the requirement for DM/IS 014C, Digital Illustration 1: Illustrator. This course is West Valley College AA/AS degree applicable and certificate applicable. This course may also be offered in a distance-learning format. Credit/No Credit Only

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• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
CA 046B PRESENTATION, POWERPOINT 1 unit
Recommended preparation: CA 020 or CA 070
Students in this course will be given the opportunity to learn to use a comprehensive software program. Using templates for formatting text and data organized in outline form, creating overhead transparencies, preparing slide presentations, and printing presentation notes will be studied. Courses will be offered on Macintosh and IBM PCs. Credit/No Credit Only.

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

CA 046D INTERMEDIATE MICROSOFT POWERPOINT 1 unit
Recommended Preparations: CA 010 and CA 020 or CA 070
This is an intermediate Microsoft PowerPoint course for integrating multimedia into presentations. Students will develop presentations incorporating multimedia technology, drawings, clip art, audio, video and animation. Students will also customize PowerPoint’s windows and settings. This course is West Valley College Certificate applicable and AA/AS Degree applicable. This course may be repeated once. Credit/No Credit Option.

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

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

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

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

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

CA 062C INTERMEDIATE MICROSOFT EXCEL 1 unit
Recommended preparation: CA 020 or CA 070
This 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 062D LEARNING THE BASICS OF EXCEL .5 unit
Recommended preparation: CA 010 and CA 020 or CA 070
Students will have the opportunity to learn spreadsheet functions in Excel. The course will cover entering and formatting data, creating formulas and printing the spreadsheet. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

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

CA 062G EXCELLENT WITH EXCEL 3 units
Recommended Preparation: CA 010 or CA 070 and Math 902
This online course uses the software program Microsoft Excel. Students receive instruction in beginning and intermediate spreadsheet procedures for practical application in personal and professional use. Some specific topics include: modifying and improving a worksheet, entering formulas in well-designed worksheets, working with functions, sorting and filtering lists, and working with charts. In addition, through extensive problem solving, students also receive instruction in advanced data functions, extended skills in charting, interactive analysis of data with pivot tables, financial modeling and goal seeking, and linking/embedding objects. 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.

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

CA 063C INTERMEDIATE AND ADVANCED EXCEL 3 units
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
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. This course may also be offered in a distance-learning format. Credit/No Credit Only

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.
### CA 065 WOMEN IN TECHNOLOGY
3 units
Recommended Preparation: CA 010
Acceptable for credit: California State University
This course introduces the student to the contributions women have made to the field of technology. An examination of women’s roles as well as discussions of the influence of class, culture, race, ethnicity and gender will be an integral part of the class. Working within a collaborative learning environment, students will research and present findings in various print 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
Recommended Preparations: CA 020 or CA 070
This course will introduce students to basic features of Adobe Photoshop Elements as used for small businesses, amateur photographers, and hobbyists. The program is used in desktop publishing to manipulate the appearance of digital images and graphics. Students will learn about the capabilities of this program and practice using various techniques to create dramatic visual effects in a variety of publications. This course is AA/AS degree applicable. Credit/No Credit Only

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

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

### CA 067A PUBLISHING TIPS AND TRICKS WITH MICROSOFT OFFICE
3 units
Recommended Preparation: CA 010
In this hands-on course, students create business and greeting cards, T-shirt transfers, brochures, newsletters, simple web pages, and more. Students work with Microsoft Office to print, publish, and present projects. This course may also be taught in a distance learning format. This course is West Valley College degree and certificate applicable. Credit/No Credit Only

### CA 068 WEB PAGES WITH MICROSOFT OFFICE
1 unit
Recommended Preparation: CA 010
This course focuses on the creation and preparation of Microsoft documents for Web sites. Emphasis will be on formatting Microsoft documents for the Internet, as well as uploading, through FTP protocols, to the Internet. This course is AA/AS degree applicable and may be repeated once. Credit/No Credit Only

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

### CA 070 IBM PC USING MICROSOFT WINDOWS
1 unit
This introductory course introduces students to the use of Windows, its application programs and utilities, and explores ways to make their use of the computer more efficient through proper use of the Windows system. This course is West Valley College certificate applicable and AA/AS degree applicable. It may be repeated once. Credit/No Credit Only

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

### CA 070A GETTING AROUND WINDOWS
.5 unit
Recommended preparation: CA 010
Students receive instruction in how to work with the most common elements of Windows XP (home edition). This course covers the XP Windows operating system, basic multimedia, and troubleshooting common PC problems. This course is West Valley College certificate applicable and AA/AS degree applicable and can be repeated once. Credit/No Credit Only

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

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

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

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

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

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- **RECOMMENDED** preparations are ADVISORY.
CA 081 ACCESSING WITH ACCESS
3 units
Recommended preparation: CA 020 or CA 070 and CA 010
Acceptable for credit: California State University
This course introduces students to Microsoft Access, a database program, database concepts, terminology, and applications. Students have the opportunity to learn how to define and construct basic forms and reports. Students also have the opportunity to use the Base file management program and receive instruction on how to create and manage database files. Emphasis is on techniques that promote operational efficiency, effective design, and proper management of database files. Advanced features of the program are emphasized. This course may also be taken in a distance learning format. This course is West Valley College degree and certificate applicable. Credit/No Credit Option

CA 081B BEGINNING DATABASE, MICROSOFT ACCESS
1 unit
Recommended preparations: CA 010 or CA 020 or CA 070
Acceptable for credit: California State University
In this introduction to Filemaker Pro course, a database program, the students will have the opportunity to learn database concepts, terminology, and applications. Students will also have the opportunity to learn how to define and construct data tables, sort and categorize data, perform basic queries.

CA 081D BEGINNING DATABASE, FILEMAKER PRO
1 unit
Recommended preparations: CA 010 or CA 020 or CA 070
Acceptable for credit: California State University
In this introduction to Filemaker Pro course, a database program, the students will have the opportunity to learn database concepts, terminology, and applications. Students will also have the opportunity to learn how to define and construct data tables, sort and categorize data, perform basic queries.

CA 082B INTERMEDIATE DATABASE, MICROSOFT ACCESS
2 units
Recommended preparation: CA 081B for CA 082B; CA 081D for CA 082D
Acceptable for credit: California State University
This course provides students with the opportunity to use a file management program and students receive instruction on how to create and manage database files. Emphasis will be on techniques that promote operational efficiency, effective design, and proper management of database files. Advanced features of the program will be emphasized. Courses will be offered on Macintosh or IBM PCs. They may be repeated once. Credit/No Credit Option

CA 082D INTERMEDIATE DATABASE, FILEMAKER PRO
2 units
Recommended preparation: CA 081B for CA 082B; CA 081D for CA 082D.
Acceptable for credit: California State University
This course provides students with the opportunity to use a file management program and students receive instruction on how to create and manage database files. Emphasis will be on techniques that promote operational efficiency, effective design, and proper management of database files. Advanced features of the program will be emphasized. Courses will be offered on Macintosh or IBM PCs. They may be repeated once. Credit/No Credit Option

CA 083 MICROSOFT PROJECT
2 units
Recommended Preparation: CA 010
This course will emphasize the basics of project management in order to produce 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 Option

CA 091, 092, 093 DIRECTED STUDIES
Pre-requisite: Interview with instructor to determine objectives and write a contract.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Credit/No Credit Only

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

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

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

CA 096 WEB PAGES WITH HTML
1 unit
Recommended Preparation: CA 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 CREATING WEB PAGES WITH DREAMWEAVER
1 unit
Recommended Preparation: CA010, CA 020 or CA 070 (or concurrent)
Using Dreamweaver, students create dynamic web pages for home, small businesses, or personal use. Students upload to a site, add graphics, create a form, and apply other web-building techniques. This course is West Valley College degree and certificate applicable. Credit/No Credit Option

CA 100 SPECIAL TOPICS
3-5 units
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.
To be awarded an A.S. degree a student must complete:
1. All the major requirements
2. Additional units to meet the college graduation requirements.
3. A "C" average in all CIS course work.

BUSINESS APPLICATIONS OPTION
(Certificate)
Required Courses:
Course | Units
--- | ---
Acctg 010 | Accounting Fundamentals - Financial 5
Acctg 011 | Accounting Fundamentals - Managerial 5
CIS 002 | Introduction to Computing 4
CIS 011 | Systems Analysis 3
CIS 012 | Database Management Systems 3
Math 008 | Finite Mathematics 3

At least two of the following:
CIS 004A | Computer Programming OR 4
CIS 037 | C Programming 3
CIS 004B | Computer Programming II OR 4
CIS 031 | BASIC Programming 3
CIS 032 | FORTRAN Programming 3
CIS 038 | C++ Programming 3
CIS 039 | Microcomputer Assembler Programming 3
CIS 045A | Intro to Unix Operating System 3

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:
Course | Units
--- | ---
CIS 004A | Computer Programming I 4
CIS 004B or 004B1 | Computer Programming II 4
CIS 038 | C++ Programming 3
CIS 039 | Microcomputer Assembler Programming 3
CIS 035 | Intro to Unix Operating System 3
Math 034B | Analytical Geometry and Calculus b>5
Math 019 | Discrete Mathematics 4
Phys 004A | Engineering Physics - Mechanics 5
Phys 004B | Engineering Physics - Electricity 5

At least two of the following:
CIS 031 | BASIC Programming 3
CIS 032 | FORTRAN Programming 3

To be awarded an A.S. degree, a student must complete:
1. All the major requirements
2. Additional units to meet the college graduation requirements.
3. A "C" average in all CIS course work.

COMPUTER SCIENCE OPTION (Certificate)
Required Courses:
Course | Units
--- | ---
CIS 004A | Computer Programming I 4
CIS 004B or 004B1 | Computer Programming II 4
CIS 038 | C++ Programming 3
CIS 039 | Microcomputer Assembler Programming 3
CIS 045A | Introduction to Unix Operating System 3

At least four of the following:
CIS 011 | Systems Analysis 3
CIS 012 | Database Management Systems 3
CIS 031 | BASIC Programming 3
CIS 032 | FORTRAN Programming 3
CIS 039 | Microcomputer Assembler Programming 3
CIS 045A | Introduction to Unix Operating System 3
Math 010 | Elementary Statistics 3
Math 019 | Discrete Mathematics 4

LOCAL AREA NETWORK ADMINISTRATION
(Certificate)
Required Courses:
Course | Units
--- | ---
CA 051 | Personal Computer Hardware & Software 1
CIS 50.1 | Installing and Supporting Microcomputers 3
CIS 060 | Local Area Networking Technologies 2
CIS 061 | Network Administration 3
CIS 062 | Advanced Network Administration 3
CIS 063 | Network Installation & Configuration 2
CIS 064 | TCP/IP Services 1
CIS 065 | Intro. to Network Printing 1.5

C/C++ Emphasis
CIS 015 | Object-Oriented Software Design 3
CIS 037 | C Programming 3
CIS 038 | C++ Programming 3

Java Emphasis
CIS 40.4 | Programming with Java 1 3
CIS 40.6 | Programming with Java 2 3
CIS 40.7 | Programming with Java 3 3

Java Emphasis Recommended Electives
CIS 014 | Data structures and Algorithms (Using Java) 3
CIS 40.5 | Java Database Connectivity (JDBC) 3
CIS 41.1 | Concurrent Programming using Java 3
CIS 41.2 | CORBA Programming on the Internet using Java 3
CIS 41.3 | Network Programming using Java 3
CIS 41.4 | Intranet Applications using Java 3
CIS 41.5 | Distributed Computing using Java 2
CIS 41.6 | Threaded Programming using Java 2
CIS 41.7 | Components using JavaBeans 2
CIS 42.1 | Web Programming 1, Client-Side 3
CIS 42.2 | Web Programming 2, Server-Side 3
CIS 44.2 | Web-Distributed Applications Development with DCOM 3

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
UNIX Emphasis
CIS 045A The UNIX Operating System 3
CIS 045B Advanced UNIX: Utilities and Shell Programming 3

Visual Basic Emphasis
CIS 031 Visual Basic Programming 3
CIS 31.2 Applications Programming Using Visual Basic 3

Traditional Programming Emphasis
CIS 005 Business Application Programming (COBOL) 3
CIS 032 FORTRAN Programming 3
CIS 036 Pascal Programming 3
CIS 039 Microcomputer Assembler Programming 3

To be awarded an AS Degree, a student must complete:
1. All the major requirements
2. Elective units plus emphasis courses and major requirements must total a minimum of 65 units.
3. Students must complete a minimum of one emphasis category. Additional units may be made up of a second complete emphasis category or a combination of emphasis courses depending on student's goal.
4. Additional units to meet the college general education graduation requirements.

CIS 001 INTRODUCTION TO COMPUTER-BASED SYSTEMS
2 units
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
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, presentations, manager, database management, and Internet access. Credit/No Credit Option. (CAN BUS 006)

CIS 004A COMPUTER PROGRAMMING I (C++)
4 units
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 04A covers algorithm development, programming concepts, documentation, and programming style using the C++ language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on component where students will use microcomputers to design, code and execute programs in class. Credit/No Credit Option.

CIS 004A1 COMPUTER PROGRAMMING I (JAVA)
4 units
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 (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on component where students will use microcomputers to design, code, and execute programs in class. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 004B COMPUTER PROGRAMMING II (C++)
4 units
Prerequisite: CIS 004A
Recommended preparation: Math 106/106R Acceptable for credit: University of California, 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 04B introduces concepts of abstract data types, C++ classes, separate compilation, and information hiding. Topics included are data structures (dynamic allocation, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. Credit/ No Credit Option. This course is West Valley College AA/AS degree and certificate applicable.

CIS 004B1 COMPUTER PROGRAMMING II (JAVA)
4 Units
Prerequisite: CIS 004A1
Recommended preparation: Math 106/106R Acceptable for Credit: California State University, University of California.
This is a continuation of CIS 04A1 (Computer Programming 1) 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 (dynamic allocation, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. The course includes both lecture and a hands-on component where students will use microcomputers and/or Unix-based systems to design, code, and execute programs in class. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 005 BUSINESS APPLICATION PROGRAMMING (COBOL)
3 units
Recommended preparation: Math 106/106R Acceptable for credit: University of California, California State University.
COBOL is a traditional business programming language required of MIS majors and those whose responsibilities include support of business applications including, for example, the business functions within our own college. This is a computer problem solving and programming course using COBOL, a programming language designed for traditional business applications. Structured COBOL syntax will be studied in detail. Emphasis will also be placed on taking a number of business applications from the initial job definition phase through programming and testing. Course content includes standard program logic statements, user interface considerations, tables, and file operations. Programs will be compiled and executed on microcomputers and/or workstations. This course is West Valley College degree and certificate applicable. Credit/ No Credit Option.

CIS 011 SYSTEMS ANALYSIS
3 units
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Acceptability</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 012</td>
<td>DATABASE MANAGEMENT SYSTEMS</td>
<td>3</td>
<td>Math 106/106R</td>
<td>Acceptable for credit: California State University.</td>
<td>This is an advanced course in the Computer Science option which covers review of basic data structures such as stacks, lists, trees, and algorithms with an emphasis on object-oriented 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.</td>
</tr>
<tr>
<td>CIS 014</td>
<td>DATA STRUCTURES AND ALGORITHMS</td>
<td>3</td>
<td>Recommended preparation: Math 106/106R</td>
<td>Acceptable for credit: University of California, California State University.</td>
<td>This is an advanced course in the Computer Science option which covers review of basic data structures such as stacks, lists, trees, and the algorithms with an emphasis on object-oriented 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.</td>
</tr>
<tr>
<td>CIS 015</td>
<td>OBJECT-ORIENTED SOFTWARE DESIGN</td>
<td>3</td>
<td>Recommended preparation: Math 106/106R</td>
<td>Acceptable for credit: California State University.</td>
<td>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++, Basic, or similar. Credit/No Credit Option.</td>
</tr>
<tr>
<td>CIS 031</td>
<td>VISUAL BASIC PROGRAMMING</td>
<td>3</td>
<td>Recommended preparation: Math 106/106R</td>
<td>Acceptable for credit: University of California, California State University.</td>
<td>This course should be taken by students wishing to learn Visual Basic, a relatively easy-to-learn language. The emphasis is on Pascal syntax, the techniques of algorithm development, and program style. Students will be introduced to the Visual Basic programming 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.</td>
</tr>
<tr>
<td>CIS 032</td>
<td>FORTRAN PROGRAMMING</td>
<td>3</td>
<td>Recommended preparation: Math 106/106R</td>
<td>Acceptable for credit: University of California, California State University.</td>
<td>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 proper structures programming methodology. Credit/No Credit Option.</td>
</tr>
<tr>
<td>CIS 033</td>
<td>PASCAL PROGRAMMING</td>
<td>3</td>
<td>Recommended preparation: Math 106/106R</td>
<td>Acceptable for credit: University of California, California State University.</td>
<td>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 program style. Students will be introduced to the Pascal programming 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.</td>
</tr>
<tr>
<td>CIS 037</td>
<td>C PROGRAMMING</td>
<td>3</td>
<td>Recommended preparation: Math 106/106R</td>
<td>Acceptable for credit: University of California, California State University.</td>
<td>Fundamentals of ANSI C language syntax, including C data types, statements (sequence, selection, and repetition), and standard C library features, 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 Degree AA/AS and certificate Applicable. Credit/No Credit Option.</td>
</tr>
<tr>
<td>CIS 038</td>
<td>C++ PROGRAMMING</td>
<td>3</td>
<td>Recommended preparation: Math 106/106R</td>
<td>Acceptable for credit: University of California, California State University.</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Notes:**
- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 16 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 40.5 JAVA DATABASE CONNECTIVITY
JDBC
3 units
Recommended preparation: CIS 40.6; Math 106/106R
E-commerce requires a programming environment that connects the INTERNET and INTRANETS to the business information in the legacy systems. Java is the new object oriented and platform independent programming language for INTERNET, INTRANET, AND NETWORK computing. JDBC is the connectivity standard to the databases in the legacy systems. Many of the legacy systems and the new enterprise Client/Server systems organize the business information in Relational Data Base Systems RDBMS. Structured Query Language (SQL) is a standard data manipulation language for RDBMSs. Information interchange to distributed RDBMS uses SQL following the Open Data Base Connectivity (ODBS) standard. Java uses SQL to access and process the information content of RDBMS following the JDBC standard. These standards contain compliance levels and programming statements for access and interchange of business information. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 40.6 PROGRAMMING WITH JAVA 2
3 units
Recommended preparation: Math 106/106R and CIS 40.4
This course serves as a continuation of Programming 001. Students will create applications that are with Java core 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 40.7 PROGRAMMING WITH JAVA 3
3 units
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 41.1 CONCURRENT PROGRAMMING USING JAVA
3 units
Recommended preparation: CIS 40.7, Math 106/106R
This course focuses on concurrent programming and programming for parallel processors using the object-oriented paradigm. Students will write threaded Java programs that execute on multiprocessors. This course is West Valley College AA/AS Degree and Certificate applicable. Credit/No Credit Option.

CIS 41.2 CORBA PROGRAMMING ON THE INTERNET USING JAVA
3 units
Recommended preparation: Math 106/106R, CIS 40.6
This course focuses on the intricacies of thread 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 41.3 NETWORK PROGRAMMING USING JAVA
3 units
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 innovation (RMI). Additional topics include TCP and UDP sockets, multicast in protocol and content handlers, and servers. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 41.4 INTRANET APPLICATIONS USING JAVA
3 units
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 courses, 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 41.5 DISTRIBUTED COMPUTING USING JAVA
2 units
Recommended preparation: CIS 012 and Math 106/106R, CIS 40.6
This course focuses on designing and writing distributed applications in Java. It explores Java’s Remote Method Innovation (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 41.6 THREADED PROGRAMMING USING JAVA
2 units
Recommended preparation: Math 106/106R, CIS 40.6
This course focuses on the intricacies of threaded programming in Java, covering basic synchronization techniques to more advanced topics such as writing your own thread scheduler. The Java Thread class is explored along with techniques for avoiding deadlock, lock starvation, and other topics. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 41.7 COMPONENTS USING JAVA BEANS
2 units
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.

Additional Internet Courses are available in the Digital Media/Internet Services Department such as XML, SVG, and Web Development.

CIS 42.1 WEB PROGRAMMING 1-CLIENT SIDE
3 units
Recommended preparation: Math 106/106R
This course focuses on client-side web programming for those students who have previous experience with HTML. Programming and scripting languages covered will be current with industry demand. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 42.2 WEB PROGRAMMING 2, SERVER-SIDE
3 units
Recommended preparations: CA 020 or CA 070 and CA 096, Math 106/106R and CIS 42.1.
This course focuses on server-side web programming for those students who have previous experience creating web sites. Programming and scripting languages covered will be current with industry demand. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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

CIS 43.1 WEB TECHNOLOGIES
3 units
Recommended preparation: Math 106/106R, CA 020 or 070, DM/IS 020B
This course focuses on the technologies of the world wide web. Examples of the types of topics to be discussed, based on current technologies include web protocols, low-level transmission, packet switching, and internetworking. The courses Local Area Technologies, Web Technologies, and Internet Technologies form the core of the Internet Services program. The content of each course complements the other and is designed to provide a technical understanding of local and wide-area networking. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.
CIS 43.2 INTERNET TECHNOLOGIES
3 units
Recommended preparation: Math 106/106R, CA 020 or CA 070
This course focuses on the technologies of the Internet outside of the world wide web. Examples of the types of topics to be discussed based on current technologies, include QoS-Based Communications, Frame Relay, ATM, Layer 3 Fundamentals, xDSL, etc. The courses Local Area Technologies, Web Technologies, and Internet Technologies form the core of the Internet Services program. The content of each course complements the other and is designed to provide a technical understanding of local and wide-area networking. 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 43.3 INTERNET SECURITY
3 units
Recommended preparation: Math 106/106R, CA 020 or CA 070
This course focuses on current security issues related to the World Wide Web. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 43.5 INTERNET AND WEB SYSTEM ADMINISTRATION
2 units
Recommended preparation: Math 106/106R, CA 020 or CA 070
This course focuses on creating and maintaining a basic Internet information server offering mailing list, anonymous FTP and World Wide Web services. 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 43.6 INSTALLATION AND MANAGEMENT OF WORLD WIDE WEB (WWW) SERVERS
3 units
Recommended preparation: Math 106/106R, CA 020 or CA 070
This course focuses on creating installing and managing Web servers for Windows, NT, Macintosh, Linux, and UNIX systems. This is course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

CIS 44.2 WEB-DISTRIBUTED APPLICATIONS DEVELOPMENT WITH DCOM
3 units
Recommended preparation: Math 106/106R, CIS 40.7
This course focuses on Distributed Component Object Model (DCOM) and writing DCOM Clients and Servers. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

CIS 045A THE UNIX OPERATING SYSTEM
3 units
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. This introductory course explores the UNIX operating system as it relates to the system user. Topics presented during the course include the history and evolution of the UNIX operating system, the user interface, files and directories, screen editing using vi, controlling the user's environment, simple shell scripts, and other essential features of UNIX. Both AT&T and BSD variants of UNIX are discussed as are features of alternative Bourne-and-C-Shell environments. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 045B ADVANCED UNIX: UTILITIES AND SHELL PROGRAMMING
3 units
Prerequisite: CIS 045A.
Recommended preparation: Math 106/106R
This course is designed for students who have some introductory-level proficiency with the UNIX operating system and who want to increase their abilities to use Unix utilities and shells. The subject matter includes the use of awk, grep, sed, and other functions. Text formatting is explored with 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 50.1 INSTALLING AND SUPPORTING MICROCOMPUTERS
3 units
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. This course investigates personal computer systems, including system boards, bus structures, memory, peripherals and other components, operating systems, system configuration, and problem diagnosis and repair. Various types of computers, operating environments, and related issues are explored and compared. Students who wish to pursue networking, systems engineering, or similar technical computing fields are encouraged to take this course. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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

CIS 062 ADVANCED NETWARE ADMINISTRATION
3 units
Prerequisite: CIS 061.
Recommended Preparation: Math 106/106R
This course is designed to provide the skills and knowledge necessary for an experienced network administrator to oversee complex 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 diagnostics. Credit/No Credit Option.

CIS 063 NETWORK INSTALLATION AND CONFIGURATION
2 units
Prerequisites: CIS 062.
Recommended Preparation: Math 106/106R
This course 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 064 TCP/IP SERVICES
1 unit
Prerequisite: CIS 061.
Recommended preparation: Math 106/106R
This course explains the features, benefits, and applications of CP/IP support in local area networks and internetwork installations. Students will install and configure TCP/IP software on a local area network server and workstation. Class exercises include testing TCP/IP connections, diagnosing and troubleshooting typical problems encountered in a TCP/IP environment. Credit/No Credit Option.

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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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 066 NETWARE SYSTEM UPDATE
2 units
Prerequisite: CIS 063.
Recommended preparation: Math 106/106R
As part of the Novell certification program, this course provides training required by students who have taken networking classes using earlier versions of the network operating system in order to upgrade their skills to a newer version. The course introduces new commands, features, and strategies for managing network operations using a new, upgraded network operating system. Topics include directory services, changes to user environment, migration and optimization strategies. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

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

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

CIS 069 NETWARE DESIGN AND IMPLEMENTATION
2 units
Prerequisite: CIS 063.
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. NetWare Design and Implementation provides students with the opportunity to simulate a networking project team. In a group exercise, students apply technical concepts by designing, planning, and documenting a network implementation. This course is required for CNE-level certification. 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
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 students 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 70.2 APPLICATION DEVELOPMENT USING MS EXCEL
3 units
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. This course is added to CIS as one of the support courses within a Microsoft Certification program. 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 70.3 APPLICATION DEVELOPMENT WITH MS ACCESS
3 units
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course teaches Access users how to create applications using Microsoft Access. Students will be given the opportunity to learn how to develop an application using the features of Microsoft Access such as tables, queries, forms, reports, and macros; use Microsoft Access wizards and builders to create objects; modify objects without the use of wizards; and prepare an application for implementation. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 70.4 PROGRAMMING WITH MICROSOFT ACCESS
3 units
Prerequisite: CIS 70.3.
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. This 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 81.1 MICROSOFT ADMINISTRATION
3 units
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. Microsoft Windows NT is a major networking and personal computer operating system for which there is an increasing demand for trained support personnel. This course will 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 Micro- soft’s professional certification requirements. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 81.2 MICROSOFT WINDOWS NT: SUPPORTING CORE TECHNOLOGIES
3 units
Prerequisite: CIS 81.1
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. Microsoft Windows NT is a major networking and personal computer operating system for which there is an increasing demand for trained support personnel. This course will 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 81.3 FUNDAMENTALS OF EXCHANGE SERVER
3 units
Prerequisite: CIS 81.2
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. Electronic mail and messaging services are a key component of any networking system. Exchange is the premier mail/messaging system for Windows NT and related networks. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides an overview of Microsoft Exchange Server in which students learn how to plan and install a Microsoft Exchange Server-based system. This course is West Valley College AA/AS degree and certificate applicable. Credit/ No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
CIS 81.4 SUPPORTING MICROSOFT SYSTEMS MANAGEMENT SERVER
3 units
Prerequisite: CIS 81.2
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides students with the opportunity to gain the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft Systems Management Server. Students will also have an opportunity to plan and implement multiple Systems management Server sites, collect hardware and software inventory, distribute software to client computers, manage shared applications, and use remote control functions to diagnose and solve common problems. The course is intended for network administrators or engineers. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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

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

CIS 82.2 IMPLEMENTING A DATABASE DESIGN ON MICROSOFT SQL SERVER
3 units
Prerequisite: CIS 81.2
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course is intended for system engineers and developers who are responsible for implementing Microsoft SQL Server and writing Transact-SQL code. This course provides students with the technical skills required to implement a database solution with Microsoft SQL Server client/server database management system. Lab exercises allow hands-on implementation of the case-study design. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 85.1 SUPPORTING MICROSOFT WINDOWS
3 units
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course is a basic starting place for students interested in pursuing a career in software and systems support. This course is intended for system engineers, network administrators, and other support professionals who are responsible for installing, configuring, maintaining, and troubleshooting Windows. Skills developed in this course include installation, configuration, customization, optimization, network integration, administration, troubleshooting, messaging, and other support issues. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 85.2 SUPPORTING MICROSOFT WORD
3 units
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course will cover application-specific skills needed to implement, support, and troubleshoot Microsoft Word for Windows. There is strong emphasis on the skills required for supporting users of Microsoft Word in a work group. Within this context, the course identifies the most common problems that users encounter and there is discussion of effective troubleshooting solutions. This course is West Valley College AA/AS degree and certificate Applicable. Credit/No Credit Option.

CIS 85.3 SUPPORTING MICROSOFT EXCEL
3 units
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. This course is one of the support courses within a Microsoft Certification program. This course gives the student 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
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: *University of California, California State University, UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, test, papers, etc.) by the enrolling UC Campus. Please see a counselor for more information.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college.

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

THE FACULTY
Ginny Aragon
Angelia Buendia-Bangle
Michael Byers
Christopher Clark
Pauline Clark
Michael Cubie
Linda Englking
Maria Garcia Schepner
Tom Golibet
Michael S. Herauf
Carolyn Nash
Lynn Rossman
Leticia Sanchez-Mendoza Hernandez
Sylvia A. Selleck
Leonard Schreibstein
Patricia A. Yukawa
Wanda Wong

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

COUNS 001A COLLEGE SURVIVAL SKILLS
.5 unit
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
Acceptable for credit: California State University
Increases self-knowledge and understanding by facilitating academic and personal decision-making. Includes assessment in reading, English, math and occupational interests. Aids in setting life and career goals, determining educational objectives, and developing appropriate short- and long-range plans. Credit/No Credit Only.

COUNS 005 COLLEGE SUCCESS
3 units
Acceptable for credit: University of California, California State University
This comprehensive course integrates personal growth and academic and career success with problem solving and 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, and 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
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
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 012A, B, C CAREERS AND LIFESTYLES
3 units
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 CAREERS AND LIFESTYLES
1 unit each
Acceptable for credit: California State University
This course is similar to Couns 012 in content and purpose; a course for those who desire more in-depth career direction. Couns 012A focuses on self-assessment and identification and clarification of values; discussion and exploration of individual interests and their application to career search; and decision-making techniques and goal-setting strategies. Couns 012B focuses on the assessment of individual abilities, skills, academic and professional preparation, and on life-planning tools and skills in relation to career alternatives and career research. Couns 012C 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
Acceptable for credit: California State University
This course will assist students to do some assessment of themselves through the taking of tests. A battery of tests will be administered, interpreted, and analyzed for the purpose of helping students to assess values, abilities, personalities, interests, and toward the setting of realistic personal and career goals and objectives. Credit/No Credit Option.
COUNS 018 JOB SEARCH METHODS
1 unit
Acceptable for credit: California State University. This course provides practical step-by-step instructions, techniques, and strategies for planning and organizing an effective job search. Emphasis will be placed upon developing strategies to deal with Job Market Issues, Job Market Research, Employer Contact, Resumes and Applications, Job Interviews, and the World of Work. Credit/No Credit Option.

COUNS 022A,B,C,D PERSONAL GROWTH
.5 unit each
Acceptable for Credit: California State University. These multi-purpose, flexible courses will assist students in (1) increasing their awareness of themselves and others, (2) identifying their actual strengths and weaknesses and potential for personal growth, (3) enhancing their self-esteem. They are designed to promote students' growth in a variety of ways and to help students better deal with problems and decisions. Specific topics will include: building self-esteem, effective communication, time management, stress management, inter-group and cross cultural relations, and conflict resolution. Credit/No Credit Option.

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

COUNS 024 PERSONAL GROWTH
3 units
Acceptable for credit: California State University. Personal growth is designed to assist students in increasing their awareness of themselves and others and identifying their personal strengths and weaknesses and potential for personal growth. By enhancing their self esteem, students will function more effectively and fully in dealing with conflicts and life changing events. His 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
Acceptable for credit: California State University. An investigation into the concept of communica- tion 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 communica- tion 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
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 work- place, 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 PERSONAL GROWTH
3 units
Acceptable for credit: California State University. Personal growth is designed to assist students in increasing their awareness of themselves and others and identifying their personal strengths and weaknesses and potential for personal growth. By enhancing their self esteem, students will function more effectively and fully in dealing with conflicts and life changing events. His 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 031A,B,C,D PRINCIPLES AND PRACTICES OF STUDENT ADVISING (LAB)
1 unit each
Recommended Preparation: Counseling 030. This course will provide supervised practice and experience in utilizing the skills and content of Counseling 30. Role-playing, simulations and videotaping will be employed to assist students in developing a mastery of the skills of effective student advising. This course may be repeated three times. Credit/No Credit Option.

COUNS 041 STUDENT GOVERNMENT ACTIVITIES PRACTICUM
1 unit
Acceptable for credit: California State University. Participation in the Student Senate provides a leadership and a skills forum in which to debate legislation and to lobby on local, state, and federal levels. In addition to making the students part of the student decision-making body, participation in student government also provides the students with an opportunity to organize student-related events and to exchange political and cultural views. This course may be repeated two times. Credit/No Credit Option.

COUNS 045 - SUCCESSFUL STUDY STRATEGIES
1 unit
Acceptable for credit: California State University. This course is designed to teach students to improve their study skills and become more aware of their potential for success. Opportunity is provided for implementing new approaches to time management, note taking, test preparation, and other study techniques. Credit/No Credit Option.

COUNS 050 CROSS-CULTURAL PERSPECTIVES
3 units
Acceptable for credit: California State University. This course will explore cross-cultural theories and research relevant 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, ethnocen- trism and racism. The goals will be to enhance understanding, insights, and respect for diverse cultural groups. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

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

**PREREQUISITES AND COREQUISITES are MANDATORY.** See page 16 for specific information.

**RECOMMENDED preparations are ADVISORY.**
COUNS 919A,B,C PRE-VOCAOTIONAL ASSESSMENT FOR THE DISABLED
1 unit each
(Formerly Counseling 019A,B,C)
Evaluation in the physical, cognitive and motivation 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.

Court Reporting and Related Technologies

THE FACULTY
Linda Lawson

DIVISION Business
DIVISION CHAIR Dr. Kenneth Schack
DEPARTMENT CHAIR Linda Lawson
PHONE 408-741-2439
E-MAIL linda_lawson@westvalley.edu
COUNSELLING 408-741-2109

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

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

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

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

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

*IN ORDER FOR A PERSON TO QUALIFY FROM A SCHOOL TO TAKE THE STATE LICENSING EXAMINATION, THE PERSON SHALL COMPLETE A PROGRAM AT A RECOGNIZED SCHOOL. FOR INFORMATION CONCERNING THE MINIMUM REQUIREMENTS THAT A COURT REPORTING PROGRAM MUST MEET IN ORDER TO BE RECOGNIZED, CONTACT: THE COURT REPORTERS BOARD OF CALIFORNIA; 2535 CAPITAL OAKS DRIVE, SUITE 230, SACRAMENTO, CA 95833, (916) 863-3654.

Recommended preparation for all courses: Math 902
All courses except the following are Credit/No Credit Option:

COURT REPORTING AND RELATED TECHNOLOGIES

(A.S. Degree and Certificate) (Minimum 83 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>CTR 06A1</td>
<td>Court Reporting Theory I</td>
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<tr>
<td>CTR 06B1</td>
<td>Court Reporting Theory II</td>
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<tr>
<td>CA 015</td>
<td>Document Formatting OR approved word processing class</td>
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<tr>
<td>Second Semester</td>
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<tr>
<td>CTR 008</td>
<td>80 WPM Speed Goal, pass any one of CTR 08 A-D with grade of C or better</td>
</tr>
<tr>
<td>Eng 001A</td>
<td>English Composition OR</td>
</tr>
<tr>
<td>Read 053</td>
<td>Speed and Critical Reading OR</td>
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<tr>
<td>Head 063</td>
<td>Vocabulary Development</td>
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<tr>
<td>CTR 030A</td>
<td>Realtime Basic Dictionary Building</td>
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<tr>
<td>Teht 005</td>
<td>Basic Medical Terminology</td>
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<tr>
<td>Summer Session</td>
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<tr>
<td>Appropriate speed building class</td>
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<tr>
<td>Third Semester</td>
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<tr>
<td>CTR 024A</td>
<td>English and Editing for Transcription</td>
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<tr>
<td>CTR 024B</td>
<td>English and Editing for Transcription</td>
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<tr>
<td>Eng 905</td>
<td>Can be alternate for CTR 024A,B</td>
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<tr>
<td>CTR 028A</td>
<td>Basic Computer-Aided Transcription</td>
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<tr>
<td>Fourth Semester</td>
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<tr>
<td>Para 021</td>
<td>Introduction to American Law OR</td>
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<tr>
<td>CTR 036A&amp;B</td>
<td>Legal Terminology and Intro to Law</td>
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<tr>
<td>CTR 026</td>
<td>English Review and Office Practices for the Court Reporter</td>
</tr>
<tr>
<td>Summer Session</td>
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<tr>
<td>Appropriate speed building class</td>
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<tr>
<td>Fifth Semester</td>
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<tr>
<td>CTR 034A1</td>
<td>Medical Dictation for the Court Reporter</td>
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<tr>
<td>Sixth Semester</td>
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<tr>
<td>CTR 038</td>
<td>Court and Deposition Procedures for The Court Reporter</td>
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<td>Summer Session</td>
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<td>Appropriate speed building class</td>
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<tr>
<td>Seventh Semester</td>
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<tr>
<td>CTR 042A or B</td>
<td>Certified Shorthand Reporters’ Examination Review</td>
</tr>
<tr>
<td>CTR 044</td>
<td>Court Reporting Apprenticeship</td>
</tr>
</tbody>
</table>

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
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 keyboarding tests with a minimum of 60 gross wpm with a maximum of 5 errors. Computer 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) (Minimum 17.5 units)
You may continue your studies in this field by pursuing certificates in Administrative Careers, Level I and Level II, and an Associate of Science Degree in Business Administration.

Course Units
CA 032B Intermediate Word Processing, Microsoft Word 2
CTR 024A & OR
CTR 024B English & Editing for Transcription 3
Eng 005 English Fundamentals - A Preparatory Course for English 001A
CTR 035M Word Processing for the Law Office, Microsoft Word
OR
CA 035B Microsoft Word for the Law Office 3
PARA 065B Word Processing for the Law Office, Microsoft Word
PARA 021 OR
CTR 036A & CTR 036B Legal Terminology & Intro to Law 3
PARA 022 Civil Litigation 3
PARA 025 Legal Ethics 1.5
CTR 083 Law Office Practicum for the Legal Secretary 2

You do not need a steno machine for this program.
Orientation: Each semester an orientation meeting provides information needed for entering and returning students in Court Reporting and Related technologies.

Students who need additional time to practice computer skills are encouraged to take advantage of the open lab time in the Technology Center. A Certificate of Proficiency will be awarded to those students achieving a grade of “C” or better, or “Credit” in the major requirements listed above.

LEGAL TRANSCRIPTION TECHNOLOGIST
(A.S. Degree and Certificate)

Course Units
CTR 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

Any one of the following:
CTR 06L1 Wordprocessing for the Law Office
CTR 06M Wordprocessing for the Law Office
CTR 06A Wordperfect for the Law Office
CTR 035B Microsoft Word for the Law Office
PARA 065A Wordperfect for the Law Office
PARA 065B Microsoft Word for the Law Office

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

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

OFFICE ASSISTANT/TRANSCRIPTION TECHNOLOGIST (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

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

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

REALTIME STENOGRAPHER INTERPRETER
(A.S. Degree and Certificate)

Course Units
CTR 024A English and Editing for Transcription 1.5
CTR 024B English and Editing for Transcription 1.5

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

A Certificate of Proficiency in Realtime Stenographer/ Interpreter can be earned by students who have completed all required courses with at least a grade of “C” or “Credit”.

Note: All programs and courses are subject to change without notice. For the most current information, please refer to the official catalog for the current academic year.
A Certificate of Proficiency as a Realtime Stenographic Interpreter can be earned by students who have completed all required courses with at least a grade of “C” or “Credit”.

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

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 real-time translation percentage of at least 94 percent accuracy at 190 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.

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

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<td>CTR 008A-A</td>
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A Statement of Eligibility for Internship and completion of all required academic courses with a C or better are required before entry into internship.

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

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

Before beginning any Court Reporting or Related Technology program, the student should have keyboarding skills of at least 45 words per minute; the Computer Applications program offers keyboarding classes.

**COURT REPORTING AND RELATED TECHNOLOGIES**

### CTR 004 CAREER EXPLORATION IN COURT REPORTING AND RELATED TECHNOLOGIES

.5 unit 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 06A1 COURT REPORTING THEORY I

2 units

Acceptable for credit: California State University.

The student will study the operation of a stenotype machine, learn all letters as taught in a computer-compatible theory, write simple one and two syllable words, develop oral reading ability of stenotype and machine dexterity, and write on a computerized stenotype machine real-time stenography at 45 words per minute with 70 percent accuracy. This course may be repeated 3 times.

### CTR 06B1 COURT REPORTING THEORY II

2 units

Prerequisite: CTR 06A1.

Acceptable for credit: California State University.

The student will study the knowledge developed in CTR 06A to learn prefixes, suffixes and special endings of a given computer-compatible machine, dexterity, fluent reading ability of stenotype notes, and the application of real-time theory concepts to writing and reading of English dictation are developed. This course may be repeated 3 times.

### CTR 008A 80 WPM SPEED GOAL

6.5 units

Prerequisite: CTR 06B1.

Acceptable for credit: California State University.

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

### CTR 008B 80 WPM SPEED GOAL

6.5 units

Prerequisite: CTR 008A or 008B.

Acceptable for credit: California State University.

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

### CTR 008C 80 WPM SPEED GOAL

6.5 units

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

Acceptable for credit: California State University.

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

### CTR 008D 80 WPM SPEED GOAL

6.5 units

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

Acceptable for credit: California State University.

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

### CTR 008S 80 WPM SPEED GOAL

2 units

Prerequisite: CTR 06B1.

Acceptable for credit: California State University.

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

### CTR 010A 100 WPM SPEED GOAL

6.5 units

Prerequisite: Any one of CTR 008A-D or 008S.

Acceptable for credit: California State University.

This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

### CTR 010B 100 WPM SPEED GOAL

6.5 units

Prerequisite: CTR 010A.

Acceptable for credit: California State University.

This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

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Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
CTR 010C 100 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 010A or 010B.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 010D 100 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 010A or 010B or 010C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course 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 0010S 100 WPM SPEED GOAL
2 units
Prerequisite: CTR 008 in any one of A through D or CTR 008S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80 to 120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course may be repeated one time. This course is normally offered only during summer session.

CTR 0012A 120 WPM SPEED GOAL
6.5 units
Prerequisite: Any one of CTR 010A-D or 010S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 012B 120 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 012A.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 012C 120 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 012A or 012B.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 012D 120 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 012A or 012B or 012C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 012S 120 WPM SPEED GOAL
2 units
Prerequisite: CTR 010 in any one of A through D or CTR 010S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100 to 140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course may be repeated one time. This course is normally offered only during summer session.

CTR 014A 140 WPM SPEED GOAL
6.5 units
Prerequisite: Any one of CTR 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 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 014B 140 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 014A.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 014C 140 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 014A or 014B.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 014D 140 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 014A, or 014B, or 014C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 014S 140 WPM SPEED GOAL
2 units
Prerequisite: CTR 012 in any one of A through D or CTR 012S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120 to 160 words per minute. Materials include literary, jury charge, and multiple-voice. This course may be repeated one time. This course is normally offered only during summer session.

CTR 016A 160 WPM SPEED GOAL
6.5 units
Prerequisite: Any one of CTR 014A-D or 014S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, current events, also provides methods of expanding English vocabulary through oral and written instruction.

CTR 016B 160 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 015A.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 016C 160 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 016A or 016B.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.
court reporting and related technologies

EST VALLEY COLLEGE 2004 • 2005 CATALOG

CTR 016D 160 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 016A or 016B or 016C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 180-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 016S 160 WPM SPEED GOAL
2 units
Prerequisite: CTR 014 in any of one of A through D or CTR 014S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140 to 180 words per minute. Materials include literary, jury charge, and multiple-voice. This course may be repeated one time. This course is normally offered only during summer session.

CTR 018A 180 WPM SPEED GOAL
6.5 units
Prerequisite: Any one of CTR 016A-D or 016S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 018B 180 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 018A.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 018C 180 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 018A or 018B.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 018D 180 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 018A or 018B or 018C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 180-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

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

CTR 020C 200 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 020A or 020B.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 020D 200 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 020A or 020B or 020C
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student's progress in the 200-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 180wpw Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020A 200 WPM SPEED GOAL
6.5 units
Prerequisite: Any one of CTR 018A-D or 018S.
Acceptable for credit: California State University.
This course will provide additional high-speed, live dictation to students who presently write at 160 words per minute and who are preparing to pass qualifying examinations for state or national court reporting certification or who plan to go into any area of employment utilizing real time stenotype output, such as captioning for television or for hearing impaired students. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including multi-voice courtroom testimony, congressional record, and material from medical and literary sources. All students will participate in read back from this dictation. This course may be repeated three times. Credit/No Credit Only.

CTR 020B 200 WPM SPEED GOAL
6.5 units
Prerequisite: Any one of CTR 016 A-D or CTR 016S.
This course will provide additional high-speed, live dictation to students who presently write at 160 words per minute and who are preparing to pass qualifying examinations for state or national court reporting certification or who plan to go into any area of employment utilizing real time stenotype output, such as captioning for television or for hearing impaired students. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including multi-voice courtroom testimony, congressional record, and material from medical and literary sources. All students will participate in read back from this dictation. This course may be repeated three times. Credit/No Credit Only.

CTR 020A 200 WPM SPEED GOAL
6.5 units
Prerequisite: Any one of CTR 018A-D or 018S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, current events, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 180wpw 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 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
CTR 020S 200 WPM SPEED GOAL
2 units
Prerequisite: any one of CTR 018 A through D or CTR 018S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180 to 220 words per minute. Materials include literary, jury charge, congressional record and/or legal opinion, and multiple voice. This course may be repeated 3 times. In addition, student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

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

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

CTR 022 A 200 WPM SPEED GOAL
6.5 units
Prerequisite: Any one of CTR 020A-D or 020S. Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 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 legal terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.

CTR 022B 220 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 022A. Acceptable for credit: California State University.
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.

CTR 022C 220 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 022A or 022B. Acceptable for credit: California State University.
his 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. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.

CTR 022D 220 WPM SPEED GOAL
6.5 units
Prerequisite: CTR 022A or 022B. Acceptable for credit: California State University.
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple voice. This course 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.

CTR 022S 220 WPM SPEED GOAL
2 units
Prerequisite: any one of CTR 020 A through D or CTR 020S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200 to 240 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 225 wpm two-voice tests a with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.

CTR 022X CTR 220 WPM LAB
.5 unit
Prerequisite: Any one of CTR 020 A-D or 020S.
Readers and teachers provide live dictation to advanced court reporting and captioning students who have achieved speed goals of at least 200 words per minute. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including multivoice courtroom testimony, congressional record, and material from medical and literary sources. All students will participate in read back from this dictation. They will have the opportunity to upgrade their skills in realtime writing. This course may be repeated three times. Credit/No Credit Only.

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

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

CTR 026 ENGLISH REVIEW AND OFFICE PRACTICES FOR THE COURT REPORTER
3 units
Prerequisite: CTR 024A and 024B.
Acceptable for credit: California State University.
This course will cover advanced grammar, punctuation, syntax, and word usage; communication skills; proofreading; filing procedures; dictation transcription procedures; and court reporting office methods and forms. This course may be repeated one time.

- PREREQUISITES and COREQUISITES are MANDATORY. See page 16 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 028A BASIC COMPUTER-AIDED TRANSCRIPTION FOR COURT REPORTING

2.5 units  
Prerequisites: CTR 06B1.  
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  
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 Only.

### CTR 029B ADVANCED COMPUTER-AIDED TRANSCRIPTION B

1 unit  
This class will instruct court reporters and court reporting students in real-time 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  
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  
Prerequisite: CTR 06B1  
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 hundred entries of medical terminology. This course may be repeated one time.

### CTR 030B REALTIME AND COMPUTER-AIDED LEGAL DICTIONARY BUILDING

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

### CTR 030C REALTIME AND COMPUTER-AIDED MEDICAL DICTIONARY BUILDING

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

### CTR 034A1 MEDICAL DICTATION FOR THE COURT REPORTER

1.5 units  
1.5 hours of this course may also be taught in a distance learning format.  
Prerequisite: HTech 005 and any one of CTR 012A-D or 012S.  
Acceptable for credit: California State University.  
Students will be given concentrated dictation form various professional medical series at varying speeds for testing and transcription. The vocabulary of various medical specialties and anatomical and medical terminology will be covered. Dictation will be given from medical case histories, operation reports, and other selected medical data. This course may be repeated one time. This course may also be offered in a distance learning format.

### CTR 035L WORD PROCESSING FOR THE LAW OFFICE

3 units  
Prerequisite: CA 032A (formerly CA 061B).  
Acceptable for credit: California State University.  
Students will learn to utilize WordPerfect features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax.

### CTR 035M WORD PROCESSING FOR THE LAW OFFICE

3 units  
Prerequisite: CA 032B  
Acceptable for credit: California State University.  
Students will learn to utilize Microsoft Word features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax. This course is West Valley College Degree and Certificate applicable, Credit/No Credit Only. (dual listed with CA 035B and PARA 0658)

### CTR 036A INTRODUCTION TO LAW AND LEGAL TERMINOLOGY

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

### CTR 036B INTRODUCTION TO LAW AND LEGAL TERMINOLOGY

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

### CTR 038 COURT AND DEPOSITION PROCEDURES

3 units  
Acceptable for Credit: California State University.  
This course provides training in the procedures and professional practices in the federal and California court structures as these practices apply to the court reporter. The student will become acquainted with the California laws governing the profession of shorthand reporting. The material covered includes all of the statutes and rules of court that the Certified Shorthand Reporter’s Board requires an applicant to know when preparing for the California State licensing examination. Procedures and ethical conduct in the deposition chamber are emphasized as well as the preparation and handling of the deposition transcript. Introductory exposure to reporters working in concert with videotaped depositions, video teleconferencing, and other emerging technologies is provided. 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  
Prerequisite: CTR 026, CTR 034, and CTR 038.  
Acceptable for credit: California State University.  
The advanced court reporting student preparing to take the State of California Certified Shorthand Reporter’s examination will review legal terminology, medical terminology, medical codes, rules and procedures of the State of California applicable to court reporting and English and reading comprehension skills applicable to the written portion of the C.S.R. Examination. Emphasis will be placed on California codes, rules of court, and medical terminology. Tests will be administered each week.

### CTR 042B CERTIFIED SHORTHAND REPORTER’S REVIEW II

2 units  
Prerequisite: CTR 026, CTR 034 and CTR 038.  
Acceptable for credit: California State University.  
The advanced court reporting student preparing to take the State of California Certified Shorthand Reporter’s examination will review legal terminology, medical terminology, medical codes and rules of court of the State of California applicable to court reporting, and English and reading comprehension skills applicable to the written portion of the C.S.R. Examination. Emphasis will be placed on English, reading comprehension, and legal terminology. Tests will be administered each week.
CTR 044 COURT REPORTING APPRENTICESHIP
1 unit
Prerequisite: any one of CTR 018A-D or 018S. Acceptable for credit: California State University.
This course supervises the apprenticeship training mandated by the Certified Shorthand Reporter's Board. Transcript production of actual court and deposition proceedings is required in this course. This course may be repeated two times.

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

CTR 50X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 80)
4 units
Prerequisite: CTR 061B, CTR 050S or 008A,B,C, or D Acceptable for credit: California State University.
Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy. Emphasis in this course is placed on speed building and accurate transcription. Units of credit will be granted when the speed objective is attained. This course may be repeated three times.

CTR 50S1 COURT REPORTING WORKSHOP-NIGHT (GOAL 100)
1.5 units
Prerequisite: CTR 051X or 050X or 050S or CTR 008A,B,C or 010A,B,C or D Acceptable for credit: California State University.
This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 35-120 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

CTR 51X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 100)
3 units
Prerequisite: CTR 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. His course may be repeated three times.

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

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

CTR 53X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 140)
3 units
Prerequisite: CTR 052X or 052S or 053X or 012A,B,C, or D or 014A,B,C, or D Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials will include literary, jury charge, and multiple-voice dictation drills. Speed will vary from 120-160 words per minute. The student will also practice transcription skills by transcribing proficiency tests and correcting them against the test cassette. Proper format and typing skills will be emphasized, as well as punctuation and spelling. This course may be repeated three times.

CTR 054S COURT REPORTING WORKSHOP-NIGHT (GOAL 160)
1.5 units
Prerequisite: CTR 053S or 053X 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 54X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 160)
3 units
Prerequisites: completion of CTR 053X or 053S or CTR 014A, B, C, or D or 054S or 016A,B,C, or D Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple-voice dictation and drills. Speed will vary between 140 - 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 055S COURT REPORTING WORKSHOP-NIGHT (GOAL 180)
1.5 units
Prerequisite: CTR 054X or 054S or 055X or CTR 016 A, 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 from 120-160 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 55X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 180)
3 units
Prerequisites: CTR 054X or 054S or 055S CTR 016A, B, C, or D or 018A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple-voice dictation and drills. Speed will vary between 180-220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option.

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

CTR 56X1 COURT REPORTING WORKSHOP (GOAL 200)-NIGHT
3 units
Prerequisites: CTR 055X or 055S or 056S or CTR 018A, B, C, or D or 020A, B, C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 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 57X1 COURT REPORTING WORKSHOP (GOAL 220)-NIGHT
3 units
Prerequisites: CTR 056X or 056S or 057S or CTR 020A,B,C, or D or 022A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 200-240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option.

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

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

CTR X91A ADVANCED COURT REPORTING DICTATION
.5 unit
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Technological terminology is emphasized. The speed of dictation for this class will be announced in the schedule. This course may be repeated three times. Credit/No Credit Only.

CTR X91B ADVANCED COURT REPORTING DICTATION
.5 unit
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Medical terminology is emphasized. The speed of dictation for this class will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

CTR X91C ADVANCED COURT REPORTING DICTATION
.5 unit
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. The speed of dictation will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

CTR X91D ADVANCED COURT REPORTING DICTATION
.5 unit
This 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. This course may be repeated three times. Credit/No Credit Only.

CTR 091, 092, 093, S-091, S-092, S-093 (SUMMER OFFERINGS)
1-3 units

CTR DIRECTED STUDIES 091
1 unit

CTR DIRECTED STUDIES S-091
1 unit (Summer)

CTR DIRECTED STUDIES 092
2 units

CTR DIRECTED STUDIES S-092
2 units (Summer)

CTR DIRECTED STUDIES 093
3 units

CTR DIRECTED STUDIES S-093
3 units
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
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings.

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

THE FACULTY
Robert Anthony
Kelly Carey
Jean McIntosh
Jeff Rascov

DIVISION Business
DIVISION CHAIR Dr. Kenneth Schock
DEPARTMENT CHAIR Kelly Carey
PHONE 408-741-2419
E-MAIL kelly_carey@westvalley.edu
COUNSELING 408-741-2009

DIGITAL MEDIA/INTERNET SERVICES
INTERNET SERVICES- (A.S. Degree)

Major Requirements:
Course | Units
--- | ---
DMIS 026 | Web Applications: User Analysis, Documentation, Use Cases, and UML 3
DMIS 075A | Internet Services 1 3
DMIS 075B | Internet Services 2 3

Recommended Electives:
Course | Units
--- | ---
DMIS 007 | Digital Media Production Process 1
DMIS 021A | Web Development 1 3
DMIS 021B | Web Development 2 3
DMIS 021C | Web Development 3 3
DMIS 023 | Web Design: GoLive 3
DMIS 025 | Internet Marketing 1
DMIS 027 | Web Graphics 3
DMIS 066 | Digital Audio and Video 3
DMIS 070A | XML Technologies 1 3
DMIS 070B | XML Technologies 2 3
DMIS 071 | Scalable Vector Graphics (SVG) 3
DMIS 072 | Wireless Technologies 3

To be awarded an A.S. Degree, in Internet Services, a student must complete:
1. 36 units of major requirements, DMIS 026, 075A, and DMIS 075B must be included in the 36 units.
2. No more than 3 units of DMIS courses may overlap toward completion of additional DMIS 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)

Certificate Courses (select 17 units)

Major Requirements:
Course | Units
--- | ---
DMIS 026 | Web Applications: User Analysis, Documentation, Use Cases, and UML 3
DMIS 075A | Internet Services 1 3

Recommended Electives:
Course | Units
--- | ---
DMIS 007 | Digital Media Production Process 1
DMIS 021A | Web Development 1 3

INTERNET SERVICES-LEVEL 2 (Certificate)

Prerequisites - Internet Services-Level 1 Certificate

Certificate Courses (select 17 units)

Major Requirements:
Course | Units
--- | ---
DMIS 075B | Internet Services 2 3

Recommended Electives:
Course | Units
--- | ---
DMIS 007 | Digital Media Production Process 1
DMIS 021A | Web Development 1 3
DMIS 021B | Web Development 2 3
DMIS 021C | Web Development 3 3
DMIS 022 | Web Design: GoLive 3
DMIS 023 | Web Design: Dreamweaver 3
DMIS 025 | Internet Marketing 1
DMIS 027 | Web Graphics 3
DMIS 066 | Digital Audio and Video 3
DMIS 070A | XML Technologies 1 3
DMIS 070B | XML Technologies 2 3
DMIS 071 | Scalable Vector Graphics (SVG) 3
DMIS 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 for each certificate, with no repeated classes
   a. Level 1 Certificate requires DMIS 026 and DMIS 075A (075B may be taken)
   b. Level 2 certificate requires DMIS 075B
2. No more than 3 units of DMIS courses may overlap toward completion of additional 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.

DIGITAL MEDIA DESIGN AND PRODUCTION (A.A. Degree)

Major Requirements:
Course | Units
--- | ---
DMIS 086 | Portfolio Planning and Review/Desktop Publishing and Digital Media 3
DMIS 087 | Digital Media Intern Experience 3

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
**DIGITAL MEDIA DESIGN AND PRODUCTION - LEVEL 2 (Certificate)**

**Recommended Electives:**
- DMIS 001 Digital Media 1 1
- DMIS 003 Digital Visual Design 3
- DMIS 004 Digital Layout, Color, and Typography 3
- DMIS 007 Digital Media Production Process 1
- DMIS 010C Digital Images: Photoshop 3
- DMIS 010D Digital Images: Advanced Photoshop 3
- DMIS 014C Digital Illustration: Illustrator 3
- DMIS 015C Digital Illustration: FreeHand 3
- DMIS 022 Web Design: GoLive 3
- DMIS 023 Web Design: Dreamweaver 3
- DMIS 024 Information and Content Design 1
- DMIS 027 Digital Text Preparation: Web Copy and Framemaker 3
- DMIS 032 Digital Text Preparation: Web Copy and Framemaker 3

**DIGITAL MEDIA DESIGN AND PRODUCTION - LEVEL 1 (Certificate)**

**Recommended Courses (select 17 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>DMIS 001 Digital Media 1</td>
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<tr>
<td>DMIS 003 Digital Visual Design</td>
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<td>DMIS 004 Digital Layout, Color, and Typography</td>
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<tr>
<td>DMIS 007 Digital Media Production Process</td>
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<tr>
<td>DMIS 010C Digital Images: Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DMIS 010D Digital Images: Advanced Photoshop</td>
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</tbody>
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**Recommended Electives:**
- DMIS 001 Digital Media 1 1
- DMIS 003 Digital Visual Design 3
- DMIS 004 Digital Layout, Color, and Typography 3
- DMIS 007 Digital Media Production Process 1
- DMIS 010C Digital Images: Photoshop 3
- DMIS 010D Digital Images: Advanced Photoshop 3
- DMIS 022 Web Design: GoLive 3
- DMIS 023 Web Design: Dreamweaver 3
- DMIS 024 Information and Content Design 1
- DMIS 027 Digital Text Preparation: Web Copy and Framemaker 3
- DMIS 032 Digital Text Preparation: Web Copy and Framemaker 3

**WEB DESIGN AND PRODUCTION - LEVEL 1 DESIGN EMPHASIS (Certificate)**

**Recommended- CA 020, 070**

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**Certificate Courses (select 17 units)**

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<td>1</td>
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<tr>
<td>DMIS 027 Web Graphics</td>
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**Recommended Electives:**
- DMIS 001 Digital Media 1 1
- DMIS 003 Digital Visual Design 3
- DMIS 004 Digital Layout, Color, and Typography 3
- DMIS 007 Digital Media Production Process 1
- DMIS 010C Digital Images: Photoshop 3
- DMIS 022 Web Design: GoLive 3
- DMIS 023 Web Design: Dreamweaver 3
- DMIS 024 Information and Content Design 1
- DMIS 025 Internet Marketing 1
- DMIS 027 Web Graphics 3
- DMIS 032 Digital Text Preparation: Web Copy and Framemaker 3
- DMIS 062A Flash 1: Interactive Web Pages 3
- DMIS 062B Flash 2: Scripting and Web Interfaces 3
- DMIS 064 3D Application Graphics 3
- DMIS 066 Digital Audio and Video 3
- DMIS 071 Scalable Vector Graphics (SVG) 3
- DMIS 080 Commercial Web Site Project 3
- DMIS 085 CAD: Scanning and Color Printing 1
- ART 031A-C Drawing each 3

To be awarded a Level 1 Certificate a student must complete:
1. 36 units of major requirements, DMIS 086 and DMIS 087 must be included in the 36 units.
2. No more than 3 units of DMIS courses may overlap toward completion of additional DMIS 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.

**WEB DESIGN AND PRODUCTION - LEVEL 1 DESIGN EMPHASIS**

**Recommended- CA 020, 070**

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<td>DMIS 003 Digital Visual Design</td>
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<td>DMIS 004 Digital Layout, Color, and Typography</td>
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<td>DMIS 007 Digital Media Production Process</td>
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<tr>
<td>DMIS 010C Digital Images: Photoshop</td>
<td>3</td>
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<tr>
<td>DMIS 022 Web Design: GoLive</td>
<td>3</td>
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<tr>
<td>DMIS 023 Web Design: Dreamweaver</td>
<td>3</td>
</tr>
<tr>
<td>DMIS 024 Information and Content Design</td>
<td>1</td>
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<tr>
<td>DMIS 025 Internet Marketing</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 027 Web Graphics</td>
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</table>

**Recommended Electives:**
- DMIS 001 Digital Media 1 1
- DMIS 003 Digital Visual Design 3
- DMIS 004 Digital Layout, Color, and Typography 3
- DMIS 007 Digital Media Production Process 1
- DMIS 010C Digital Images: Photoshop 3
- DMIS 022 Web Design: GoLive 3
- DMIS 023 Web Design: Dreamweaver 3
- DMIS 024 Information and Content Design 1
- DMIS 025 Internet Marketing 1
- DMIS 027 Web Graphics 3
- DMIS 062A Flash 1: Interactive Web Pages 3
- DMIS 062B Flash 2: Scripting and Web Interfaces 3
- DMIS 064 3D Application Graphics 3
- DMIS 066 Digital Audio and Video 3
- DMIS 071 Scalable Vector Graphics (SVG) 3
- DMIS 080 Commercial Web Site Project 3
- DMIS 085 CAD: Scanning and Color Printing 1
- ART 031A-C Drawing each 3

To be awarded an A.A. Degree in Digital Media Design and Production, a student must complete:
1. 36 units of major requirements, DMIS 086 and DMIS 087 must be included in the 36 units.
2. No more than 3 units of DMIS courses may overlap toward completion of additional DMIS 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.
WEB DESIGN AND PRODUCTION- LEVEL 2
DESIGN EMPHASIS (Certificate)

Prerequisites - Web Design and Production
Design Emphasis-Level 1 Certificate

Certificate Courses (select 17 units)

Major Requirements:

UM/IS 086  Portfolio Planning and Review: Desktop Publishing and Digital Media 3
UM/IS 087  Digital Media Intern Experience 3

Recommended Electives:

DM/IS 001  Digital Media 1  3
DM/IS 003  Digital Visual Design  3
DM/IS 004  Digital Layout, Color, and Typography  3
DM/IS 007  Digital Media Production Process  3
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  3
DM/IS 025  Internet Marketing 1  3
DM/IS 026  Web Applications: User Analysis, Documentation, Use Cases, and UML  3

DM/IS 027  Web Graphics  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  Scorable 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 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-
PRODUCTION EMPHASIS-LEVEL 1
(A.S. Degree)

Major Requirements:

DM/IS 007  Digital Media Production Process  1
DM/IS 008  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  3
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 015C  Digital Illustration: FreeHand  3
UM/IS 021A  Web Development 1  3
UM/IS 021B  Web Development 2  3
UM/IS 021C  Web Development 3  3
UM/IS 022  Web Design: GoLive  3
UM/IS 023  Web Design: Dreamweaver  3
UM/IS 024  Information and Content Design  1
UM/IS 025  Internet Marketing 1  1
UM/IS 026  Web Applications: User Analysis, Documentation, Use Cases, and UML  3

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  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

WEB DESIGN AND PRODUCTION-
PRODUCTION EMPHASIS-LEVEL 2
(Certificate)

Prerequisites - Web Design and Production
Production Emphasis-Level 1 Certificate

Certificate Courses (select 17 units)

Major Requirements:

Course                              Units
DM/IS 006  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  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 015C  Digital Illustration: FreeHand  3
UM/IS 021A  Web Development 1  3
UM/IS 021B  Web Development 2  3
UM/IS 021C  Web Development 3  3
UM/IS 022  Web Design: GoLive  3
UM/IS 023  Web Design: Dreamweaver  3
UM/IS 024  Information and Content Design  1
UM/IS 025  Internet Marketing 1  1
UM/IS 026  Web Applications: User Analysis, Documentation, Use Cases, and UML  3

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  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

WEB DESIGN AND PRODUCTION-
PRODUCTION EMPHASIS-LEVEL 2
(Certificate)

Recommended- CA 020, 070

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
   b. Level 2 Certificate requires DM/IS 086, 087
2. No more than 3 units of DM/IS courses may overlap toward completion of additional certificates or degrees

* PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
WEB DESIGN AND PRODUCTION-DEVELOPMENT EMPHASIS
(A.S. Degree)

Major Requirements:
DMIS 086 Portfolio Planning and Review: Desktop Publishing and Digital Media 3
DMIS 087 Digital Media Intern Experience 3

Recommended Electives:
Course Units
DMIS 001 Digital Media 1 1
DMIS 004 Digital Layout, Color, and Typography 3
DMIS 007 Digital Media Production Process 1
DMIS 021A Web Development 1 3
DMIS 021B Web Development 2 3
DMIS 021C Web Development 3 3
DMIS 022 Web Design: GoLive 3
DMIS 023 Web Design: Dreamweaver 3
DMIS 024 Information and Content Design 1
DMIS 025 Internet Marketing 1 I
DMIS 026 Web Applications: User Analysis, Documentation, Use Cases, and UML 3
DMIS 027 Web Graphics 3
DMIS 066 Digital Audio and Video 3
DMIS 070A XML Technologies 1 3
DMIS 070B XML Technologies 2 3
DMIS 071 Scalable Vector Graphics (SVG) 3
DMIS 072 Wireless Technologies 3
DMIS 075A Internet Services 1 3
DMIS 075B Internet Services 2 3
DMIS 080 Commercial Web Site Project 3

WEB DESIGN AND PRODUCTION-DEVELOPMENT EMPHASIS-LEVEL 2
(Certificate)

Prerequisites - Web Design and Production-Development Emphasis-Level 1 Certificate

Course Units
DMIS 086 Portfolio Planning and Review: Desktop Publishing and Digital Media 3
DMIS 087 Digital Media Intern Experience 3

Recommended Electives:
Course Units
DMIS 001 Digital Media 1 1
DMIS 004 Digital Layout, Color, and Typography 3
DMIS 007 Digital Media Production Process 1
DMIS 021A Web Development 1 3
DMIS 021B Web Development 2 3
DMIS 021C Web Development 3 3
DMIS 022 Web Design: GoLive 3
DMIS 023 Web Design: Dreamweaver 3
DMIS 024 Information and Content Design 1
DMIS 025 Internet Marketing 1 I
DMIS 026 Web Applications: User Analysis, Documentation, Use Cases, and UML 3
DMIS 027 Web Graphics 3
DMIS 066 Digital Audio and Video 3
DMIS 070A XML Technologies 1 3
DMIS 070B XML Technologies 2 3
DMIS 071 Scalable Vector Graphics (SVG) 3
DMIS 072 Wireless Technologies 3
DMIS 075A Internet Services 1 3
DMIS 075B Internet Services 2 3
DMIS 080 Commercial Web Site Project 3

To be awarded a Level 1 Certificate in or a Level 2 Certificate in Web Design and Production, with a Development Emphasis, a student must complete:

WEB DESIGN AND PRODUCTION-DEVELOPMENT EMPHASIS-LEVEL 1
(Certificate)

Recommended - CA 020, 070

Certificate Courses (select 17 units)

Course Units
DMIS 001 Digital Media 1 1
DMIS 004 Digital Layout, Color, and Typography 3
DMIS 007 Digital Media Production Process 1
DMIS 021A Web Development 1 3
DMIS 021B Web Development 2 3
DMIS 021C Web Development 3 3
DMIS 022 Web Design: GoLive 3
DMIS 023 Web Design: Dreamweaver 3
DMIS 024 Information and Content Design 1
DMIS 025 Internet Marketing 1 I
DMIS 026 Web Applications: User Analysis, Documentation, Use Cases, and UML 3
DMIS 027 Web Graphics 3
DMIS 066 Digital Audio and Video 3
DMIS 070A XML Technologies 1 3
DMIS 070B XML Technologies 2 3
DMIS 071 Scalable Vector Graphics (SVG) 3
DMIS 072 Wireless Technologies 3
DMIS 075A Internet Services 1 3
DMIS 075B Internet Services 2 3
DMIS 080 Commercial Web Site Project 3

1. 17 units selected from the major requirements for each certificate, with no repeated classes
   a. Level 2 certificate requires DMIS 086 and 087
   b. No more than 3 units of DM/IS courses may overlap toward completion of additional certificates or degrees
   c. No units may overlap across a Level 1 Certificate and a Level 2 Certificate in the same emphasis.
   d. Additional internet related CIS courses may be included, verify before enrollment
   e. No courses may be “challenged” for units
   f. Achieve a grade of “C” or better in the major requirements.

WEB DESIGN, ONLINE
Certificate Courses Select 15 units

Course 15 Units
DMIS 021A Web Development 1 3
DMIS 021C Web Development 3 3
DMIS 025 Internet Marketing 1 I
DMIS 026 Web Applications: User Analysis, Documentation, Use Cases, and UML 3
DMIS 041 Web Graphics 3
DMIS 070A XML Technologies 1 3
DMIS 070B XML Technologies 2 3
DMIS 071 Scalable Vector Graphics (SVG) 3
DMIS 072 Wireless Technologies 3
DMIS 075A Internet Services 1 3
DMIS 075B Internet Services 2 3

To be awarded a Certificate Web Development, Online, a student must complete:

1. 15 units selected from the Certificate courses
2. No more than 3 units of DM/IS courses may overlap toward completion of additional certificates or degrees
4. Additional internet related CIS courses may be included, verify before enrollment
4. No courses may be “challenged” for units
6. Achieve a grade of “C” or better in the major requirements.

DESKTOP PUBLISHING
(A.S. Degree)

Recommended - CA 020, CA 070

Major Requirements:

Course Units
DMIS 003 Digital Visual Design 3
DMIS 004 Digital Layout, Color, and Typography 3
DMIS 010C Digital Images: Photoshop 3
DMIS 010D Digital Images: Advanced Photoshop 3
DMIS 014C Digital Illustration: Illustrator 3
DMIS 029 Digital Print Preparation 3
DMIS 030C Page Layout: Pagemaker 3
DMIS 032 Digital Text Preparation: Web Copy and FrameMaker 3
DMIS 033C Page Layout: QuarkXPress 3
DMIS 042 Desktop Publication Design 3
DMIS 086 Portfolio Planning and Review: Desktop Publishing and Digital Media 3
DMIS 087 Digital Media Intern Experience 3

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

1. All of the major requirements

Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
2. No more than 3 units of DM/IS courses may overlap toward completion of additional DM/IS certificates or degrees.
3. Achieve a grade of "C" or better in the major requirements.
4. Additional units to meet the college general education graduation requirements.

DESKTOP PUBLISHING-LEVEL 1 (Certificate)
Recommended - CA 020, 070

Certificate Courses (select 17 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>DM/IS 003 DIGITAL VISUAL DESIGN</td>
<td></td>
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<tr>
<td>DM/IS 004 Digital Layout, Color, and Typography</td>
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<td>DM/IS 010C DIGITAL IMAGES: Photoshop</td>
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<td>DM/IS 014C Digital Illustration: Illustrator</td>
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</tr>
<tr>
<td>DM/IS 032 Digital Text Preparation: Web Copy and FrameMaker</td>
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</tbody>
</table>

or DM/IS 030C Page Layout: Pagemaker

or DM/IS 036C Page Layout: QuarkXPress

DESKTOP PUBLISHING-LEVEL 2 (Certificate)
Prerequisites - Desktop Publishing-Level 1 Certificate

Certificate Courses Select 17 units

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>17 Units</th>
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<tbody>
<tr>
<td>DM/IS 007 DIGITAL MEDIA PRODUCTION PROCESS</td>
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</tbody>
</table>

Recommended Electives:
- DM/IS 010D Digital Images: Advanced Photoshop
- DM/IS 029 Digital Print Preparation
- DM/IS 030C Page Layout: Pagemaker
- DM/IS 036C Page Layout: QuarkXPress
- DM/IS 042 Desktop Publication Design

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 006 and DM/IS 007
   b. No more than 3 units of DM/IS courses may overlap toward completion of additional DM/IS certificates or degrees
   c. No units may overlap across a Level 1 Certificate and a Level 2 Certificate in the same emphasis
   d. Additional digital ART courses may be included, verify before enrollment
   e. Achieve a grade of "C" or better in the major requirements.

DM/IS 001 DIGITAL MEDIA 1
1 unit
Students will explore the world of digital media including digital media technology, skills, and creative processes. Examples of programs that have been created and are on the market, along with experimental applications and ideas for digital media programs, are included. Students will understand how digital media fits into the business structure and how digital media tools can benefit operations. Digital media communications in education, art, publishing, television and theater will be discussed. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Only

DM/IS 003 DIGITAL VISUAL DESIGN
3 units
Recommended preparations: CA 020 or CA 070
This course focuses on the planning, drawing, gathering information and resources, and preparation process of digital media development. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 004 DIGITAL LAYOUT, COLOR AND TYPOGRAPHY
3 units
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 010C DIGITAL IMAGES: ADVANCED PHOTOSHOP
3 units
Recommended Preparation: DM/IS 010C
This is an advanced course in digital image manipulation. This course focuses on creating original imagery and effective solutions to projects. Additional topics include workflow, methodologies, and techniques needed to resolve industry level design issues, and production requirements. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 011 INTRODUCTION TO BLOGS
1 unit
Recommended Preparation: CA 020 or CA 070
This course introduces blogs and the blog software used for record keeping online journals. Students have the opportunity to learn the history of blogs, parts of the blog, and the different software and hosting option available to create blogs. This course reviews copy writing techniques for successful blogging, and strategies for creating a successful blog. This course may also be taught in a distance-learning format and may be taken for a total of two times. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Only

DM/IS 014C DIGITAL ILLUSTRATION: ILLUSTRATOR
3 units
Recommended Preparation: CA 020 or CA 070
This course focuses on using Illustrator to create artwork, to design icons, to communicate visually with graphics, and to work with file formats. Emphasis is on the use of Illustrator for publishing, integrating with other applications, and designing web graphics. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 015C DIGITAL ILLUSTRATION: FREEHAND
3 units
Recommended Preparation: CA 020 or CA 070
Macromedia FreeHand is a drawing application that integrates with all other Macromedia applications. This course focuses on the use of FreeHand tools 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
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
Recommended Preparation: DM/IS 021A
This course extends the DM/IS 021A course. It focuses on web site production and development using XHTML, HTML, 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 021C WEB DEVELOPMENT 3
3 units
Recommended Preparation: DM/IS 021B
This course focuses on commercial web design, production, and development using XHTML, CSS, and current tools and scripting technologies. Students work on a production team to create complex web-based applications. This course is West Valley College AA/AS degree and certificate applicable.
DM/IS 022 WEB DESIGN: GOLIVE
3 units
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
Recommended Preparation: CA 020 or CA 070
This course focuses on the layout of web pages, tables, frames, rollovers, DHTML, CSS, and database connectivity using Macromedia Dreamweaver. 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
Recommended Preparation: CA 020 or CA 070;
Acceptable for credit: California State University
This course focuses on creating well-defined information structures, logical navigation, responsive feedback mechanisms, and effective interaction on the Web. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 025 INTERNET MARKETING 1
1 unit
Recommended Preparations: CA 020 or 070
This course introduces the marketing of web sites on the Internet. Students learn to prepare web sites for submission to search engines and other web directories. Additionally, marketing plans, marketing budgets, and advertising options are explored. 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
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
Recommended preparations: 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
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 DPL, 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
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
5 units
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
Recommended preparations: 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
Recommended preparation: DM/IS 004 and DM/IS 014C or 015C
Acceptable for credit: California State University
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 output, 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 AUTHORS 1: DIRECTOR
3 units
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 057A DIGITAL EDITING: PREMIERE
3 units
Recommended preparations: 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
Recommended Preparation: DM/IS 057aA
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
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
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
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
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.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
DM/IS 069 DVD AUTHORING
3 units
Recommended Preparation: CA 020 or CA 070
This course focuses on design and development of commercial DVD's. Topics include video editing, video compression, menu design, and DVD burning. Additional emphasis includes the development and design of DVD packaging and distribution. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 070A XML TECHNOLOGIES 1
3 unit
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 070B XML TECHNOLOGIES 2
3 units
Recommended preparations: DM/IS 070A
This course continues 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
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
Recommended Preparation: DM/IS 021A
This course focuses on creating wireless applications using XML/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
Recommended Preparation: DM/IS 021A
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
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
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
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 085.

DM/IS 086 PORTFOLIO PLANNING/REVIEW: DESKTOP PUBLISHING AND DIGITAL MEDIA
3 units
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 INTERNSHIP
3 units
Recommended Preparation: CA 020 or CA 070
Students will obtain practical experience in a business environment for a minimum of ten hours per week. This experience will be supervised both by a company employee as well as WVC instructor. In addition, students will meet with a Digital Media instructor for an hour per week to discuss ways of solving problems that are met on the job. This course is West Valley College AA/AS degree and certificate applicable.

DM/IS 091, 092, 093 DIRECTED STUDIES
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college.

DM/IS 094A COMPUTER SKILLS DEVELOPMENT
1 unit
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
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 070A.
Students will have the opportunity to review and practice features of software packages of their own choosing in order to produce computer-generated documents. This laboratory provides an opportunity to enhance job skills or to produce required work in courses in history, economics, science, and 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
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. No more than a total of six (6) units of Directed Studies in any field may be taken or applied toward the AA degree.

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

• PREREQUISITES and COREQUISITES are MANDATORY. See page 16 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Disability and Educational Support Program

THE FACULTY
Judy Colson  
Jean Finch  
Linda Gibson  
Cheryl Miller  
R. “Jim” Pack  
Len Schreibstein  
Sylvia Selleck  
Joan Worley

DIVISION Student Services  
DIVISION CHAIR Linda Gibson  
DEPARTMENT COORDINATOR Len Schreibstein  
PHONE 408-741-2010  
TTY 408-741-2658  
E-MAIL len_schreibstein@westvalley.edu

The Disability & Educational Support Program assists students with disabilities to achieve their educational goals. DESP offers classes, primarily at the basic skills level, to prepare students for more advanced college level courses. In addition to classes, the program provides services that include but are not limited to counseling, registration assistance, test accommodations, note taking, tram service, class materials in alternate format, and adapted physical education. Adapted physical education courses are listed in this catalog under Physical Education. DESP is located in the Learning Services building.

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

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

SKILLS NET
Under Skills Net, there is already a write-up. Continue to use this write-up. No further verbiage required.

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

ADAPTED PHYSICAL EDUCATION  
(See Physical Education)

Disability and Educational Support Program
— Adapted Computer Courses

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

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

LS 901A ADAPTED COMPUTER-ASSISTED INSTRUCTION  
(Formerly LS 101A)  
1 unit
This course is designed to improve basic academic skills and/or cognitive processes of disabled students through the use of appropriate software and computer technologies. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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

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

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

LS 906 ADAPTED INTERNET SKILLS  
1 unit
Recommended preparations: LS 9014  
This course is an introduction to the Internet designed to meet the educational needs of students with disabilities. Instructional methods and materials appropriate for individual disabilities will be used. The goal of this course is to prepare students to use the Internet at a basic skill level. This course may be repeated one time. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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

Disability and Educational Support Program
—Learning Skills Courses

LS 001 LEARNING STRATEGIES FOR COLLEGE LIFE  
3 units
In this course, students learn and apply learning strategies in order to increase their effectiveness within the classroom and in day-to-day life activities. Major subjects include: goal setting, time management, listening and note taking skills, memory techniques, reading improvement, test taking improving concentration, learning styles and stress management. This course is West Valley College AA/AS Degree and Certificate applicable. This course may be taught in distance-learning format. Credit/No Credit Only.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
LS 930A, B, ASSESSMENT FOR LEARNING DISABILITIES
(Formerly LS 130A, B) .5 unit each for 9 weeks
The course is designed to assess learning abilities and to identify specific areas of disability which may require specialized instruction or support services. Appropriate recommendations and referrals will be made. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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

931B EFFECTIVE LEARNING: MATH LAB
(Formerly LS 131B) .5 unit
Highly recommended for students with learning disabilities or acquired brain injury. This course is designed to provide for specific application of mathematical strategies for Arithmetic and Algebraic course work. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

931C EFFECTIVE LEARNING: SPELLING LAB
(Formerly LS 131C) .5 unit
This course is designed as a lab course in conjunction with course LS 934. The content of the course is dependent on the specific Individual Education Plan of the student and the instructional objectives of LS 134. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

931D EFFECTIVE LEARNING: WRITING LAB
(Formerly LS 131D) .5 unit
This course is designed to provide for specific application of writing strategies for English course work. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

931E EFFECTIVE LEARNING: LEARNING STRATEGIES LAB
(Formerly LS 131E) .5 unit
This course is designed to provide for specific application of course work from the Learning Strategies course. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

933A EFFECTIVE LEARNING—EMPHASIS ON FUNDAMENTAL ARITHMETIC
(Formerly LS 133A) 4 units
This course is designed for the student who has a learning disability or who has struggled with elementary mathematics, primarily fundamental arithmetic, throughout his/her school career and who needs additional and specialized instruction in math to prepare him/her for mainstream math. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

933B PREPARATION FOR ALGEBRA
(Formerly LS 133 B) 3 units
This course is the first half of a two-semester sequence designed to cover learning strategies and basic algebraic concepts needed to successfully pass Math 103, Elementary Algebra, and the fundamental algebraic functions found in Math 105, Everyday Statistics. It is designed as a bridging course for those who want extra preparation for college algebra courses, those who have had problems in prior college level classes, and those students with learning disabilities. This course is not offered in lieu of Math 103 or Math 105 but is offered as a preparatory class for those who have taken but have had difficulty with high school algebra or college level elementary algebra. The students will receive instruction in strategies useful to understanding and remembering algebraic functions and terms. It will cover the following basic algebraic concepts: managing signed numbers, solving equations, applying rules, governing exponents, factoring and solving polynomial equations. This course may be repeated once. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

933C ADVANCED PREPARATION FOR ALGEBRA
3 units
Recommended preparation: LS 933B
The student will receive instruction in strategies to understand and remember algebraic functions. Course will cover the following basic algebraic concepts: solving word problems, simplifying expressions, solving equations with radical expressions, understanding graphing of linear equations and finding solutions. Recommended: Completion of LS 933B or equivalent. Especially recommended for those who need a modified pace or teaching method. Credit/No Credit Only. Credit does not apply to the associate degree.

933D PREPARATION FOR ALGEBRA
1 unit
Recommended preparation: LS 933A
This course is one of three short-term courses covering the material offered in LS 933B (Preparation for Algebra), a semester-long algebra preparatory course. This is a “bridging” course for those with learning disabilities or those who have had difficulty with previous algebra classes. Students will develop math learning strategies while they review basic algebraic concepts. It is recommended for students who need to review basic algebraic vocabulary; addition, subtraction, multiplication and division of signed numbers; solution of simple equations and simple algebraic word problems. A major emphasis is math learning strategies. This course may be repeated one time. Credit/No Credit Only.

933E PREPARATION FOR ALGEBRA
1 unit
Recommended preparation: LS 933A
This course is the second of three short-term courses covering the material offered in LS 933B (Preparation for Algebra), a semester-long algebra preparatory course. It is recommended for students who need to review basic algebraic vocabulary. Students will solve complex equations which contain grouping symbols, solve simple word problems using algebraic expressions, simplify algebraic expressions with exponents, and simplify polynomial expressions with like terms. A major emphasis is math learning strategies, especially those useful to understanding and remembering algebraic functions and terms. This is a “bridging” course for those with learning disabilities or those who have had difficulty with previous algebra classes and want extra preparation for the elementary algebra course. This course may be repeated one time. Credit/No Credit Only.

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

936 EFFECTIVE LEARNING: LEARNING STRATEGIES
(Formerly LS 136B) 3 units
Highly recommended for students with learning disabilities or acquired brain injury. This course is designed to increase and develop skills found to be essential to success in college. Topics covered will include: setting goals, time management, memory, reading strategies, test taking strategies, learning styles, listening, communication and stress reduction. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
LS 937B LISTENING STRATEGIES AND NOTE TAKING MODULE
1 unit
This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the listening and note taking skills that are necessary for college achievement. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only.

LS 937C TEXTBOOK READING MODULE
1 unit
This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the textbook reading and memory skills that are necessary for college success. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only.

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

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

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

LS 938 EFFECTIVE LEARNING: SPELLING
3 units
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/auditory 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
(formally LS 964B)
2 units
This course is designed to meet the needs of students with learning disabilities who exhibit written language difficulties. Instruction focuses on improving language skills including vocabulary, word choice, punctuation/capitalization, and grammar and syntax skills. Particular emphasis is provided in the areas of compound and complex sentence structure. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

LS 941B EFFECTIVE SENTENCE AND PARAGRAPH WRITING
(formally LS 935A)
3 units
Recommendations in Basic Skills: Level I: Sentences, simple paragraphs or ENGL 103 or ESL 64GW
This is a basic writing course designed to meet the educational needs of students with learning disabilities. Instruction focuses on improving writing skills including basic grammar, sentence structure, punctuation/capitalization and paragraph development and organization. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

LS 941C EFFECTIVE ESSAY WRITING
(formally LS 935B)
3 units
Recommendations in Basic Skills: Level I: Sentences, simple paragraphs or ENGL 103 or ESL 64GW
This is a basic writing course designed to meet the educational needs of students with learning disabilities. It stresses the practical application of strategies to compensate for written language difficulties. The course addresses essay development and organization, and includes review of basic grammar and punctuation. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

LS 942 EFFECTIVE CRITICAL READING
3 units
This course is designed to teach critical reading skills to students who have reading difficulties due to a learning disability. It stresses the practical application of strategies to improve reading comprehension. In addition, this class develops analytical reading ability. This course may be repeated one time. Credit/No Credit Only.

Disability and Educational Support Program
— Communication Disability Courses

LS 960A ASSESSMENT OF COMMUNICATION SKILLS
(Formerly LS 60 A,B)
.5 unit each for 9 weeks
This course is designed to assess the level of communication ability and to identify specific areas of disability requiring specialized instruction or support services. These areas include speech and voice production, language comprehension, and verbal expression. Appropriate referrals and specific recommendations for instruction will be made. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

LS 961 SPEECH PRODUCTION SKILLS LEVEL I
(Formerly LS 061)
2 units
This course emphasizes the introduction and development of techniques or strategies to overcome or compensate for a student’s speech production problem. Specialized instruction is provided on an individual or small group basis in the areas of articulation, fluency and voice. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Option.

LS 962 SPEECH PRODUCTION SKILLS LEVEL II
3 units
This is a basic speech improvement course designed to meet the needs of students with acquired or congenital speech problems. It stresses the practical application of strategies to compensate for specific speech production difficulties. This course may be repeated three times. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

LS 963 LANGUAGE COMPREHENSION AND EXPRESSION I
(formally LS 063)
3 units
This is a basic language skills class designed to meet the needs of students with acquired receptive and/or expressive language problems. It stresses the practical application of strategies to compensate for auditory comprehension and/or oral expression difficulties. This course may be repeated three times. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
LS 964A LANGUAGE COMPREHENSION AND EXPRESSION LEVEL II
(Formerly LS 064A)
2 units
This course is designed to meet the needs of students with language comprehension or expression difficulties. Emphasis is on the introduction and development of techniques and strategies to compensate for comprehension and/or expression problems due to head injury, cerebral or other neurological impairments, learning disability or hearing deficits. Specialized small group instruction is provided to increase and develop auditory and reading comprehension as well as verbal and written expression skills. Course content includes increasing vocabulary and word finding skills, development of verbal reasoning skills, improvement of basic grammar skills, development of simple sentences using correct grammar, syntax and word choice. This course may be repeated one time. Credit/No Credit Only.

LS 965 AUDITORY PERCEPTUAL SKILLS
2 units
This course emphasizes the introduction and development of techniques or strategies to overcome or compensate for a student’s auditory perceptual difficulties. Instruction is provided on a small group basis in the areas of auditory perception, auditory training, aural rehabilitation and listening skills. Auditory perceptual difficulties may be due to hearing deficits, learning disabilities, aphasia, head injury, cerebral or other neurological impairments. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Option.

LS 966 ADVANCED AUDITORY PERCEPTUAL SKILLS
(Formerly LS 066)
2 units
This course emphasizes the further development of techniques and strategies to compensate for a student’s auditory perceptual difficulties. Instruction is provided on a small group basis specifically concentrating on the 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
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
Recommended for students with communication and learning disabilities.
This course introduces students to ways of compensating for speech production problems. The students will have the opportunity to hear the difference between speech sounds, produce speech sounds, and develop strategies to improve speech skills. It may be repeated three times. Credit/No Credit Only.

LS 970 COMPUTER LAB FOR SPEECH AND LANGUAGE DEVELOPMENT
(Formerly LS 070)
1 unit
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 63 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 Option.

LS 971 EFFECTIVE COMMUNICATION SKILLS
1.5 units
This is a basic communication course designed to meet the educational needs of students with acquired speech and language disabilities. It stresses the practical application of strategies to compensate for expressive and receptive language problems including articulation, word finding, auditory comprehension, and verbal expression difficulties. Credit earned in this course does not apply to the associate degree. Credit/No Credit only.

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

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

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

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

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

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

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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 Drafting Technology program is offered at both West Valley College and Mission College. A total of 36 units of specified drafting courses are required for fulfillment of the technician certificate. An A.S. Degree in Drafting Technology will be awarded to students who complete 36 units of required drafting courses and electives and who meet all other college requirements for graduation. Consult an Engineering Technology counselor for detailed information.

The following drafting major requirement courses are required for the certificate or degree by both West Valley College and Mission College and may be taken at either.

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Draft 051A Beginning Technical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Draft 051B Intermediate Technical Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Draft 051CD Advanced Technical Drafting</td>
<td>3-3</td>
</tr>
<tr>
<td>Draft 055A Illustration 3D CAD</td>
<td>3</td>
</tr>
<tr>
<td>Draft 058A Electronics Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Draft 073 Design and Drafting: Auto CAD</td>
<td>3</td>
</tr>
<tr>
<td>Engr 022 Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>Math 002D Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>Draft Electives</td>
<td>9</td>
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</table>

**Available at both campuses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Couns 001 College Survival Skills</td>
<td>2</td>
</tr>
<tr>
<td>Couns 012 Careers and Life Styles</td>
<td>3</td>
</tr>
<tr>
<td>Phys 002A General Physics</td>
<td>5</td>
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</tbody>
</table>

**Available at Mission College:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft 055A Illustration 3D CAD</td>
<td>3</td>
</tr>
<tr>
<td>Draft 058A Electronics Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Draft 058B P.C. Board Design</td>
<td>3</td>
</tr>
<tr>
<td>Draft 058C Electro/Mechanical Packaging Design</td>
<td>3</td>
</tr>
<tr>
<td>Draft 070 Survey to CAD</td>
<td>2</td>
</tr>
<tr>
<td>Draft 071 CAD Printed Circuits</td>
<td>3</td>
</tr>
<tr>
<td>Draft 072 CAD Mechanical Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Available at West Valley College:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 032A Introduction to Architecture and Environmental Design</td>
<td>2</td>
</tr>
<tr>
<td>Draft 050 Beginning Drafting</td>
<td>2</td>
</tr>
<tr>
<td>Draft 051A Technical Drafting: Beginning</td>
<td>3</td>
</tr>
<tr>
<td>Draft 051B Technical Drafting: Intermediate</td>
<td>3</td>
</tr>
<tr>
<td>Engr 01A Plane Surveying</td>
<td>3</td>
</tr>
<tr>
<td>Engr 020 Engineering Graphics</td>
<td>3</td>
</tr>
</tbody>
</table>

Available at other schools only:

- M Tech 101 Introduction to Machine Tech (See note below) 3 units
- E Tech 108 Engineering Processes (See note below) 3 units

**Mission College—Drafting Options:**

**CAD Applications:**

- Electronic Drafting
- Mechanical Drafting

**DRAFT 050 BEGINNING DRAFTING**

2 units

A survey course designed to provide a working knowledge of the methods of graphical communication. For the student who has not had previous drafting experience. Covers drafting tools and materials, basic fundamentals of freehand sketching, pictorial drawing, orthographic projection, auxiliary sections, and dimensioning, and an introduction to architectural floor plans. Credit/No Credit Option.

**DRAFT 051A TECHNICAL DRAFTING: BEGINNING**

3 units

Prerequisite: One year of high school mathematics or Math 902 and Draft 050. Acceptable for credit: California State University. The study of drafting practices, especially in orthographic projections (multi-view), sections, primary auxiliaries, dimensioning practices, and some freehand sketching and lettering practice. Credit/No Credit Option.

**DRAFT 051B TECHNICAL DRAFTING: INTERMEDIATE**

3 units

Prerequisite: Draft 051A. Acceptable for credit: California State University. The continued study of orthographic projection, plus secondary auxiliaries, threads and fasteners, revolutions, developments and intersections, dimensioning and tolerancing, and axometric projection. Credit/No Credit Option.

**DRAFT 051C TECHNICAL DRAFTING: ADVANCED GENERALIZATION**

3 units

Prerequisite: Draft 051B. Acceptable for credit: California State University. Special fields in drafting including machine drafting (detail and subassemblies), topographic drawing, gears and cams, welding representation (weldments) and military standards and specification. Credit/No Credit Option.

**DRAFT 051D TECHNICAL DRAFTING: ADVANCED SPECIALIZATION—DESIGN**

3 units

Prerequisite: Draft 051B. Acceptable for credit: California State University. A specialized study of one or more of the special fields of drafting. Individual or small-group problem solving. True position and geometric tolerancing. A study of reproduction of drawings and of industrial drafting room practices. Credit/No Credit Option.

**DRAFT 058A ELECTRONICS DRAFTING (OFFERED AT MISSION COLLEGE)**

3 units

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

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

Prerequisite: Draft 058B. Acceptable for credit: California State University. Designed for drafting and electronics students. Prepares students for employment in the field of electro/mechanical drafting. Student develops all necessary documentation skills for an entire electro/mechanical design package.

**DRAFT 073 INTRODUCTION TO COMPUTER-AIDED DESIGN**

3 units

Recommended Preparation: Math 902 or concurrently. Acceptable for credit: California State University. This course is an introduction to computer-aided drafting using AutoCAD on the PC. The course emphasis will be in the construction of both 2D and 3D drawings. In addition to basic AutoCAD techniques, topics will include problems using the Advanced Modeling Extension (AME). This course is designed for students with NO prior computer experience. This course is AA/AS degree and certificate applicable. This course is dual listed with ID 065. Credit/No Credit Option.

**NOTES:** Machine Tech. 101 and Engr. Tech. 108 may be taken at Evergreen Valley College or other local community colleges. For a certificate, only the major requirements listed above must be completed. To be awarded an A.S. Degree, a student must complete:

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

**RECOMMENDED ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Couns 001 College Survival Skills</td>
<td>3</td>
</tr>
<tr>
<td>Couns 012 Careers and Life Styles</td>
<td>3</td>
</tr>
<tr>
<td>Phys 002A General Physics</td>
<td>3</td>
</tr>
</tbody>
</table>

**RECOMMENDED PREPARATIONS IN BASIC SKILLS:**

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
DRAFT 075 ADVANCED AUTOCADE
3 units
Prerequisite: Draft 073 or ID 065 or Arch 070
This course will enable students to work on more complicated problems of concepts already learned in Drafting 073 or ID 065 and to study advanced topics in AutoCad using AutoCad 2000 software. The course emphasis will be on advanced topics in the construction of both 2D and 3D drawings and solid modeling. This course is West Valley College degree applicable. Credit/No Credit Option

DRAFT 076 MICROSTATION
3 units
Prerequisite: Draft 073 or Arch 070 or CA 075 or ID 065
Acceptable for credit: California State University.
The course will enable students to work on more complicated problems of concepts already learned and to learn advanced topics including Auto vision, Auto Cad, and Auto desk 3D Studio. The course emphasis will be advanced topics in the construction of both 2D and 3D drawings and solid modeling. In addition to advanced projects using Cad techniques, software for this course will be microstation. This course may be repeated one time. Credit/No Credit Option

DRAFT 091, 092, 093 DIRECTED STUDIES
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University.
Advanced work in Drafting Technology will be accomplished by the student who is enrolled in third semester or more advanced regular courses in his/her respective field.

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

---

**Economics**

**THE FACULTY**

Janis Kea
Pat Andrews

**DIVISION**
Social Science

**DEPARTMENT CHAIR**
Janis Kea

**PHONE**
408-741-2538

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**COUNSELING**
408-741-2009

Economics courses are college level transfer courses.

**Learning Outcomes**

Students who successfully complete economics courses should have a basic understanding of:

- the form and content of constraints that characterize a circumstance of relative scarcity;
- the institutional structures and processes (with emphasis upon the market system) that facilitate social action in a context of constraints; and
- the methodology and legacy of the discipline’s approach to the above.

**Educational Options**

Economics prides itself in the rigor of its academic and disciplinary training as preparation for academic pursuits in:

- upper division studies in economics and business administration;
- upper division studies within the social sciences and in the liberal arts;
- upper division studies and professional training in applied economics and economics-related disciplines (environmental studies, urban studies, law, etc.)

**ECONOMICS:** Transfer:

See Transfer Planning Guide available at the Counseling Center.

**ECONOMICS:**

See Social Science A.A. Degree with option in economics.

**ECON 001A PRINCIPLES OF MACROECONOMICS**

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

An introduction to macroeconomic analysis and principles. Study and analysis of the institutions and processes of the economy as a whole, determinants of the level of income, employment, and price; money and banking; economic fluctuations; economic development. (CAN ECON 002) Credit/No Credit Option.
Engineering

THE FACULTY
Thomas Sanford

DIVISION Applied Arts and Sciences
DIVISION CHAIR Celine Pinet
DEPARTMENT CHAIR Thomas Sanford
PHONE 408-741-4608
E-MAIL thomas_sanford@westvalley.edu
COUNSELING 408-741-2009

Engineers are problem solvers. Engineers apply the principles and theories of math and science to technical problems. Engineers design, discover, and invent new products and processes.

Learning Outcomes
Engineering students develop the skills necessary to successfully transfer to a four-year university engineering program.

Career Options
• Aerospace Engineering
• Biological Engineering
• Chemical Engineering
• Civil Engineering
• Electrical Engineering
• Materials Engineering
• Mechanical Engineering
• Nuclear Engineering
• Software Engineering

Degree
A.S.: Engineering

ENGINEERING: TRANSFER:
See Transfer Planning Guide available at the Counseling Center.

ENGINEERING (A.S. Degree)
Common Lower-Division Requirements: Certain math and physical science courses are common to all engineering programs as follows (check with your counselor regarding the specific four-year transfer school of your choice):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 001A</td>
<td>5</td>
</tr>
<tr>
<td>Engr 010 Intro to Eng</td>
<td>4</td>
</tr>
<tr>
<td>Engr 020 Engineering</td>
<td>3</td>
</tr>
<tr>
<td>Engr 021 Intro to Computing for Scientists and Engineers</td>
<td>3</td>
</tr>
<tr>
<td>Engr 023 Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>Engr 024 Intro to Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>Math 003AB Analytical Geometry and Calculus</td>
<td>5-5</td>
</tr>
<tr>
<td>Math 004A Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Math 004B Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>Phys 004ABC Engineering Physics</td>
<td>5-5</td>
</tr>
</tbody>
</table>

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

NOTE: Only Chemistry 001A is required for the A.S. degree. Transfer students may need to take additional chemistry courses to complete the requirements for a B.S. degree.
• Please consult with a counselor to determine campus-specific requirements.

Additional math may be required.
Those students majoring in civil engineering should enroll in Engr 01A, Plane Surveying.
Recommended Electives: Choose those general education requirements outside the major which may apply toward the bachelor’s degree requirements at the four-year institution where you transfer.

ENGINEERING TECHNOLOGY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

ENGR 001A PLANE SURVEYING
3 units
Prerequisite: Math 000D or high school trigonometry.
Acceptable for credit: University of California, California State University.
Theory and practice of engineering measurements as applied to surveying work, instruments and techniques used in making horizontal, vertical and angular measurements. Application to practical field and mapping problems.

ENGR 010 INTRODUCTION TO ENGINEERING
4 units
Acceptable for credit: University of California, California State University.
This course will introduce first-year engineering students to experimentation, data analysis engineering design, and to the engineering profession. This course is transferable to the California State University and the University of California. Credit/No Credit Option

ENGR 020 ENGINEERING GRAPHICS
3 units
Acceptable for credit: University of California, California State University.
A study of orthographic projection, sections, auxiliary (single and double) dimensioning, tolerancing, subassemblies, threads and fasteners and weldments. Some work to be done in freehand sketching. Primarily for engineering transfer students. Detail and assembly drawings. Engineering design projects. Both drawing board and CAD techniques will be utilized. (CAN ENGR 002)

ENGR 021 INTRODUCTION TO COMPUTING FOR SCIENTISTS AND ENGINEERS
3 units
Corequisite: Math 003A
Acceptable for credit: University of California, California State University.
This course emphasizes the use of the computer as a tool using the C++ program language to solve scientific and engineering problems. Topics include program design, algorithms, development, documentation and elementary data structures. The student will use the C++ language for programming the solution to a variety of engineering problems.

ENGR 022 DESCRIPTIVE GEOMETRY
3 units
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
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. (CAN ENGR 008)

ENGR 024 INTRODUCTION TO CIRCUIT ANALYSIS
3 units
Prerequisite: Physics 004B; Corequisite: Math 004A
Acceptable for credit: University of California, California State University.
Introduction to the analysis of lumped, linear, bilateral circuits. Considers basic elements; elementary network differential equations; development of steady state sinusoidal circuits analysis from the network differential equations. (CAN ENGR 12)

ENGR 060 INTRODUCTION TO MATH CAD
.5 unit
Introduction to solving mathematical equations and expressions using MathCAD. Lectures, examples and hands-on practice from several engineering fields will be given. This course is West Valley College Degree applicable and can be repeated once. Credit/No Credit Option

ENGR 065 MATLAB
.5 unit
Acceptable for credit: California State University
This course is an introduction to solving mathematical equations and expressions using MATLAB. This course is West Valley College certificate applicable. This course may be taken for a total of two times. Credit/No Credit Option

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

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

**THE FACULTY**
- Carol Abate
- Paullette Boudreaux
- Rebecca Cisneros
- Clementina Golaw
- Lenore Harris
- Julie Maia
- Eric Pape
- Cherileen Pearce
- Leslie Saito
- Susan Schulter
- Douglas Temkin
- Carmen Torres
- Jennifer Wagner
- Karen Wallace

**DIVISION CHAIR**
- Language Arts
- Carol Abate

**DEPARTMENT CHAIR**
- Leslie Saito
- Susan Schulter

**PHONE**
- 408-741-4010 408-741-2613

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- julie_maia@westvalley.edu

**COUNSELING**
- 408-741-2009

The English Department teaches skills that are universal to every other discipline. Taking courses in English increases a student's chances of success in every other area. The ability to read effectively and to write expressively will prove invaluable for any student.

**Highlights**
- Composition courses designed for all levels of ability
- Transfer level literature and creative writing courses that meet CSU & UC requirements
- On-line courses in composition and creative writing
- Links with industry and regional Learning Communities
- Experienced, innovative faculty dedicated to student success

**Learning Outcomes**
The West Valley College English Department offers composition and literature courses designed to provide students with the skills needed to be successful in both their academic and work lives. Through these courses, students develop reading, writing, and critical thinking skills needed to attain an AA/AS degree, transfer to a four-year college or university, or move directly into the workforce.

**Career Options**
- Advertising
- Business
- Civil Service
- Editing
- Information Systems
- Insurance
- Journalism
- Law
- Library Science
- Management
- Marketing Communications
- Politics
- Public Relations
- Publishing
- Research
- Teaching

**Technical Communications**
- Writing

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

**Degree**
- A.A., English

**ENGLISH: Transfer:**
See Transfer Planning Guide available at the Counseling Center.

**ENGLISH (A.A. Degree)**

**Major Requirements:**

1. Completion of 6 units of English Composition selected from the following:

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 005A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Engl 007A,B</td>
<td>3-3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 005A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Engl 006A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Engl 007A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Engl 010</td>
<td>3</td>
</tr>
<tr>
<td>Engl 012</td>
<td>3</td>
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<tr>
<td>Engl 013</td>
<td>3</td>
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<tr>
<td>Engl 016</td>
<td>3</td>
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<tr>
<td>Engl 018</td>
<td>3</td>
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<tr>
<td>Engl 041</td>
<td>3</td>
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<tr>
<td>Engl 043</td>
<td>3</td>
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<tr>
<td>Engl 044</td>
<td>3</td>
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<tr>
<td>Engl 046</td>
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<tr>
<td>Engl 047</td>
<td>3</td>
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<tr>
<td>Engl 048</td>
<td>3</td>
</tr>
<tr>
<td>Engl 049</td>
<td>3</td>
</tr>
<tr>
<td>Engl 070A,B</td>
<td>3-3</td>
</tr>
</tbody>
</table>

Literature courses used to meet general education requirements cannot be used to satisfy major requirements.

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

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

A student planning to transfer to a B.A. program in English should select courses that apply toward both the college graduation requirements and the bachelor's degree requirements of the four-year institution to which he/she intends to transfer. Students planning to undertake graduate study in English are advised to complete Intermediate Foreign Language 02A and 02B before transferring.

**ENGL 001A ENGLISH COMPOSITION**
- 3 units
- Prerequisite: Proof of assessment or credit in ENGL 005
- 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
- Prerequisite: ENGL 001A
- Acceptable for credit: University of California, California State University

This course builds on composition skills developed in ENGL 001A by introducing students to the analysis of literature through discussion and writing. Students will read and discuss literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. By composing analytic essays about literature, they will learn a variety of writing techniques, interpretive strategies, and research skills emphasizing synthesis of multiple sources. This course fulfills the critical thinking requirement for California State University transfer. This course may also be offered in a distance-learning format. This course is West Valley College AA degree applicable. (CAN ENGL 004)

**ENGL 001C CLEAR THINKING IN WRITING**
- 3 units
- Prerequisite: ENGL 001A
- Acceptable for credit: University of California, California State University

This writing course focuses on techniques and principles of writing effective 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 course may also be offered in a distance-learning format.

**ENGL 005A SURVEY OF ENGLISH LITERATURE**
- 3 units
- Recommended preparation: Engl 001A
- Acceptable for credit: University of California, California State University

A survey of Anglo-Saxon literature and Beowulf through the 18th century and Dr. Johnson. Credit/No Credit Option. (CAN ENGL 008)

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**PREREQUISITES AND COREQUISITES** are MANDATORY. See page 16 for specific information.
- Courses used to meet prerequisite requirements must be completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
ENGL 005B SURVEY OF ENGLISH LITERATURE
3 units
Recommended preparation: Engl 001A
Acceptable for credit: University of California, California State University.
A survey of English literature from the Romantic period and Wordsworth to the 20th century and Dylan Thomas. Credit/No Credit Option. (CAN ENGL 010; ENGL 005A+005B=CAN ENGL SEQ B)

ENGL 006A WORLD LITERATURE
3 units
Recommended preparation: Engl 001A
Acceptable for credit: University of California, California State University.
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
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
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. Credit/No Credit Option. (CAN ENGL 014)

ENGL 007B AMERICAN LITERATURE
3 units
Recommended preparation: Engl 001A. 007A is not a prerequisite for 007B.
Acceptable for credit: University of California, California State University.
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
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides a survey of representative samples of the world’s literature written for and about children. Students will examine both the history of this literature and the trends in style, purpose, and subject matter. Folk tales, mythology, fantasy, modern fiction, poetry, biography, and autobiography form the basic categories of study. Credit/No Credit Option.

ENGL 012 AFRICAN-AMERICAN LITERATURE
3 units
Recommended preparation: Engl 001A
Acceptable for credit: University of California, California State University
This course examines African American Literature from the 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. Credit/No Credit Option.

ENGL 013 LATINO/CHICANO LITERATURE
3 units
Recommended preparation: Engl 001A
Acceptable for credit: University of California, California State University
This course examines Latino/Chicano Literature in the United States. While focusing on literary styles and prevalent themes, the course will examine the impact of class and race on the Latino/Chicano experience as well as the contribution of Latina/Chicana writers. This course will satisfy the 3-unit Cultural Diversity requirement for an Associate Degree. Credit/No Credit Option.

ENGL 016 LATIN AMERICAN LITERATURE
3 units
Recommended preparation: Engl 001A
Acceptable for credit: University of California, California State University
This course introduces students to the richness of Latin American Literature through English translations. It examines dominant themes, including regional, cultural, gender, and class issues, in the works of men and women writers from diverse Latin American cultures. Credit/No Credit Option.

ENGL 018 ASIAN AMERICAN LITERATURE
3 units
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides a cross-cultural comparative study of the literary works of several Asian American authors. Through their works, students will learn not only the literature, but also the history, culture, customs, and traditions of at least four of the following Asian American communities: Chinese, Japanese, Korean, Filipino, Vietnamese, Indian, and other Southeast Asians and Pacific Islanders. This course may also be offered in a distance-learning format. Credit/No Credit Option.

ENGL 041 LITERATURE AND FILM
3 units
Recommended preparation: Engl 001A
Acceptable for credit: University of California, California State University
This course will examine cultural, aesthetic, and historical aspects of selected works of literature and film. Each semester, the course content will focus on a different course theme. Students will analyze and compare the technique of film and filmmakers to explore this theme. They will examine how literature and film differ in narrative technique as well as how formal elements (such as point of view in literature and camera work in film) are used to create an aesthetic statement. Students will use critical theories and methods, such as reader response and reception theory, to compare the treatment of the course theme in the two media. This course is West Valley College degree applicable. Credit/No Credit Option.

ENGL 043 CLASSICAL MYTHOLOGY
3 units
Recommended preparation: Engl 001A
Acceptable for credit: University of California, California State University
An examination of the major myths of our western heritage, and consideration of the subsequent treatment through the centuries of these myths in various literary genres. Credit/No Credit Option.

ENGL 044 THE BIBLE AS LITERATURE
3 units
Recommended preparation: Engl 001A.
Acceptable for credit: University of California, California State University.
A literary analysis of the Old and New Testaments with consideration of their influence upon language and literature. Credit/No Credit Option.

ENGL 046 CONTEMPORARY AMERICAN MULTICULTURAL LITERATURE
3 units
Recommended preparation: Engl 001A.
Acceptable for credit: University of California, California State University.
This course examines contemporary and modern American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern American. Students will examine issues of race, gender, and class as explored through short stories and novels. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Credit/No Credit Option.

ENGL 047 INTRODUCTION TO POETRY
3 units
Recommended preparation: Engl 001A.
Acceptable for credit: University of California, California State University.
A study of the elements of poetry through reading, analysis, and discussion of selected poems. Credit/No Credit Option. (CAN ENGL 020)

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
ENGL 048 INTRODUCTION TO SHAKESPEARE
3 units
Recommended preparation: Engl 001A.
Acceptable for credit: University of California, California State University.
An analysis and discussion of a selection of the author’s major plays and poems, with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to gain insight into human variety, understanding, and worth as illuminated through an appreciation of Shakespeare’s works. This course does not satisfy the Shakespeare requirement at San Jose State University, but does fulfill general education requirements at West Valley College for the Associate degree. Credit/No Credit Option.

ENGL 049 MODERN FICTION
3 units
Recommended preparation: Engl 001A.
Acceptable for credit: University of California, California State University.
Reading and analysis of the modern and contemporary novel and short story; fulfills general education requirement for literature. Credit/No Credit Option.

ENGL 070A AND 070B CREATIVE WRITING
1.5 units each
Prerequisite: Eligibility for Engl 001A
Acceptable for credit: University of California, California State University.
Creative Writing 070A includes the study and practice of the techniques involved in writing fiction and poetry, discussion of the work of various professional writers, and analysis and criticism of student writing during class workshops. Creative Writing 070B allows students to further develop and enhance skills and techniques of writing fiction and poetry introduced in ENGL 070A. These courses may also be taught in a distance learning format. Credit/No Credit Option.

ENGL 093 BASIC GRAMMAR AND SENTENCE STRUCTURE
(Formerly Engl 103)
3 units
A first-level language skills course concentrating on grammar, sentence structure, punctuation, usage, spelling, vocabulary, and reading. This course is not designed to meet the needs of ESL students. A grade of “credit” qualifies the student for English 905. This course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level course. Credit/No Credit Only.

ENGL 905 ENGLISH FUNDAMENTALS-A PREPARATORY COURSE FOR ENGLISH 001A
3 units
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 975A, B, C, D WRITING SKILLS LAB
.5 unit each
(9 weeks each course)
These courses offer individualized programs for the native speaker of English and non-native speakers who have completed ESL 065GW. Students work in all levels of writing competency, from learning the parts of speech to mastering punctuation, from improving paragraph structure to writing thesis statements. Students who are enrolled concurrently in English composition classes and the Writing Lab may be assigned to specially designed core programs appropriate to their class level and their individual needs. Instructors and instructional aides work closely with all students to monitor their lab-generated papers and ensure their improvement. Credit earned in this course does not apply to an Associate degree. Credit/No Credit Only.

ENGL 980A, B, C, D - COMPUTER ASSISTED WRITING
.5 unit each
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

ENGLISH as a Second Language

THE FACULTY
Gail Ann Barta
Sylvia Ortega
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David Ryan
Ann Marie Wasserbauer

DIVISION Language Arts
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COUNSELING 408-741-2009

The English as a Second Language Department at West Valley College offers five levels of courses in grammar/ writing, listening/ speaking, and reading comprehension/ vocabulary, as well as one course in pronunciation/ accent reduction. Individualized instruction labs supplement these semester-long courses.

To enroll in ESL, students need to take the ESL placement test or complete the prerequisites. ESL classes at the 961-964 levels, as well as lab sections of 975, are non-degree applicable and non-transferable. Courses at the 65 level are Associate Degree applicable and transferable to either a UC or a CSU.

Learning Outcomes
The purpose of the ESL program is to improve non-native speaking students’ language ability in English so that they have the proficiency needed for success. That success may be in the form of General Education requirements for an A.A. or A.S. Degree, a certificate, or better preparation to compete in the workplace.

ESL 961GW BASIC GRAMMAR AND WRITING
3.5 units
Prerequisite: Completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 961US and ESL 961RV.
This course is designed to improve the basic writing and grammar skills of beginning-level ESL students. The focus is on understanding and using basic grammatical forms and writing simple sentences using correct word forms, word order, function words, spelling, and punctuation. This course includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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 962GW BASIC GRAMMAR AND WRITING
3 units
Prerequisite: ESL 61GW or ESL 961GW or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 962LS and ESL 962RV.
This course is designed to improve the basic grammar and writing skills of ESL students. The focus is on the study and practice of simple and compound sentences, using compound tenses and correct word forms, word order, spelling, and punctuation. This course may be repeated three times. Credit/No Credit Option.

ESL 963GW SENTENCE DEVELOPMENT
3 units
Prerequisite: ESL 62GW or ESL 962GW or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963LS and ESL 963RV.
This course develops writing fluency at the sentence and paragraph level through study and practice of compound and complex sentence patterns and organizational patterns used in standard written English. This course may be repeated three times. Credit/No Credit Option.

ESL 964GW PARAGRAPH DEVELOPMENT
3 units
Prerequisite: ESL 63GW or ESL 963GW or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 964LS and ESL 964RV.
This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The course focuses on study and practice of complex sentence structures, pre-writing techniques including outlining, and basic rhetorical patterns. This course may be repeated three times. Credit/No Credit Option.

ESL 65GW COMPOSITION IN ENGLISH AS A SECOND LANGUAGE
3.5 units
Prerequisite: ESL 64GW or ESL 964GW or completion of ESL assessment.
Acceptable for credit: University of California, California State University.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 65LS and ESL 65RV.
This course develops fluency in writing expository paragraphs in standard written English and introduces essay structure. The focus is on the study and practice of topic sentences and thesis statements, rhetorical patterns, organization of the paragraph and short essay, coherence, and writing techniques. This course includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. A grade of C or better qualifies a student for English 905. This course may be repeated three times. Credit/No Credit Option.

ESL 961LS BASIC LISTENING AND SPEAKING
3.5 units
Prerequisite: Completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 961RV and ESL 961GW.
In this introductory course, students receive guidance and extensive practice in listening at the word, phrase, and sentence level. Listening focuses on comprehension of verbal instructions, 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 pronunciation patterns of stress and intonation. This course includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

ESL 962LS BASIC LISTENING AND SPEAKING
3.5 units
Prerequisite: ESL 61LS or ESL 961LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 962RV and ESL 962GW.
This course continues the development of basic listening comprehension and speaking skills. Listening focuses on the comprehension of verbal instructions and questions in a series 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 2 hours of laboratory work (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

ESL 963LS ORAL COMMUNICATION 1
3.5 units
Prerequisite: ESL 62LS or ESL 962LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963RV and ESL 963GW.
In this course intermediate-level ESL students receive guidance and extensive practice in effective oral communication in a variety of social and/or vocational situations. Students use current vocabulary resources, syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior. Emphasis is on the development of oral fluency and the appropriate use on conversational strategies and conversational management techniques. This course may be repeated three times. This course includes 1.5 hours of laboratory (hours by arrangement) to facilitate skill development. Credit/No Credit Option.

ESL 64LS ACADEMIC LISTENING AND SPEAKING
3.5 units
Prerequisite: ESL 64LS or ESL 964LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 65RV and ESL 65GW.
Acceptable for credit: California State University.
Advanced-level ESL students receive guidance and extensive practice in listening and speaking in academic and professional settings. Listening focuses on understanding spoken English in formats such as college lectures and news broadcasts. Students are exposed to various styles and accents of speakers. Note-taking tasks reinforce aural comprehension and focus on recognizing organizational patterns and outlining main ideas and supporting details through audiotaped, videotaped, and live presentations. Speaking focuses on increased fluency and communicative strategies used by native speakers in academic and professional settings. This course includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

ESL 961RV BASIC READING AND VOCABULARY
3.5 units
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 961LS and ESL 961GW.
This course focuses on vocabulary development and basic comprehension of ideas in sentences and groups of sentences written in standard English. Students will receive focused practice in the association of sound and meaning. Materials and class discussions are designed to increase knowledge of American culture necessary for understanding concepts and texts in English. This course includes 2 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.
ESL 962RV BASIC READING AND VOCABULARY
3 units
Prerequisite: ESL 61RV or ESL 961RV or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 962LS and ESL 962GW.

This course emphasizes continued vocabulary development and reading comprehension. The goal of this course is to improve comprehension of ideas in short readings of paragraph length and to increase vocabulary. The course may be repeated three times. Credit/No Credit Option.

ESL 963RV INTERMEDIATE READING AND VOCABULARY 1
3 units
Prerequisite: ESL 62RV or ESL 962RV or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963LS and ESL 963GW.

This is a reading and vocabulary development course for ESL students which focuses on understanding phrases rather than individual words in longer and more complex readings than in ESL 962RV. Students become familiar with using the library. This course may be repeated three times. Credit/No Credit Option.

ESL 964RV INTERMEDIATE READING AND VOCABULARY 2
3 units
Prerequisite: ESL 63RV or ESL 963RV or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 964LS and ESL 964GW.

This is a reading and vocabulary development course for ESL students which continues the development of skills from ESL 963RV. Emphasis is on paraphrasing, summarizing, and the simple analysis of texts to identify main ideas and distinguish fact from opinion. This course may be repeated three times. Credit/No Credit Option.

ESL 65RV ACADEMIC READING AND VOCABULARY
3 units
Prerequisite: ESL 64RV or ESL 964RV or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 65LS and ESL 65GW.

Acceptable for credit: California State University.

This course emphasizes reading and vocabulary development for ESL students at an advanced level. Students read articles that are longer and more complex than in ESL 964RV. Emphasis is on paraphrasing, summarizing, and analysis of texts to make abstract inferences and recognize propaganda. This course may be repeated three times. Credit/No Credit Option.

ESL 068 PRONUNCIATION SKILLS
3 units
Prerequisite: ESL 63LS or ESL 963LS or completion of ESL assessment.

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

ESL 975A,B,C,D ENGLISH AS A SECOND LANGUAGE SKILLS LAB
.5 units
Prerequisite: Completion of ESL assessment.

The ESL Lab is available to all ESL students. This program provides assistance to students who need help in grammar, vocabulary, listening, comprehension, reading, writing and spelling in English as a second language. Self-paced, auto-instructional materials, available in the ESL Skills Lab in the Library, allow students to progress at their own pace. ESL instructors and aides will be available to help ensure students' success. Students may take up to 1 unit per semester. Credit earned in this course does not apply to an associate degree. Credit/No Credit Only.

Ethnic Studies

THE FACULTY
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ETHNIC STUDIES (Certificate)
The Ethnic Studies certificate is an interdisciplinary program. Currently Ethnic Studies courses are already offered by the History, English, Sociology, and Spanish departments. The certificate will offer students the knowledge and intellectual training needed for an introductory understanding of cultural diversity issues. To fulfill the requirements for an Ethnic Studies certificate program students must complete a total of 12 units from the courses listed below.

African American Studies:
Hist 012 African American History 3
Eng 012 African American Literature 3
Engl 0018 English Composition 3

Asian American Studies:
Engl 013 Asian American Literature 3

Chicano/Latino Studies:
Hist 016 Mexican American History 3
Engl 013 Chicano/Latino Literature or Soc 012 Sociology of Chicanoism 3
Span 049 Spanish for Spanish Speaking 3

Native American Studies:
Hist 014 History of the Native North American 3

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
Fashion Design and Apparel Technology

THE FACULTY
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The West Valley College Fashion Design and Apparel Technology department offers an A.S. degree and certificate options in Apparel Design and Apparel Production, as well as short certificates in computer aided manufacturing.

The program’s strength is in a comprehensive curriculum of design and production courses based on industry standard methods. These courses are designed to meet the different experience levels of students from beginner to advanced, as well as assist industry professionals seeking to upgrade their skills. To insure industry experience, students are required to complete an internship in the apparel related industry.

Learning Outcomes
In preparing to function as a contributing member of a design or production team, students who successfully complete fashion design and apparel courses will:
• design, produce, and market their ideas from concept to finished product;
• make patterns from design sketches according to standardized measurements;
• utilize industry standard manufacturing equipment;
• use computer aided design and computer aided manufacturing equipment and software for design development and production;
• allocate time and materials;
• acquire, evaluate, organize, maintain, interpret, and communicate information;
• improve creative problem solving skills; and
• participate as a team member in a diverse work environment.

Career Options
• CAD Grader/ Marker Maker
• CAD Pattern maker
• Designer
• Fabric/Trim Buyer
• First Pattern Maker
• Illustrator
• Merchandiser
• Production Coordinator
• Production Manager
• Production Pattern Maker
• Quality Controller
• Sample Maker
• Stylist
• Technical Designer

Degree
A.S.: Apparel Design
A.S.: Apparel Production

Certificates
Apparel Design (Level 1 and Level 2)
Apparel Production (Level 1 and Level 2)
Electronic Grading and Marking
Electronic Patternmaking

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

APPAREL DESIGN-Level 1
(Certificate)
Course Units
FD 030 Intro. to Fashion Design 3
FD 030A Success Strategies 3
FD 040A Flats and Specs 1
FD 040B Fashion Sketching 2
HD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking 1 3
FD 070 Elem. and Princ. of Design 3
FD 084 Internship 3
FD 085 Scanning & Color Printing 1
FD 087 CAD: Tech. Drawing & Specs 2

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

APPAREL DESIGN-Level 2
(A.S. Degree Option or Certificate)
Course Units
FD 030 Intro. to Fashion Design 3
HD 030A Success Strategies 3
HD 032 History of Fashion 3
FD 040A Flats and Specs 1
FD 040B Fashion Sketching 2
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking 1 3
FD 062 Patternmaking 2 3
FD 070 Elem. and Princ. of Design 3
FD 076 Creative Apparel Design 3
FD 078 Creating & Mktg. a Line 4
FD 082 Portfolio Development 1
FD 084 Internship 3
HD 085 Scanning & Color Printing 1
FD 087 CAD: Tech. Drawing & Specs 2
FD 018B Elect. Patternmaking 3

Plus 3 units Fashion Electives from below:
FD 011 Intro. to Electronic Manufacturing 1
FD 012A,B,C Elect. Patternmaking 1-2
FD 017 Product Data Management 1
HD 020 Couture Embellish 3
FD 027 Professional Image (cannot be used twice) 3
FD 042 Fashion Illustration II 3
FD 053 Surface Print Design 3
HD 063 Shirt & Pattern Adjustment 2
FD 064 Professional Draping 3
FD 065 Prod. Patternmaking 3
FD 067 Manual Pattern Grading 1
FD 083 Fashion Field Studies 1
FD 086 CAD: Texture/Bigrd. 2
FD 088 CAD: Surface Design 3

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

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

APPAREL PRODUCTION-Level 1
(Certificate)
Course Units
FD 030 Intro. to Fashion Design 3
HD 030A Success Strategies 3
FD 040A Flats and Specs 1
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking 1 3
FD 067 Manual Grading 1
HD 017 Prod. Data Management 1
FD 018A Electronic Grading and Marking 3
FD 018B Electronic Patternmaking 3
FD 084 Internship 3

Plus 3 units from Career Enhancement courses below:
FD 027 Professional Image 3
Comm 012 Intern. Communication 3
Comm 018 Career Communication 3
Bus 030 Total Quality Management 3
Bus 054 Small Bus. Start Up & Mgmt. 3
Bus 062 Business Math 3
Bus 078 Business Communications 3
Couns 018 Job Search Methods 1
Couns 050 Cross Cultural Perspectives 3

APPAREL PRODUCTION-Level 2
(A.S. Degree Option or Certificate)
Course Units
FD 030 Intro. to Fashion Design 3
FD 030A Success Strategies 3
FD 040A Flats and Specs 1
FD 052A Fabric Analysis 1 3
FD 052B Fabric Analysis 2 3
FD 054 Apparel Manufacturing 3
FD 060 Patternmaking 1 3
FD 067 Manual Grading 1
HD 017 Prod. Data Management 1
FD 018A Electronic Grading and Marking 3
FD 018B Electronic Patternmaking 3
FD 084 Internship 3

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
FD 012A ELECTRONIC PATTERNMAKING I 2 units
Prerequisite: FD 060.
Recommended preparation: FD 011 or CA 020 or CA 070 or experience using “Windows”; Math 902
Acceptable for credit: California State University.
This course concentrates on computer techniques for patternmaking using the Gerber Technology (GT) AccuMark computer system and Pattern Design System (PDS) software. Students must know how to make patterns manually and be familiar with the AccuMark system or “Windows” before enrolling in this class. This course may be repeated two times. Credit/No Credit Option.

FD 012B ELECTRONIC PATTERNMAKING II 1 unit
Prerequisite: FD 012A.
Recommended preparation: Math 902
This course continues the techniques for computerized patternmaking begun in Computer Aided Patternmaking I. Students will use manual drafting equipment to draft patterns directly on the Silhouette worktable. Patterns will then be changed and altered on the computer using the GT AccuMark Pattern Design system and Silhouette workstation. Students have the opportunity to explore advanced techniques for creating pattern pieces on the computer. This course is West Valley College AA/AS degree and certificate applicable, and can be repeated once. Credit/No Credit Option.

FD 012C ELECTRONIC PATTERNMAKING III 1 unit
Prerequisite: FD 012B.
Recommended preparation: Math 902
This course continues to expand the techniques for computerized patternmaking begun in Computer Aided Patternmaking I and 2 using the G7T AccuMark Pattern Design system and Silhouette workstation. Students have the opportunity to explore advanced techniques for creating pattern pieces on the computer. This course is West Valley College AA/AS degree and certificate applicable, and can be repeated once. Credit/No Credit Option.

FD 014 ELECTRONIC DIGITIZING 1 unit
Recommended preparation: FD 011 or CA 020 or CA 070 or experience using “Windows” and Math 902
In this course, students will be given the opportunity to concentrate on computer techniques for digital pattern input referred to as digitizing. Students digitize production pattern pieces into the computer using the Gerber AccuMark software and digitizing table. Students must have basic Gerber AccuMark experience prior to enrolling in this class. This course is West Valley College AA/AS degree and certificate applicable. May be repeated two times. Credit/No Credit Option.

FD 015 ELECTRONIC PATTERN GRADING I 1 unit
Prerequisite: FD 014 and FD 067.
Recommended preparation: Math 902
In this course, students will be given the opportunity to concentrate on grading using the Gerber AccuMark computer system. Students must know how to grade patterns manually and digitize patterns using the AccuMark system prior to enrolling in this class. This course is West Valley College Degree and Certificate applicable and may be repeated two times. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 016 ELECTRONIC MARKING 1 unit
Recommended preparation: FD 011, 054 or CA 020 or CA 070 or experience using “Windows” and Math 902
In this course, students will be given the opportunity to concentrate on computer techniques for marking markers (pattern cutting layouts) using the Gerber AccuMark computer system. Students must know how to make markers manually and be familiar with the Gerber AccuMark system prior to enrolling in this course. This course may be repeated two times. Credit/No Credit Option.

FD 017 PRODUCT DATA MANAGEMENT 1 unit
Recommended preparation: FD 011, 054 or CA 020 or CA 070 or experience using “Windows” and Math 902
This course covers computer techniques for creating garment specification packages for apparel manufacturing. Students will use the GT Product Data Management (PDM) software to create specification sheets and the Micrografx Designer software to create and manipulate garment designs on the computer. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 018A ELECTRONIC GRADING AND MARKING 3 units
Prerequisite: FD 067
Recommended preparation: Math 902
This course concentrates on computer techniques for digitizing (pattern input), grading (creating patterns in a full range of sizes), and creating markers (pattern cutting layouts) using the Gerber Technology (GT) AccuMark computer system. Students will have the opportunity to learn the System Management and Marker Making software for digitizing and grading production patterns and creating markers. Students must know how to grade patterns and make markers manually before entering the class. Experience with Microsoft Windows is helpful. This course is West Valley College AA/AS degree and certificate applicable and may be repeated one time. Credit/No Credit Option.

FD 018B ELECTRONIC PATTERNMAKING 3 units
Prerequisite: FD 060
Recommended preparation: Math 902
This course concentrates on computer techniques for patternmaking using the Gerber Technology (GT) AccuMark computer system. Students will have the opportunity to learn the Pattern Design System (PDS) software and the Silhouette workstation. In addition, students will use the GT Samplemaker and Samplemanager software to cut out sample garments. Students must know how to make patterns manually and be familiar with Microsoft Windows before enrolling in this class. This course is West Valley College AA/AS degree and certificate applicable and may be repeated one time. Credit/No Credit Option.
Fashion design and apparel technology

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Fashion design and apparel technology

FD 020 COUTURE EMBELLISHMENT
3 units
Acceptable for credit: California State University.
This course explores the techniques used in the couture fashion design industry for the embellishment of garments. Students will analyze the use of these techniques for the enhancement of contemporary designs. Those who desire to advance their embellishment skills through practice with more advanced projects may repeat this course once for credit. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 027 PROFESSIONAL IMAGE (FORMERLY BUS 22)
3 units
Acceptable for credit: California State University.
Theories of color harmony, individual coloring, proportion, line and design for individual figures and faces will be presented in this course. It is particularly applicable for those in all professional careers. It is transferable to California State University. The course fulfills the West Valley General Education Pattern under Area E. Lifelong Understanding and Development. Requirement for an A.S. Degree. Credit/No Credit Option.

FD 030 INTRODUCTION TO FASHION DESIGN
3 units
Acceptable for credit: California State University.
A course designed to present in-depth information about all aspects of the Fashion Design industry and the process of design development and apparel production. The factors affecting fashion will be explored and fashion cycles identified. The goal of the course is to acquaint students with the career opportunities and requirements for employment within the Fashion Design industry. This course is West Valley College AA/AS degree and certificate applicable Credit/No Credit Option.

FD 030A SUCCESS STRATEGIES
3 units
This course is designed to help students succeed both academically and in the workplace. Students’ interests, skills and abilities will be discussed in relation to industry and workplace expectations in their specific career program area. A variety of exercises involving communication, teamwork, and problem solving skills will be incorporated in order to prepare students for the requirements of the modern workplace. This course is West Valley College AA/AS degree and certificate applicable. This course will be dual listed with CHS 030A. This course may be repeated twice. Credit/No Credit Only.

FD 032 HISTORY OF FASHION
3 units
Acceptable for credit: California State University.
This class covers the historical development of Western fashions/costumes with emphasis on the period from 1660 to the present. The effect of a historical period on the fashions of the times is explored with an emphasis on the relationship between past eras and today’s fashion. Students will study the careers of major twentieth century designers and their contribution to the field of fashion. The course fulfills the West Valley General Education Pattern under Area C. Humanities. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 033 INTERNET FOR FASHION DESIGN
.5 unit
This course will provide a basic introduction to the World Wide Web and the resources found therein for fashion industry-related subjects. Students will have the opportunity to access the Internet to research fashion trends, colors, styles and more. This course is West Valley College AA/AS degree and certificate applicable and will be applied for approval for CSU and can be repeated once. Credit/No Credit Only.

FD 040A FLATTS AND SPECS
1 unit
Acceptable for credit: California State University.
This course introduces the process of sketching original garment designs and actual garments in the flat format rather than on the fashion figure. Emphasis is on developing flat technical drawings used for spec sheets, presentation and story boards, designing and product development. Basic garment terminology is stressed. This course is essential for anyone entering any apparel design, apparel manufacturing, or patternmaking career. This course is West Valley College AA/AS degree and certificate applicable, will be applied for approval for CSU, and may be repeated once. Credit/No Credit Option.

FD 040B FASHION SKETCHING
2 units
Acceptable for credit: California State University.
This course introduces the techniques for drawing apparel. These techniques include principles of fashion figure proportion, garment styling and fabric rendering. Basic fashion figures called “croquis” forms will be used to illustrate apparel for men, women, and children. Techniques for drawing existing garments as well as illustrating original designs will be presented. This course is essential for anyone entering any apparel design careers and helpful to those entering an apparel manufacturing or patternmaking career. This course is West Valley College AA/AS degree and certificate applicable, will be applied for approval for CSU, and may be repeated once. Credit/No Credit Option.

FD 042 FASHION ILLUSTRATION II
3 units
Prerequisite: FD 040B.
Acceptable for credit: California State University.
This course is a continuation of Fashion Illustration 40B. Students practice illustrating clothing on both the male and female figure using a variety of media, including watercolor, pastel, charcoal and marker. Emphasis is placed on developing an illustration style. Layout of the illustration and story board presentation techniques are stressed. Development of the student’s fashion portfolio continues. This course may be repeated once for credit. Credit/No Credit Option.

FD 050 BASIC APPAREL CONSTRUCTION
3 units
Acceptable for credit: California State University.
This course provides students with the opportunity to learn basic apparel construction techniques using industry standard techniques for factory mass production of apparel. Students will have the opportunity to learn constructing techniques as well as how to determine appropriate sewing sequence. Working in a mock-factory setting, students have the opportunity to learn to operate and maintain industrial production equipment. This course is West Valley College A.A. /A.S. degree and certificate applicable. This course may be taken for a total of two times. Credit/No Credit Only.

FD 052A FABRIC ANALYSIS I
3 units
Acceptable for credit: California State University.
Fabric information specific to Apparel Design is presented in depth. Students will conduct analysis of fibers, yarn, fabric construction, coloration and finishes as they relate to specific industry requirements. Students will design fabrics, dye, and print fabrics and experiment with various finishes as a way of reinforcing the basic information and expanding their working knowledge of fabrics. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 052B FABRIC ANALYSIS II
3 units
Prerequisite: FD 052A.
Acceptable for credit: California State University.
This course is a continuation of FD 052A. Emphasis is placed on understanding fabric behavior, durability, performance, and the criteria for selecting appropriate fabrics for apparel. Students will learn the role of the design and fabric select- ing fabrics, working with the textile industry and creating original fabric designs. Techniques for fabricating a line of apparel are presented, including the selection of inner construction, trims and findings. Fabric resources are introduced. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 053 SURFACE PRINT DESIGN
3 units
Recommended Preparations: Art 031A, Art 033A, Art 035C or ID 020, Art 049A.
Acceptable for credit: California State University.
I have course is designed to introduce students to the development and use of surface print design. Students will have the opportunity to learn about the industries that use surface print design and how to create layouts, how to color designs, how to create colorways and how to create coordinating prints. Students will have the opportunity to create repeating patterns for their own original designs. This course may be repeated two times. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 054 APPAREL MANUFACTURING
3 units
Recommended preparation: Math 902, FD 050.
Acceptable for credit: California State University.
This course introduces the industrial process of apparel manufacturing, including garment construction and assembly techniques, factor methods of mass production, operation of industrial power equipment, and the processes of work flow and production management. This course is a prerequisite for all patternmaking and production classes. This course may be repeated once. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Students entering degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
FD 060 PROFESSIONAL PATTERNMAKING I
3 units
Recommended preparation: Math 902, FD 050
Acceptable for credit: California State University.
This course covers the methods of creating workroom sample patterns using fashion industry professional flat patternmaking techniques. Students create style variations by manipulating basic pattern blocks. Designs are transferred from sketches into usable first patterns for apparel production. Sample garments are constructed. All projects are produced using industry dress forms and industry equipment in the FD lab. This course may be repeated once for credit. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 062 PROFESSIONAL PATTERNMAKING II
3 units
Prerequisite: FD 060.
Recommended preparation: FD 040A and FD 064 and Math 902
Acceptable for credit: California State University.
This course is a continuation of Professional Patternmaking I. Advanced flat patternmaking techniques are emphasized for both woven and knit fabrics. Students draft style variations for sportswear, activewear and outerwear designs using basic pattern blocks. First patterns are developed and sample garments constructed and tested for fit on industry dress forms. All projects are produced using industry dress forms and industry equipment in the FD lab. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 063 FITTING AND PATTERN ALTERATION
2 units
Prerequisite: FD 060
Acceptable for credit: California State University.
This course covers general principles of garment fitting according to industry standards. Fitting problems and solutions for all types of garments will be discussed. Techniques for adjusting patterns to correct fit will be practiced. This course is West Valley College AA/AS degree and certificate applicable, and may be repeated once. Credit/No Credit Option.

FD 064 PROFESSIONAL DRAPIING
3 units
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers the three-dimensional method of creating workroom sample patterns using fashion industry professional draping techniques. Designs are draped in muslin and fashion fabric on standard industry dress forms provided in the FD lab then transferred into first patterns for apparel production. Sample garments are constructed using production techniques and equipment provided in the FD lab. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 065 PRODUCTION PATTERNMAKING
3 units
Prerequisite: FD 062.
Recommended preparation: Math 902
In this course, the students will be given the opportunity to learn the methods of transferring a first sample pattern into a production pattern. Students will also be given the opportunity to learn to draft patterns for men, women and children while concentrating on garment fit for a variety of body types and size ranges. Cost effective designs are stressed. Students will construct garments. This course may be repeated once for credit. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

FD 067 MANUAL PATTERN GRADING
1 unit
Prerequisite: FD 060.
Recommended preparation: Math 902
In this course, the students will be given the opportunity to learn the manual methods of grading production patterns into a full range of sizes for apparel production. Students grade patterns with a manual grading machine and develop an understanding of how the pattern grows relative to size ranges for men, women and children. This course may be repeated once for credit. 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
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
Prerequisite: FD 040A, FD 040B, 052A, 060
Recommended preparation: Math 902, FD 064
Acceptable for credit: California State University.
This course explores the creative process of apparel design and the development of groups and collections. Students learn the process of designing for specific markets, seasons and price categories and develop designs within their chosen area of interest. Methods of organizing and presenting design concepts are stressed. Sample garments are constructed using industry production equipment in the FD lab. Credit/No Credit Option.

FD 078 CREATING AND MARKETING A LINE
4 units
Prerequisites: FD 040A, 040B, 052A, 064, 062, 076
Recommended preparation: FD 064, Math 902
Acceptable for credit: California State University.
This course focuses on the process of creating a line of apparel and techniques for marketing that apparel at the wholesale level. Emphasis is on the process of organizing original design concepts into a complete apparel collection including the designing, construction and costing of wholesale production samples. Students create their own line of apparel in their chosen area of interest using industry standard production equipment. Basic business practices, presentation techniques and marketing strategies are covered. 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
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
The course acquaints students with the world of fashion and career options within it. The course includes a combination of field trips to manufacturers, designers, suppliers, museums and fashion shows as well as guest speakers, seminars, and other related activities. Students will job shadow or interview someone working in the apparel industry. This course 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
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
Recommended Preparation: CA 020
Acceptable for Credit: California State University
This course covers techniques for scanning black and white and color images, reducing and changing colors in scanned images, and calibrating colors for color printing, although primary emphasis is placed on techniques used for textile and apparel design in the apparel industry. This course is appropriate for students who need to work with a scanner and a color printer in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, and multimedia. This course is West Valley College degree and certificate applicable. (This course is dual listed with DM/IS 085). Credit/No Credit Option

FD 086 CAD: DESIGNING TEXTURES AND BACKGROUNDS
2 units
Recommended preparation: FD 052B, FD 070, Prerequisites: FD085 or DM/IS 085.
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
Recommended preparation: FD 040A, FD 085 or DM/IS 085, FD 040B
This course covers the methods of creating flat sketches, technical drawings for apparel and basic textile designs using the Macintosh computer and common computer drawing programs. Techniques for creating layouts and presentations are also covered. This course is appropriate for students who want to create flat drawings, technical drawings and background 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
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
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
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University.
Independent work of special interest to the students related to but not included in regular Fashion Design program.

FD 095 (A-Z) CURRENT FASHION TOPICS
.5 unit
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to: International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Credit/No Credit Option.

FD 096 (A-Z) CURRENT FASHION TOPICS
1 unit
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to: International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Credit/No Credit Option.

FD 097 (A-Z) CURRENT FASHION TOPICS
2 unit
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
The course will explore topics related to his discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

FOREIGN LANGUAGES

THE FACULTY
Sebastian Cassinro - Italian
Robert Chavez - Spanish
Gabriele May - German
Galina Chyorny - Russian
Ana Maria de Barling - Spanish
Linda Skaife - French
Christine de Ruiter - Spanish
Irene Upton - Spanish
Tomoe Doss - Japanese
Irene Hung - Chinese
Anna Bricho - French
Shigeko Gotoh - Japanese
Sandra Pylyer - Spanish

DIVISION Language Arts
DIVISION CHAIR Julie Maia
DEPARTMENT CHAIR Ana Maria de Barling
PHONE 408-741-2489
E-MAIL ana_maria_de_barling@westvalley.edu
COUNSELING 408-741-2009

FOREIGN LANGUAGE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

FOREIGN LANGUAGE (A.A. Degree)
Major Requirements:
20 units in one foreign language from the following:
- Foreign Language 001A, 001B, 002A, 002B, 003A, 003B or equivalent.
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:
- Frnch 002A Intermediate French
- Frnch 002B Intermediate French
- Frnch 003A Advanced French Oral and Written Composition
- Frnch 003B Advanced French Oral and Written Composition
French

THE FACULTY
Linda Skafie

DIVISION Language Arts
DIVISION CHAIR Julie Maia
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COUNSELING 408-741-2009

FRNCH 001A BEGINNING FRENCH
5 units
Coreq: Frnch 011A
Acceptable for credit: University of California, California State University.
The student will learn the fundamentals of French grammar and pronunciation and be able to converse on a limited scale about topics of everyday importance. He/she will be able to record this same information in writing and will be able to understand written and spoken French within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to various aspects of the culture of the French-speaking world. Credit/No Credit Option.

FRNCH 001B BEGINNING FRENCH
5 units
Coreq: Frnch 011B
Prerequisite: Frnch 001A or its equivalent (two years of high school French).
Acceptable for credit: University of California, California State University.
In this course, the student will continue his/her development of speaking, reading and writing skills, as well as increase his/her vocabulary and knowledge of basic French grammar. More emphasis will be placed on self-expression and readings from topics of general interest. Cultural topics will include further exploration of the geography of France. Credit/No Credit Option.

FRNCH 002A INTERMEDIATE FRENCH
5 units
Prerequisite: Frnch 001B or 3 years of HS French.
Acceptable for credit: University of California, California State University.
Students will review basic grammar and learn new structures and vocabulary while furthering their knowledge of the customs and cultures of France and other French-speaking countries. Conversation and oral and written drills will be emphasized, as well as practice in written composition. Examples of different styles of literature will be introduced to enhance reading skills. Credit/No Credit Option.

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

FRNCH 003A ADVANCED FRENCH ORAL AND WRITTEN COMPOSITION
5 units
Prerequisite: Frnch 002B.
Acceptable for credit: University of California, California State University.
This course centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Comprehension will be enhanced by use of video cassettes and native guest speakers. Credit/No Credit Option.

FRNCH 003B ADVANCED FRENCH ORAL AND WRITTEN COMPOSITION
5 units
Prerequisite: Frnch 003A.
Acceptable for credit: University of California, California State University.
This 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
Recommended preparation: Frnch 001A concurrently
Acceptable for credit: California State University.
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of the French-speaking world through a variety of media. The student will review the customs and culture of French-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing French language and pronunciation drill are also available. The course provides an excellent supplement to French 001A. Credit/No Credit Option.

FRNCH 011B FRENCH LABORATORY
.5 unit
Recommended preparation: Frnch 001B concurrently
Acceptable for credit: California State University.
This course is a continuation of French 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of French-speaking people through further use of slides, tapes, filmstrips, films and current publications. Tapes and programs providing French language and pronunciation drill are also available.
The course provides an excellent supplement to French language classes and is usually taken in conjunction with French 001B. Credit/No Credit Option.

FRNCH 003A BASIC FRENCH PRONUNCIATION
1 unit
Acceptable for credit: California State University.
This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought-provoking short-reading selections and short dialogues are used for practice drills. This course is West Valley College AA/AS Degree. Credit/No Credit Option.

FRNCH 003B BASIC FRENCH PRONUNCIATION
1 unit
Acceptable for credit: California State University.
This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought-provoking short-reading selections and short dialogues are used for practice drills. This course is West Valley College AA/AS Degree. Credit/No Credit Option.

FRNCH 040A WOMEN OF FRANCE
1 unit
This course will focus on the lives of ten important French women who lived up to the early 20th century, and will explore their contributions in history, music and literature to the culture of France. This course is West Valley College degree applicable. Credit/No Credit Option.

FRNCH 040B WOMEN OF FRANCE
1 unit
This course will focus on the lives of ten important French women of the 20th century, and will explore their contributions in history, music, art and literature to the culture of France. This course is West Valley College degree applicable. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
FRNC 050A BASIC FRENCH CONVERSATION AND CULTURE
3 units
(Also offered as a television course.)
Prerequisite: FRNCH 050A.
Acceptable for credit: California State University.
This course is a continuation of French 050A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of France will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Credit/No Credit Option.

FRNC 050B BASIC FRENCH CONVERSATION AND CULTURE
3 units
(Also offered as a television course.)
Prerequisite: FRNCH 050B.
Acceptable for credit: California State University.
This course is a continuation of French 050B. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of France will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Credit/No Credit Option.

FRNC 051A INTERMEDIATE FRENCH CONVERSATION AND CULTURE
3 units
(Also offered as a television course.)
Prerequisite: FRNCH 050A.
Acceptable for credit: California State University.
Students will increase their ability to express themselves orally in French. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their French while furthering their knowledge of the customs and culture of France and other French-speaking countries. Credit/No Credit Option.

FRNC 051B INTERMEDIATE FRENCH CONVERSATION AND CULTURE
3 units
(Also offered as a television course.)
Prerequisite: FRNCH 051A.
Acceptable for credit: California State University.
This course is a continuation of French 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles. Discussion topics will be chosen from current newspaper and magazine articles. Credit/No Credit Option.

FRNC 057A FRENCH FOR INTERNATIONAL BUSINESS
3 units
Acceptable for credit: California State University.
This course is suitable for students in the following areas: business majors planning to study international business or government, undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter the expanding international business world opening up to American-based firms. It is designed to give students a solid foundation in business vocabulary, basic business and cultural concepts, and situation practice necessary to be successful in today's French speaking business world. It may be repeated once. Credit/No Credit Option.

FRNC 057B FRENCH FOR INTERNATIONAL BUSINESS
3 units
Prerequisite: FRNCH 001B
Acceptable for credit: California State University.
This course is suitable for students in the following areas: business majors planning to study international Business or government; undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter and to expand the international business world opening up to American-based firms. This course is West Valley College degree AA and AS degree applicable. It may be repeated once. Credit/No Credit Option.

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

FRNC 060A THE FRENCH MOVIE: COMPREHENSION/CULTURE
1 unit
Recommended preparation: Frnch 050A
Acceptable for credit: University of California; California State University.
This course consists of a lecture series designed to incorporate six French movies 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 GE applicable. This course can be repeated once. Credit/No Credit Option.

FRNC 060B THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit
Recommended preparation: Frnch 050A
Acceptable for credit: University of California; California State University.
This is a course of six lectures in English designed to incorporate six subtitled French videos (different from 060A, 060C), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, geography, literature, the arts). Some comprehension skills are also covered. Instructional materials are provided in English and French. This course is West Valley College AA/AS Degree and GE applicable. This course may be repeated once. Credit/No Credit Option.

FRNC 060C THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit
Acceptable for credit: University of California; California State University.
This is a course of 6 lectures in English designed to incorporate six subtitled French videos (different from 060A, 060B), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, literature, geography, and the arts). Some comprehension skills are also covered. Instructional materials are provided in French and English. This is West Valley College AA/AS Degree and GE applicable. This course may be repeated once. Credit/No Credit Option.

FRNC 062 AN INTRODUCTION TO THE CULTURE OF FRANCE
2 units
This is a multi-disciplinary introduction to the culture of France. Topics include the regions of France, French food and wines, an introduction to the French language, Paris, French art, the French character, and business customs. This course will be of interest for those who travel, do business with French companies, work in the food and restaurant industry, and for those wishing to expand their general knowledge of culture. This course is West Valley College AA/AS Degree applicable. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
FRNCH 091, 092, 093 DIRECTED STUDIES
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract. One semester of French or equivalent.
Acceptable for credit: *University of California, California State University *UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work in fundamentals of grammar and pronunciation and further as needed. Topics will include, but are not limited to: international and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. This course is West Valley College degree and certificate applicable. It may be repeated two times. Credit/No Credit Option.

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

Geography
THE FACULTY
Joe Hasty

DIVISION Social Science
DIVISION CHAIR Pat Andrews
DEPARTMENT CHAIR Joe Hasty
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GEOGRAPHY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

GEOGRAPHY: (A.A. degree)
See SOCIAL SCIENCE A.A. DEGREE WITH OPTION IN GEOGRAPHY.

GEOG 001 INTRODUCTION TO PHYSICAL GEOGRAPHY
3 units
Acceptable for credit: University of California, California State University
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
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
See under Park Management

Geology
THE FACULTY
Robert Lopez

DIVISION Science and Mathematics
DIVISION CHAIR Jenny Burzynski
DEPARTMENT CHAIR Dr. Robert Lopez
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COUNSELING 408-741-2009

Geology is for explorers, for people interested in their surroundings and in the physical processes that shape the land. Explorers study mountains and valleys, oceans and atmospheres, earth and life through time, and the origins of the universe. Geology is a multidisciplinary science that applies the concepts of biology, chemistry, physics, mathematics, and engineering to the natural world. The multidisciplinary approach is what makes geology exciting and challenging for students with broad scientific interests and curiosity of how natural systems work through time and space. The blend of scientific reasoning and historical perspective gives geologists an important role in society where they can apply their skills to the complex interaction of humans and the natural systems (geologic hazards and natural resources). The exploration of geology is a hands-on discipline that is realized by working with hand specimens in the lab and seeing the earth system through field experience.
At West Valley College, students of geology can choose from a variety of courses offered through the Department of Geology and Department of Oceanography. Many of our courses fulfill the transfer requirements to four-year universities. Students should consult with the university they plan to attend to make sure that all lower division transfer requirements have been fulfilled.

Learning Outcomes
To expose student to the physical planet, its change through time, and its influence on life through time using the scientific method and the principles of geology.
Students who successfully complete geology courses gain
• skills in scientific observational reasoning;
• communication skills; and
• an understanding of geological concepts and history.

Career Options
Fields of study include:
• engineering geology
• environmental geology
• geobiology
• geochemistry
• geophysics
• hydrogeology
• oceanography
• paleontology
• volcanology

Most job opportunities available to geology graduates are in the private industry of engineering geology (evaluating sites for homes, commercial buildings, highways, tunnels, and other construction), environmental geology (environmental impact studies, evaluation and remediation of contaminated sites), and hydrogeology (development and control of water resources). Geologists are also employed in the discovery and extraction of earth's

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- PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
natural resources (oil, gas, coal, metallic and non-metallic ores). Government agencies (federal, state, county, and city) also employ geologists at all levels for planning and regulation (inspection and monitoring) activities. A degree in geology is an excellent background for teaching science at the secondary school level.

**Highlights:**

- Transferable courses (all courses fully transferable to CSU; all courses except Geol 003, Geol005, and Geol 020 fully transferable to UC).
- Half day and whole day field trips in the San Francisco and Monterey Bay regions.
- Overnight and week-long trips (Geol 003) to western United states national parks.
- Course Web Pages and Online Study Guides.

**Degree**

A.S., Geological Sciences

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**GEOLOGY: Transfer:**

See Transfer Planning Guide available at the Counseling Center.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Chem 001AB General Chemistry</td>
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<tr>
<td>Geol 001A Physical Geology</td>
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<tr>
<td>Geol 001B Historical Geology AND</td>
<td>3</td>
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<tr>
<td>Geol 002B Historical Geology Lab</td>
<td>1</td>
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<tr>
<td>Geol 005 Mineralogy</td>
<td>4</td>
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<td>Geol 020 Field Geology</td>
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<tr>
<td>Math 003AB Analytical Geometry &amp; Calculus</td>
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<tr>
<td>Math 004A Intermediate Calculus</td>
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<tr>
<td>Math 004B Differential Equations</td>
<td>4</td>
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<tr>
<td>Phys 004ABC Engineering Physics</td>
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</table>

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

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

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

**GEOL 001A PHYSICAL GEOLOGY**

4 units (Also offered as a television course).

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

This course provides an introduction to the field of science as applied to the study of the nature, properties, and distribution of earth materials; how the material forms, changes, and moves throughout the earth; how landscapes develop. It is designed to serve both the non-science major and those students intending to major in the earth sciences. (CAN GEOL 002)

**GEOL 001B HISTORICAL GEOLOGY**

3 units

Acceptable for credit: University of California, California State University. Theories of the origin of the earth, and a study of the evolutionary history of the earth as seen in the fossil and stratigraphic record. Emphasis on the development of the North American continent.

**GEOL 002B HISTORICAL GEOLOGY LABORATORY**

1 unit

Recommended preparation: Geol 001B or concurrent.

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

This course provides laboratory and field experience to introduce the field of historical 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, D CALIFORNIA NATURAL HISTORY FIELD WORK**

2 Units

Acceptable for credit: California State University.

**GEOL 003B Acceptable for credit: University of California**

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 Mojave Desert; Baja California). A fee will be required.

**GEOL 005 MINERALOGY**

4 units

Acceptable for credit: California State University.

This course stresses the study of crystallography, physical properties, and origin of common minerals. Specimens of common minerals will be identified.

**GEOL 010 EARTH SCIENCE SYSTEMS**

3 units

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

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

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

Study of the geometric development of California in space and time as shown by sedimentary, igneous, and metamorphic rocks and associated faults, folds and land forms. A background of earth science, although not required, will help the student considerably.

**GEOL 020 FIELD GEOLOGY**

2 units

Acceptable for credit: California State University.

Study and practice in observing, mapping, and interpreting rocks and rock structures in the field. Locations studied depend on the season and interests of the class. In the past, work has been done in the Santa Cruz Range, the Diablo Range, Lassen Volcanic National Park, Yosemite National Park, the northern California Coast Range, and Point Reyes National Park. The class meets nominally one day per week. Saturday and weekend field trips are by arrangement.

**GEOL 091, 092, 093 DIRECTED STUDIES**

1-3 units

Prerequisite: Interview with a teacher or complete relevant course.

Recommended Preparation: Math 902

Acceptable for credit: "University of California, California State University: "UC transfer credit for directed studies courses is granted after a review of the course outline and 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

DIVISION Language Arts
DIVISION CHAIR Julie Maia
DEPARTMENT CHAIR Ana Maria de Barling
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COUNSELING 408-741-2009

GERM 001A BEGINNING GERMAN
5 units
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 conversation, 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
Coreq: 011B
Prerequisite: G Germ 001A or its equivalent (2 years of high school German).
Acceptable for credit: University of California, California State University.
The students will continue their development of speaking, reading and writing skills and increase their vocabulary knowledge of basic German. They are expected to converse on a limited scale about the topics covered in the text. The student will also be exposed to various aspects of the customs and culture of Germany, Switzerland and Austria. Readings from simple prose and poetry will be introduced. Credit/No Credit Option.

GERM 002A INTERMEDIATE GERMAN
5 units
Coreq: 001A
Prerequisite: G Germ 001B or three years of high school German.
Acceptable for credit: University of California, California State University.
Review of grammar, discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction. Composition and conversation and readings from prose and poetry. Credit/No Credit Option.

GERM 002B INTERMEDIATE GERMAN
5 units
Prerequisite: G Germ 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
Recommended Preparation: Germ 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 Germ 001A. Credit/No Credit Option.

GERM 011B GERMAN LABORATORY
.5 unit
Recommended Preparation: Germ 001B concurrently
Acceptable for credit: California State University.
This course is a continuation of Germ 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 Germ 001B. Credit/No Credit Option.

GERM 050A, B BASIC GERMAN CONVERSATION AND CULTURE
3 units each
Prerequisite: G Germ 050A is prerequisite for 050B.
Acceptable for credit: California State University.
These courses are designed for those who wish a basic conversational approach to learning the practical aspects of the language. They appeal to people conducting business with foreign countries. 050B is a continuation of 050A. Credit/No Credit Option.

GERM 051A, B INTERMEDIATE GERMAN CONVERSATION AND CULTURE
3 units each
Prerequisite: G Germ 051A is prerequisite for 051B.
Acceptable for credit: California State University.
Advanced language abilities will be taught with an emphasis on vocabulary and skills designed to assist people with the conduct of business in foreign countries. 051B is a continuation of 051A. Credit/No Credit Option.

GERM 058A GERMAN IMMERSION
3 units
Acceptable for credit: California State University.
This course is designed to give students the opportunity to be in a German speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only German. This course is West Valley College Certificate applicable and will be transferable to CSU. This course may be repeated once. Credit/No Credit Option.

Greek

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GERM 091, 092, 093 DIRECTED STUDIES
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: “University of California, California State University” UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Students are given individual work of special interest in German, reading, writing, lab work, research, etc. Related to the regular German courses offered but not included in them. Credit/No Credit Option.


Greek

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GREEK 050A CONVERSATIONAL GREEK AND CULTURE
3 units
This course is designed for students who wish to have a basic conversational approach to learning the practical aspects of the language. It appeals to students planning to travel as well as to conduct business with Greek speaking countries. This course is West Valley College Certificate applicable and AA/AS degree applicable and is transferable to CSU. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option.
Health Care Technologies

FACULTY
Kristina Gairo

DIVISION
Applied Arts & Sciences

DEPARTMENT CHAIR
Kris Gairo

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

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

**Program Options**
- Associate of Science Degree
- Certificate of Proficiency
- Statement of Eligibility for Internship
- Health statement and physical examination
- Current CPR certificate
- Keyboarding proficiency of 35 wpm
- Basic word processing skills
- Completion of all required courses with a grade of C or better
- HTECH 054A
- HTECH 054B

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAHHEP), on recommendation of the Committee for Accreditation for Medical Assistant Education, also known as The Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

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

**CLINICAL ASSISTANT**
The eleven-month Clinic Assistant program has been designed for individuals who are interested in working in the back office setting in a large clinic or outpatient facility. Clinical duties include obtaining and recording patients' height, weight, temperature and blood pressure, obtaining case histories, performing basic laboratory tests, preparing patients for and assisting with examinations, as well as office surgeries, taking EKGs, and sterilization of instruments and materials.

The program also includes instruction in the important areas of medical ethics and law, interpersonal relationships and patient care, appointment scheduling, telephone technique, and records management.

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

**Program Option**
- Certificate of Proficiency

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

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

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

A Statement of Eligibility for Internship, a health statement and physical examination, and completion of all required courses with a grade of C or better are required to receive a Certificate of Proficiency.

**MEDICAL TRANSCRIPTION**
The Medical Transcription Program offers instruction in medical terminology, keyboarding, word processing, and medical transcription. Transcriptionists work in various types of health care facilities, in hospitals, or with a transcription service in their facility or at home. Transcriptionists may work in priority with hospitals, or with a transcription service in their facility or at home transcribing discharge summaries, history and physicals, progress notes, letters, and other reports such as autopsy and radiology reports.

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

A Statement of Eligibility for Internship, a health statement and physical examination, and completion of all required courses with a grade of C or better are required prior to entry into internship (HTECH 054A).

**Program Option**
- Certificate of Proficiency

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

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

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

**Program Option**
- Certificate of Proficiency

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

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

**MEDICAL OFFICE RECEPTION**

**Program Option**
- Certificate of Proficiency

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

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

A Statement of Eligibility for Internship, a health statement and physical examination, and completion of all required courses with a grade of C or better are required to receive a Certificate of Proficiency.

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

The Medical Office Laboratory Assistant Program prepares students to work in pathology laboratories or in a hospital or clinic lab. Graduates are prepared to correctly obtain specimens of various types, (including the drawing of blood), and to process them according to established standards.

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

Program Option
- Certificate of Proficiency

Prior to entry into the internship, the following are required:
- Statement of Eligibility for Internship
- Health statement and physical examination
- Current CPR certificate
- Keyboarding proficiency
- Basic word processing skills
- Completion of all required courses with a grade of C or better
- HTECH 054A (HTECH 054B is optional)

Program Opportunities
The Health Care Technologies Department offers eight other programs:
- Insurance Billing Specialist
- Medical Administrative Assistant
- Medical Assistant
- Clinic Assistant
- Medical Office Laboratory Assistant
- Medical Office Reception
- Massage Therapy

MASSAGE THERAPY

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

Program Option
- Certificate of Proficiency

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

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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<th>Units</th>
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Recommended Electives:
- Comm 012

MEDICAL ADMINISTRATIVE ASSISTANT

(Certificate)

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*HTECH 054A Internship

Recommended Electives:
- Comm 012

MEDICAL ASSISTANT

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

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Recommended Electives:
- Comm 012

MEDICAL OFFICE LABORATORY ASSISTANT

(Certificate)

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Recommended Electives:
- Comm 012

MEDICAL OFFICE RECEPTION

(Certificate)

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*PREREQUISITES and COREQUISITES are MANDATORY. See page 16 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.
MEDICAL TRANSCRIPTION (A.S. Degree and Certificate)

**Course**  | **Units**
--- | ---
H-Tech 001 Introduction to Health Care | 1
H-Tech 002 Medical Information Processing | 2
H-Tech 004 Structure and Function of the Human Body | 3
H-Tech 005 Basic Medical Terminology | 3
H-Tech 006 Advanced Medical Terminology | 3
H-Tech 008 Communication for Health Care Personnel | 2
H-Tech 020 Pharmacology for Transcription | 1
H-Tech 025ABC Medical Transcription | 2-3-3
H-Tech 054A Internship | 2
Engl 005 English Fundamentals CR | 3
Engl 001A English Composition | 3

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

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

**MASSAGE THERAPY (Certificate)**

**Course**  | **Units**
--- | ---
H-Tech 004 Structure and Function | 3
H-Tech 005 Basic Medical Terminology | 3
H-Tech 007 Medical Law & Ethics | 2
H-Tech 008 Communication for Health Care Personnel | 2
H-Tech 070 Introduction to Holistic Medicine | 1
H-Tech 071A Basic Massage Therapy | 2
H-Tech 071B Shiatsu and Chair Massage | 2
H-Tech 054A Internship | 2
Comm 12 Intercultural Communication | 3

Recommended Electives:
Comm 12 Intercultural Communication | 3

**ORTHOPEDIC TECHNICIAN (Certificate)**

**Course**  | **Units**
--- | ---
H-Tech 004 Structure and Function of the Human Body | 3
H-Tech 006 Adv Medical Terminology | 3
H-Tech 054A Internship | 2
H-Tech 054B Internship | 2
H-Tech 055 Vital Signs and Charting | 2
H-Tech 057 Sterile Techniques | 2.5
H-Tech 064 ECG and Ortho Tech | 2.5

**NOTE:** A grade of C or better must be earned for all certificate programs.

The medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education.


The MEDICAL ASSISTING A.S. Degree and Certificate of Proficiency programs prepare the student to perform all the administrative and clinical duties required in medical offices and clinics such as assisting with minor surgery, obtaining blood pressure and other vital signs, managing appointments and transcribing medical reports. The MEDICAL ASSISTANT program prepares students to work in the front and back office of a physician’s office, clinic or other outpatient facilities.

Multiple skills and areas of theory are taught so that graduates are prepared to assume an important role as a team member in health care delivery.

Continuing into the second semester courses is dependent upon completion of the first semester Medical Assisting classes with a grade of C or better and typing proficiency of 50 net wpm.

A Request for Medical Assisting Internship or current CPR certificate, a Health Statement and a physical examination are required before entry into Internship (H-Tech 054). Both the Associate Degree and the Certificate of Proficiency Medical Assisting programs are accredited by the Committee on Allied Health Education of the American Medical Association and the American Association of Medical Assistants. Upon completion of these programs the student may sit for the AMA-AAMAE Certification Examination administered by the National Board of Medical Examiners.

The MEDICAL LABORATORY ASSISTANT program prepares students to work in pathology laboratories or in a hospital or clinic lab. Graduates are prepared to correctly obtain specimens of various types (including the drawing of blood) and to process them according to established standards.

The INSURANCE BILLING SPECIALIST program is designed to train the student to receive medical claim forms; abstract medical information such as diagnosis, prognosis, and dates of treatment from patient records; complete forms; and answer telephone inquiries from doctors, patients, and insurance companies. Billing specialists must know medical terminology, diagnostic and procedural coding as well as the legal requirements for release of medical information.

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

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.

**H-Tech 001 INTRODUCTION TO HEALTH CARE**

1 unit

Survey of the structure and functions of the health care delivery system, the history of medicine, and the development of health care technologies. Instruction in the roles of various professionals, 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.

**H-Tech 002 MEDICAL INFORMATION PROCESSING**

2 units

Hec prep: Typing speed at 35 wpm

The student will receive instruction in medical information processing. The areas covered are application and use of medical terminology, abbreviations, symbols, numbers and appropriate formats in medical communications such as medical chart notes, history and physical, consultations and operative reports. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

**H-Tech 004 STRUCTURE AND FUNCTION OF THE HUMAN BODY**

3 units

Acceptable for Credit: California State University

This course is designed specifically for, but not limited to, students in the Health Care Technology programs. The students will have the opportunity to learn the basic anatomical components and associated physiology integrated for each body system. This course is West Valley College AA, AS degree and certificate applicable. Credit/No Credit Option.

**H-Tech 005 BACC BASIC MEDICAL TERMINOLOGY**

3 units

An introduction to basic medical terms that relate to medicine and the human body and physiological states. This course is West Valley College Degree and certificate Applicable. Credit/No Credit Option.
HTECH 006 ADVANCED MEDICAL TERMINOLOGY
3 units
Prerequisite: HTech 005.
Acceptable for credit: California State University. An introduction to the nature of disease and terms that relate to diseases, symptoms and pathophysiological states. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

HTECH 007 MEDICAL ETHICS AND LAW
2 units
Acceptable for Credit: California State University. The students will receive instruction in medical ethics and law. The areas covered will be bioethical issues, medical practice acts, legal relationships and responsibilities, invasions of privacy, medical professional liability, the litigation process, avoiding unjustified malpractice/negligence claims, and the exploration of relevant current issues. 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
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
The study of pharmacological terms for medical transcription. Students will learn to use a drug index; learn drug categories and usage; and perfect spelling of frequently used pharmacological terms. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

HTECH 025A MEDICAL TRANSCRIPTION
2 units
Prerequisites: HTech 005
Recommended preparation: HTech 002 and typing skill 35 word per minute
Acceptable for Credit: California State University. In this course, the students will review medical terminology, use reference materials, use transcribing equipment, and review English usage and punctuation. The students will transcribe reports on various medical specialties. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 025B MEDICAL TRANSCRIPTION
3 units
Prerequisite: HTech 025A.
Acceptable for credit: California State University. Continue review of medical terminology, use of reference materials and transcribing equipment. Practical application by transcribing professionally prepared and actual medical dictation. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 025C MEDICAL TRANSCRIPTION
3 units
Prerequisite: HTech 025B.
Acceptable for credit: California State University. Continue review of medical terminology and use of reference materials. Practical application by transcribing actual medical dictation from all fields of specialty. 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
Recommended preparation: HTech 005
Acceptable for credit: California State University. This course provides instruction and practical application of administrative procedures in a medical office. These procedures include management of appointment schedules, telephone communications, medical record management, credit and collections, accounts receivable, accounts payable, personnel selection, training and supervision, and payroll record keeping. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 042 INSURANCE BILLING AND CODING
2 units
Recommended preparation is HTech 005 and Math 103/103R
The students will receive instruction in the theory and practice of ICD-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
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 VITAL SIGNS AND CHARTING
2 units
Recommendation preparation: HTech 005 and Math 902
This course provides instruction in the duties and responsibilities of the clinical area of a medical office. This will include equipment and supplies control; medical asepsis; assisting with physical examinations including positioning, height, weight, and visual acuity; vital signs determination (temperature, pulse, respiration, and blood pressure); assisting with speciality examinations. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

HTECH 057 STERILE TECHNIQUES
2.5 units
Recommended preparation: HTech 005 and Math 902
This course is 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.

HTECH 058 LABORATORY TECHNIQUES
3 units
Recommended preparation: Math 902
This course is 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.
HTECH 063 MEDICATION ADMINISTRATION
1.5 units
Recommended preparation: HTech 005 and Math 902
This course will give the Health Care students an opportunity to learn the theory and practice of administration of parenteral medications including site selection, safety factors, techniques, as well as medication dosage calculations (medication math). This course is West Valley College Degree Applicable. Credit/No Credit Option.

HTECH 064 ECG AND ORTHO TECHNICIAN
2.5 units
Recommended preparation: HTech 005 and Math 902
This course offers participants the didactic and practical skills necessary to perform 12-lead electrocardiograms (ECGs) and provide care for orthopedic patients in acute and clinical setting. In addition, this course introduces the participants to medical office first aid procedures and basic physical therapy modalities. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

HTECH 070 INTRODUCTION TO HOLISTIC MEDICINE
1 unit
Recommended preparation: Math 902
This course is an introduction to newer forms of alternative medicine including diet and nutrition, yoga, meditation, homeopathy, aromatherapy, massage therapy, and acupuncture. In this course the four aspects of complete health (spiritual, emotional, mental, and physical health) are discussed. The emphasis is on assisting people to understand and help themselves, on education and self-care, prevention of disease, and promotion of a healthy lifestyle. This course is certificate applicable. Credit/No Credit Option.

HTECH 071A BASIC MASSAGE THERAPY
2 units
Recommended preparation: HTech 004
This course provides the student with fundamental training in Swedish and Sports massage 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
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
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 CMA Examination as outlined by the American Association of Medical Assistants. Credit/No Credit Only.

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

HTECH 100 SPECIAL TOPICS
5-9 units
Recommended preparation: none required
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

H-ED 005 FIRST AID/ADULT CPR/AED “RESPONDING TO EMERGENCIES”
1.5 units
Acceptable for credit: University of California, California State University
This course teaches the principles and applications of first aid and safety so that the student can correctly respond during an emergency. It includes instruction in first aid techniques to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until advanced medical help arrives. It also includes instruction in Adult Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED). Successful completion leads to certifications in “Responding to Emergencies” and “Adult CPR/AED” of the American Red Cross. If Child, Infant, and 2 rescuer CPR are desired, the H-ED 011 course should be taken concurrently. This course is West Valley College AA/AS degree applicable. Credit/No Credit Option

H-ED 006 ADVANCED FIRST AID PROFESSIONAL RESCUE CPR (“EMERGENCY RESPONSE”)
3 units
Recommended preparation: H-ED 005 and H-ED 011
Acceptable for credit: California State University
This is an advanced course in first aid techniques. It is intended to meet the needs of the responder who intends to become EMT trained, or who is employed where there are opportunities to give first aid care frequently in the course of their daily duties. This course is fully accredited by the American Red Cross, and upon successful completion with a “C” grade or better a certificate in “Emergency Response” will be issued. A “CPR for the Professional Rescuer” certificate will also be issued to those students passing this unit with a “B” grade or better. Credit/No Credit Option.
H-ED 007 LIFETIME FITNESS
2 units
Acceptable for credit: University of California, California State University.
This course is directed towards providing the student with accurate concepts of physical fitness and the relationship of physical activity to health-related fitness. Evaluation will be based on lecture examinations and laboratory reports, not on skills and fitness levels. Credit/No Credit Option.

H-ED 008 UNDERSTANDING HEALTH
3 units
Acceptable for credit: University of California, California State University
This course surveys current health issues and explores today's most prevalent health problems. It considers the biological, psychological, and sociological aspects of health and disease. H-ED 008 discusses the mental and physical aspects of sexuality, cardiovascular disease, stress, nutrition and weight management, drugs, aging, and infectious disease. The emphasis of this course is on the promotion of wellness throughout the life span. Today's controversial and far-reaching health issues are also explored. This course may also be taken in a distance learning format. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

H-ED 010 HUMAN SEXUALITY
3 units
Acceptable for credit: University of California, California State University
This course surveys human sexuality as studied from the biological, psychological, and sociological perspectives. Topics include sexual anatomy and physiology, the physiology of sexual response, conception-pregnancy-childbirth, sexual health, birth control, sexual orientation, gender identity, relationships, sexual variation, sexual dysfunction, and sexual decision making. Historical issues and the major contributors of sexual research are also reviewed. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

H-ED 011 CPR/AED FOR THE PROFESSIONAL RESCUE
.5 unit
Acceptable for credit: California State University
This course includes instruction in how to recognize and respond appropriately to respiratory and cardiac emergencies. It includes adult, infant and child CPR, 2-rescuer techniques, advanced airway management, special resuscitation situations, and the community approach to reducing injury and deaths. It provides instruction in the use of the Automated External Defibrillator (AED) and oxygen administration. Successful completion of this course qualifies the student for an American Red Cross certificate in "CPR/AED for the Professional Rescuer." It is recommended for individuals with a professional duty to respond to emergencies. This is an American Red Cross Certified course. This course is West Valley College AA/AS degree and certificate applicable.

H-ED 012 STRESS MANAGEMENT
3 units
Acceptable for credit: California State University
Stressors are a component of daily life. How one deals with these stressors determines whether that stress will produce growth or the breakdown of body systems. This course will help the student understand the basic principles of holistic stress management through the presentation of coping skills, the study of the mind-body relationship in stress management, (psychophysiology of stress), cognitive reappraisal of daily life stressors, and techniques to deal with these stressors. These cognitive strategies and relaxation techniques are the cornerstones for optimal health and will help one, throughout life, to manage stressors in a healthful and productive manner. 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
Acceptable for Credit: California State University
I his 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; 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
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

HISTORY (A.A. Degree)

Major Requirements

Course                  | Units |
-----------------------|-------|
Hist 004A               | 3     |
Hist 004B               | 3     |
Hist 017A               | 3     |
Hist 017B               | 3     |
Choose 6 Units of Electives from Hist 008A, 008B, 012, 014, 015, 016, 020, 020, 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.

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.

History

THE FACULTY
Tomas Garcia
Stephen Juarez
Tim Kelly

DIVISION Social Science
DIVISION CHAIR Pat Andrews
DEPARTMENT CHAIR Tim Kelly
PHONE 408-741-2534
COUNSELING 408-741-2009

The study of history enhances one's ability to understand and critically analyze world events. It contributes to one's appreciation of the past and one's planning for the future. History explains who one is and where one comes from.

Learning Outcomes
Students who successfully complete history courses will have:
- an understanding of major events in America and the rest of the world;
- the ability to identify major world figures and their achievements and failures;
- an understanding of the integral effect of world events on the development of societies; politically, economically, socially, and technologically;
- an appreciation for the way in which ideas develop.

Career Options
- Archivist
- Business Person
- Government Service
- Journalist
- Lawyer
- Librarian
- Museum Curator
- News Analyst, Reporter, Correspondent
- Researcher
- Social Scientist
- Teacher
- Writer

Degree
A.A., History

- Complete

105
HIST 003 ASIAN AMERICAN HISTORY
3 units
Acceptable for credit: University of California, California State University.
History 003 examines and compares the diverse historical experiences of major Asian American groups since the mid-nineteenth century. Topics that this course will cover include: origins of immigration; the formation and transformation of community and political identity; gender and family life; interethnic and intergenerational conflict; interracial unions; and the changing roles of Asian Americans in American society. Credit/No Credit Option.

HIST 004A HISTORY OF WESTERN CIVILIZATION
3 units
Acceptable for credit: University of California, California State University.
History 004A is a survey of the political, economic, social, cultural and religious development of western civilization from prehistoric times through the Protestant Reformation. Subject areas covered include Mesopotamia, Egypt, the Old Testament, Greece, Rome, the Middle Ages, the rise of Christianity, the Renaissance and Protestant Reformation. (CAN HIST 002) Credit/No Credit Option.

HIST 004B HISTORY OF WESTERN CIVILIZATION
3 units
Acceptable for credit: University of California, California State University.
History 004B is a survey of the political, social, economic and cultural development of western civilization from 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 1625 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-historical time 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 abolitionist movements and the struggle for equality from the Reconstruction Period to the present. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

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

HIST 016 MEXICAN-AMERICAN HISTORY
3 units
Acceptable for credit: University of California, California State University.
This course introduces students to the history of the United States and the Mexican-American experience 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 socio-cultural institution of the United States. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

HIST 017A UNITED STATES HISTORY
3 units
Acceptable for credit: University of California, California State University.
History 017A is a survey of the political, economic, social and cultural development of the United States from the pre-Colonial period through the Civil War. Topics covered include indigenous and European influence on the development of the colonies, the causes and consequences of the War of Independence, the ideological origins of republican principles of the United States Constitution, early industrialization, westward expansion, foreign policy, sectional conflict, slavery and its impact on race relations, abolition and other reform movements, and the Civil War. 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.

HIST 017B UNITED STATES HISTORY
3 units
Acceptable for credit: University of California, California State University.
History 017B is a survey of the political, economic, social and cultural development of the United States from Reconstruction to the present. Topics covered include Reconstruction, Native American culture and western settlement, Industrialization, the Progressive Era, World War I, the Twenties, the New Deal, and World War II. Also covered are domestic, social, and foreign policy issues of the post-World War II period from the 1950s through the 1990s, including reform movements, Vietnam, the Civil Rights and other ethnic movements, the Feminist Movement, popular culture, and post-Cold War foreign policy. 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.

HIST 020 HISTORY AND GEOGRAPHY OF CALIFORNIA
3 units
Acceptable for credit: University of California, California State University.
This course examines California geographic regions, the Native Americans of California, discovery, institutions of Spanish California, developments in the Mexican period, the early American period, economic foundations of the state, political growth and institutions of American California, race and California history in the 20th Century, and state and local government. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

HIST 021 HISTORY OF SANTA CLARA COUNTY AND THE SAN FRANCISCO BAY REGION
3 units
Acceptable for credit: California State University.
History 021 is a history of Santa Clara County and the San Francisco Bay region from pre-settlement to the present day. The emphasis is on the county history and its relationship with the Bay region after 1850 in its social, political, and economic growth. Credit/No Credit Option.
HIST 030A HISTORY OF ASIAN CIVILIZATION
3 units
Acceptable for credit: University of California, California State University.
The History of Southeast Asia will offer the student a survey of the peoples of Southeast Asia. Major topics will include political, economic, social and cultural events which highlight the background and makeup of the Orient. Special emphasis may be given to the Philippines, Malaya, Thailand, Taiwan, and Hong Kong. A visual history may be expected. Credit/No Credit Option.

HIST 030B HISTORY OF ASIAN CIVILIZATION
3 units
Acceptable for credit: University of California, California State University.
History 031 is a survey of the history of the peoples of China, Korea, Japan and smaller Asian countries, with emphasis on their economic, political and social structures integrated with the Western impact and Asian responses. Credit/No Credit Option.

HIST 032 HISTORICAL SURVEY OF RUSSIA AND THE SOVIET UNION
3 units
Acceptable for credit: University of California, California State University.
History 032 is a survey of Russian history from Kiev, Russia, to the present, with emphasis on major political, social, intellectual, and economic movements in the pre- and post-Revolutionary periods. Credit/No Credit Option.

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

Honors University Transfer Program

COORDINATOR:
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COUNSELING 408-741-2009

COUNSELOR:
Linda Engelking

The West Valley College Honors University Transfer Program is one of the institution’s primary instruments for advanced academic excellence and scholastic training within a critical-thinking mode. The program’s primary mission is to create and maintain an alternative curriculum model which, by virtue of its interdisciplinary structure, ensures course enrichment and accelerates the intellectual and creative development of high-ability students.

Philosophy
The West Valley College Honors University Transfer Program has been established to encourage the creative and intellectual development of high-ability students at the community college level. The program offers an alternative curriculum model which ensures course enrichment and fosters an environment of academic excellence and advanced critical thinking. The Honors Program is the best example of exceptional training and vision that West Valley College offers.

Program Description
Honors Program courses tend to require a higher level of analysis, rather than more work on the part of the student. This is accomplished by using an innovative curriculum model called a transdisciplinary unit, which expands the concept of team-teaching and interdisciplinary instruction. An Honors Program team consists of three to four instructors who coordinate their course content and methods. Through an interdisciplinary approach, the Honors Program concentrates on three themes (two per semester): Civilizations of the World, Science: Inquiry and Applications, and Thought and Politics.

Each transdisciplinary unit is comprised of a cluster of courses which collectively provide a multidisciplinary foundation and the common intellectual ground for a central theme. These units offer an integrated curriculum without sacrificing the integrity and rigor of the content of the specific disciplines included in the module.

Students have the option of enrolling in one, two, or three courses depending on pre- and corequisite requirements, 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 qualify 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 their 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
Acceptable for credit: University of California, California State University.
The course introduces the student to the study of world cultures from an anthropological viewpoint, 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.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
ART 001A HONORS—SURVEY OF WESTERN ART I
3 units
Acceptable for credit: University of California, California State University.
An analysis of stylistic movements in western world painting, architecture and sculpture from pre-history through the Gothic era. Art will be examined as a reflection of human interaction with events of the time emphasizing aesthetic, cultural and historical values. As it relates to the literature of classical mythology, visual imagery will be identified and researched. 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
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, using art as a reflection of human interaction with the events of the time, emphasizing aesthetic, cultural and historical values. (CAN ART 004)

ART 001D HONORS—20TH CENTURY ART
3 units
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture, and architecture in the western world from the Impressionists to the present day, emphasizing the evolution of changing attitudes toward form and content.

ART 004 HONORS—ART APPRECIATION
3 units
Acceptable for credit: University of California, California State University.
An introductory overview to the general trends and concepts of visual expression. Art objects under study will be considered both as aesthetic entities in themselves and as crystallization of man’s thought and beliefs at different periods of history. Students will also gain greater awareness of the processes, media and techniques required to create art. Credit/No Credit Option.

ASTRO 001 HONORS—ASTRONOMY
3 units
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
A course in descriptive Astronomy, covering the entire panorama of evolution: the birth, life, and death cycle of stars, the birth, life, and death cycle of galaxies, the origin of the entire universe, the origin of planets, and the beginnings of life on earth. With that as a foundation, the possibility of communicating with distant technical civilizations is discussed. This course will involve a quantitative rather than qualitative approach.

ASTRO 002 HONORS—ASTRONOMY LABORATORY
1 unit
Prerequisite: May be taken concurrently with Astronomy 1, 10 or 11; or upon completion of Astronomy 1, 10 or 11.
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
Hands-on approach to learning astronomical data-collecting methods, reinforcing concepts learned in Astronomy 1. Methods include use of planetarium instrument, celestial globes, "homemade" instruments such as sundials, and astronomical photographic plates of stars and galaxies.

BIO 011 HONORS—HUMAN BIOLOGY
4 units
Acceptable for credit: University of California, California State University.
This is an introductory biology course that uses humans as the model for understanding and applying the principles and concepts of biology. Emphasis is placed on using critical thinking skills to find the solution to everyday problems. Topics include the scientific method, cell structure and function, the physiology of human nutrition, circulation, excretion, reproduction, heredity, and how humans are related and adapted to their environment. Laboratory work includes hands-on application of concepts discussed in lectures. This course is designed to meet general education requirements in science (compare BIO 010) and will be of particular interest to students considering careers in health. BIO 011 is not open to students who have completed BIO 010 with a grade of "C" or better. This course is West Valley College AA/AS degree applicable.

BIO 021 HONORS—GENETICS WITH LAB
4 units
Acceptable for credit: University of California, California State University.
An introduction to the basic principles and concepts of heredity and their applications. Topics will include classical and modern concepts of the gene, gene function and regulation, population genetics, evolution, and recombinant DNA technology.

BIO 024 HONORS—CONTEMPORARY BIOLOGY
3 units
Acceptable for credit: University of California, California State University.
This course is designed for students of all disciplines to introduce a wide range of contemporary biological issues that will affect their lives: environmentally related issues, issues related to human physiology, and issues related to inheritance. Basic biological, chemical and physical principles are presented as appropriate for meaningful discussions of these issues and to understand articles, essays, and lectures. This course is West Valley College AA/AS degree applicable.

COMM 001 HONORS—PUBLIC SPEAKING
3 units
Acceptable for credit: University of California, California State University.
This Honors in communications studies emphasizes the fundamentals of extemporaneous speaking. Includes involvement in interpersonal transactions, study of the role of the listener in oral communication, understanding audience-speaker relationship, research, organization, reasoning and style.

COMM 010 HONORS—PERSUASIVE SPEAKING
3 units
Prerequisite: Engl 905
Recommended preparation: ESL 65LS strongly recommended for ESL students.
Acceptable for credit: University of California, California State University.
I his 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
Prerequisite: Engl 905
Recommended preparation: ESL 65LS strongly recommended for ESL students.
Corequisite: Transdisciplinary Units IIA, IIB, IIIA and IIIB.
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.

ECOE 001A HONORS—PRINCIPLES OF MACROECONOMICS
3 units
Acceptable for credit: University of California, California State University.
An introduction to macroeconomic analysis and principles. Analysis of the economy as a whole: determinants of the level of income, employment, and prices; money and banking; economic fluctuations; economic development. A study and analysis of the institutions and processes of
the economy as a whole. The honors section will include extensive application of economic principles to the analysis of issues or scenarios drawn from the corresponding corequisite courses.

**ECON 001B HONORS—PRINCIPLES OF MICROECONOMICS**
3 units
Acceptable for credit: University of California, California State University.
An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system; economic theory related to demand, production, competitive and noncompetitive product markets; the role of public policy. The honors section will include extensive application of economic principles to and analysis of economic/political issues.

**ECON 003 HONORS—INTRODUCTION TO POLITICAL ECONOMY**
3 units
Acceptable for credit: University of California, California State University.
This course introduces the student to the more interdisciplinary dimensions of political economy which are largely excluded from either Econ 10 or Econ 1A, 1B. Political economy embraces the economic works and concerns of the Marxists and Institutionalis, as well as the more traditional perspectives of Neo-Classical and Keynesian economists. Political economy tends to stress the unity of micro and macro events and processes. It exhibits a tendency to go beyond the bounds of pure economics in order to understand or rationalize the structure and changes within the economy.

**ENGL 001C HONORS—CLEAR THINKING IN WRITING**
3 units
Prerequisite: English 001A
Acceptable for credit: University of California, California State University.
Recommended Preparation: Read 970
This writing course focuses on techniques and principles of writing effective argument. The course examines word choice, inference, evidence, reasoning, and strategies in argument written by both professional and student writers.

**ENGL 006A,B HONORS—WORLD LITERATURE**
3 units each
Recommended preparation: Engl 001A. 006A is not a prerequisite for 006B.
Acceptable for credit: University of California, California State University.

**ENGL 043 HONORS—CLASSICAL MYTHOLOGY**
3 units
Recommended preparation: Engr 001A
Acceptable for credit: University of California, California State University.
An examination of the major myths of our western heritage, and consideration of the subsequent treatment through the centuries of these myths in various literary genres. Credit/No Credit Option.

**ENGL 046 HONORS—CONTEMPORARY AMERICAN MULTI-CULTURAL LITERATURE**
3 units
Recommended preparation: Engr 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 048 HONORS—INTRODUCTION TO SHAKESPEARE**
3 units
Recommended preparation: Engr 001A.
Acceptable for credit: University of California, California State University.
An analysis and discussion of a selection of the author's major plays and poems, with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to gain insight into human variety, understanding, and worth as illuminated through an appreciation of Shakespeare's works. This course does fulfill general education requirements at West Valley College for the Associate degree. Credit/No Credit Option.

**ENGL 049 HONORS—MODERN FICTION**
3 units
Recommended preparation: Engr 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
Acceptable for credit: University of California, California State University.
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People’s relationship to the land is observed through the description and explanation of changes and/or lack of changes made on the earth’s surface by human cultures.

**GEOL 001A HONORS—PHYSICAL GEOLOGY**
4 units
Acceptable for credit: University of California, California State University.
This course provides an introduction to the field of science as applied to the study of the nature, properties, and distribution of earth materials; how the material forms, changes, and moves throughout the earth; how landscapes develop.

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

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

**HIST 017B HONORS—UNITED STATES HISTORY**
3 units
Acceptable for credit: University of California, California State University.
Honors History 17B is a survey of the political, economic, social and cultural development of the United States from Reconstruction to the present. Topics covered include Reconstruction, industrialization, the Progressive Era, World War 1, the Twenties, the New Deal and foreign policy issues of the post-World War II period including the 1950s and 60s, Vietnam and Watergate. This course also highlights the development of California State and local governments.

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

IS 004 HONORS FORUM
3 units
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
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
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
Prerequisite: Math 106 or 106R or one year high school algebra II.
Acceptable for credit: University of California, California State University.
This course covers linear equations, systems of equations and inequalities, linear programming set theory, elements of probability, mathematics of finance, Markov chains and game theory. Practical emphasis will be placed on applications.

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

MATH 018 HONORS—MATHEMATICAL PROBLEM SOLVING
3 units
Recommended preparation: Math 106 or 106R or one 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
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
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.

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

PHIL 004 HONORS—PATTERNS IN COMPARATIVE RELIGION
3 units
Acceptable for credit: University of California, California State University.
This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs. the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arabic, and Oriental peoples.

PHIL 008 HONORS—INTRODUCTION TO ASIAN PHILOSOPHY
3 units
Acceptable for credit: University of California, California State University.
The course introduces the student to the philosophic and religious traditions of Asia. Students will read primary sources which reveal the philosophic beliefs of Asian peoples, including materials from Hinduism, Buddhism, Confucian, Taoist and Japanese traditions. Emphasis will be placed on the integration of philosophic and religious beliefs with the social and cultural values of Asian societies.

POLIT 001 HONORS—AMERICAN GOVERNMENT
3 units
Acceptable for credit: University of California, California State University.
Political Science 1 in the Honors Program unit Thought and Politics introduces students to the basic concepts and institutions of American Government and economics using both text and primary source documents. The Honors approach relies heavily on student discovery, debate and analysis of ideas, ideologies, and public policy documents. Critical analysis of executive orders, legislative acts, bureaucratic regulations, economic policy, as well as debate of public policy issues are the techniques most commonly used in the honors version of the course. Library research focuses on government resource works and materials. Students leave Thought in Politics with a command of the concepts associated with democratic government and economics as well as a grasp of the current public policy issues.
The link of economics and politics is regularly investigated throughout the semester.

POLIT 003 HONORS—INTRODUCTION TO POLITICAL SCIENCE
3 units
Acceptable for credit: University of California, California State University.
Honors Political Science 3 is an introduction to political theory analyzing the ideological origins of nation-states from direct democracy to totalitarian forms of government. Political Science 3 may be used to meet Social Science Area I or II requirements in the General Education pattern for transfer to the California State University System.
The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiology and behavior. A computerized psychophysiology laboratory will be used to introduce students to (1) experimental design and analysis, and (2) theoretical and methodological concepts in psychophysiological research, which investigates the relationship between physiological events and behavior. General areas covered include: philosophy of science, research design, experimental procedures, data analysis, synthesis, evaluation, and summary. Elementary statistics will be incorporated into the course using actual data collected from experiments conducted during laboratory sessions. Computer modeling will be compared and contrasted with empirical research as a problem-solving method. Primary references used for experimental write-ups and the final research project will require data base searching on Dialog.

SOC 002 HONORS—SOCIAL PROBLEMS
3 units
Acceptable for credit: University of California, California State University.
An introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems will be explored.

THEAR 010 HONORS—INTRODUCTION TO THEATRE
3 units
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
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.
IS 040 TUTOR TRAINING
1.5 units
Prerequisite: A or B in appropriate academic course and recommendation from a faculty member in the appropriate discipline.
Acceptable for credit: California State University
The purpose of this course is to train tutors to help students as peers to maximize their learning potential. However, this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/lecture discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach. This course is AA/AS degree applicable. It may also be offered in a distance learning format.

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

Interior Design

THE FACULTY
Diane Hurd
Jane Lilly
Celine Pinet

DIVISION Applied Arts & Sciences
DEPARTMENT CHAIR Celine Pinet
PHONE 408-741-2406
E-MAIL diane_hurd@westvalley.edu

The Interior Design program is a comprehensive, nationally accredited (FIDER), professional curriculum that provides courses focusing on the vital and basic aspects of interior design. Throughout the program, emphasis is placed on the fundamental relationship of interior design, and the visual and decorative arts.

Learning Outcomes
Successful completion of the program prepares students to become professional interior designers who are able to:

• identify, research, and creatively solves problems pertaining to the function and quality of the interior environment;
• perform services relative to interior spaces, including design analysis, programming, space planning and aesthetics;
• use specialized knowledge of interior construction, building codes, equipment, materials and furnishings; and
• prepare drawings and documents relative to the design of interior spaces in order to enhance and protect the health, safety, and welfare of the public.

Career Options
• Commercial Design
• Computer-Aided Design and Drafting
• Education and Research
• Facilities Management
• Furniture Design
• Health Care Design
• Historic Preservation
• Hospitality Design
• Kitchen and Bath Design
• Lighting Design
• Residential Design
• Restaurant Design
• Retail Design
• Space Planning
• Textile Design

Degree
A.S., Interior Design

Certificates
FIDER Accredited Advanced Interior Design Advanced Kitchen and Bath Design Computer Aided Drafting and Design Facilities Planning and Design

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 and approval of the Interior Design Department.

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Art 001B</td>
<td>Survey of Art</td>
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<tr>
<td>Art 003A</td>
<td>Basic Design</td>
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<tr>
<td>ID 005</td>
<td>Intro. to Interior Design</td>
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<tr>
<td>ID 010</td>
<td>Elements and Principles of Interior Design</td>
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<tr>
<td>ID 015</td>
<td>Interior Architectural Drafting</td>
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<tr>
<td>ID 020</td>
<td>Color Theory and Application</td>
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<tr>
<td>ID 025</td>
<td>Interior Finish Materials</td>
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<tr>
<td>ID 028</td>
<td>Interior Construction and Building Systems</td>
</tr>
<tr>
<td>D 030</td>
<td>Graphic Techniques</td>
</tr>
<tr>
<td>ID 030A</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>
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<tr>
<td>ID 045</td>
<td>Professional Practice</td>
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<tr>
<td>ID 050</td>
<td>Kitchen and Bath</td>
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<tr>
<td>ID 055</td>
<td>Estimating and Costing</td>
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<tr>
<td>ID 060</td>
<td>Commercial Design</td>
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<tr>
<td>ID 065</td>
<td>Intro to Computer-Aided Design and Drafting: AutoCAD</td>
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<tr>
<td>ID 070</td>
<td>Advanced Graphic Techniques</td>
</tr>
<tr>
<td>ID 075</td>
<td>Lighting Design</td>
</tr>
<tr>
<td>Electives from recommended list</td>
<td>3</td>
</tr>
</tbody>
</table>

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

Recommended Electives:

- Acctg 050 Accounting for Small Business 1
- Arch 010 Architectural Drawing 3
- Arch 020 Intro to Landscape Architecture 3
- Arch 020A Architectural History 2
- Arch 020B Architectural History 2
- Arch 032A Architecture and Environmental Design 2
- Arch 032B Basic Architectural Design 3
- Art 031A Basic Drawing 3
- Bus 028 Business Law 3
- Bus 054 Small Business Start-Up & Mgt 3
- bus 078 Business Communication 3
- r+D 027 Professional Image 3
- ID 090A Internship 3
- Theor 018A Introduction to Stage Lighting 3

Various computer applications courses. See

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.
Interior Design Department Chair for approval. See the Interior Design counselor for clarification and further information.

**INTERIOR DESIGN (A.S. Degree)**

To be awarded an A.S. degree, a student must complete:
1. All the Interior Design Certificate requirements
2. Additional units to meet the college graduation requirements for an associate degree.
A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.
See the Interior Design counselor for clarification and further information.

**INTERIOR DESIGN** (Advanced Certificate)

**Prerequisite:** Completion of Interior Design Certificate requirements.

**Required Courses:**

<table>
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<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 010</td>
<td>Architectural 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>
<tr>
<td>ID 066</td>
<td>Advanced Computer Aided Design and Drafting: AutoCAD</td>
</tr>
<tr>
<td>ID 080</td>
<td>Advanced Commercial Design</td>
</tr>
<tr>
<td>ID 085</td>
<td>Design Detailing</td>
</tr>
<tr>
<td>ID 090B</td>
<td>Internship</td>
</tr>
<tr>
<td>ID 095</td>
<td>Presentation Techniques &amp; Portfolio</td>
</tr>
</tbody>
</table>

**Electives**
A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.
See the Interior Design counselor for clarification and further information in Interior Design.

**INTERIOR DESIGN** (FIDER Accredited Advanced Certificate)

To be awarded a FIDER Accredited Advanced Certificate, a student must have completed:
1. Interior Design Certificate requirements.
2. Advanced Certificate requirements.
3. A minimum of 30 semester credit hours of diverse university level liberal arts, sciences, and humanities. These units must be taken prior to or concurrently with the other course work. To petition for a FIDER Accredited Advanced Certificate, contact the Department Chair of Interior Design at the beginning of the semester.
A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.
See the Interior Design counselor for clarification and further information in Interior Design.

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

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 015</td>
<td>Interior Architecture Drafting</td>
</tr>
<tr>
<td>ID 065</td>
<td>AutoCAD-Introduction to Computer Aided Interior Design</td>
</tr>
<tr>
<td>ID 066</td>
<td>Advanced AutoCAD</td>
</tr>
<tr>
<td>3 units of recommended electives: Choosing among the following:</td>
<td></td>
</tr>
<tr>
<td>ID 090</td>
<td>Presentation Techniques and Portfolio</td>
</tr>
<tr>
<td>PKMG'T 016A</td>
<td>Introduction to Geographic Information and Global Positioning Systems</td>
</tr>
<tr>
<td>DMIS 010C</td>
<td>Digital Image Photoshop</td>
</tr>
<tr>
<td>Or other department approved 3 unit elective</td>
<td></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 Design</td>
</tr>
<tr>
<td>ID 050B</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>
<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 066</td>
<td>Advanced AutoCAD</td>
</tr>
<tr>
<td>ID 080</td>
<td>Advanced Commercial Design</td>
</tr>
</tbody>
</table>

**ID 005 INTRODUCTION TO INTERIOR DESIGN**

1 unit
Recommended preparation: Math 902
Acceptable for credit: California State University.
This survey course introduces the profession, its history, and related specialties and disciplines. Interior Design will be seen as multi-faceted with many career paths and opportunities. Credit/No Credit Option.

**ID 010 ELEMENTS AND PRINCIPLES OF INTERIOR DESIGN**

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

**ID 015 INTERIOR ARCHITECTURAL DRAFTING**

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

**ID 020 COLOR THEORY AND APPLICATION**

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

**ID 025 INTERIOR FINISH MATERIALS**

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

**ID 028 INTERIOR CONSTRUCTION AND BUILDING SYSTEMS**

3 units
Recommended Preparation: Math 902
In this course, students investigate and examine the performance and usage of interior construction materials and systems. This course focuses on applications of interior construction materials, construction systems, and building systems. The course includes guest speaker(s) and/or field trip(s). This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

**ID 030 GRAPHIC TECHNIQUES**

3 units
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers sketching and rendering techniques in relation to interior spaces. One-point perspective drawing, an introduction to two-point perspective drawing, and sketching and rendering techniques in black and white, with an introduction to color media, will be explored. Credit/No Credit Option.

**ID 035A HISTORY OF FURNITURE AND INTERIORS**

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

**ID 035B HISTORY OF FURNITURE AND INTERIORS**

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

- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 16 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- **RECOMMENDED** preparation are ADVISORY.
ID 035C DESIGN OF HISTORIC INTERIORS
3 units
Prerequisite: ID 035A
Recommended Preparation: ID 025, MATH 902
Acceptable for credit: California State University
The processes, laws and regulations, categories, integrity criteria, financial incentives, and adaptive use for historic buildings in the United States are examined. An introduction to digital images and text/image integration programs is provided. Students will prepare a rehabilitation research report integrating digital images and text. This course is West Valley College degree and certificate applicable and may be repeated once. Credit/No Credit Option.

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

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

ID 050 KITCHEN AND BATH DESIGN
3 units
Recommended Preparations: ID 040 or Concurrently: Math 902
Acceptable for credit: California State University
This course covers the process of design for kitchens and baths with emphasis on remodeling, presentation drawings and material selection and specification. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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

ID 060 COMMERCIAL DESIGN
3 units
Prerequisite: ID 040.
Recommended preparation: Math 902
Acceptable for credit: California State University
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 furniture suitable for commercial projects are examined and methods of producing presentation drawings are practiced. Credit/No Credit Option.

ID 065 AUTOCAD: INTRODUCTION TO COMPUTER AIDED DESIGN
3 units
Recommended Preparation: Math 902 or concurrently
Acceptable for credit: California State University
This course is an introduction to computer-aided drafting using AutoCAD on the PC. The course emphasis will be in the construction of both 2D and 3D drawings. In addition to basic AutoCAD techniques, topics will include problems using the Advanced Modeling Extension (AME). This course is designed for students with NO prior computer experience. This course is 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.

ID 066 ADVANCED AUTOCAD
3 units
Prerequisites: Draft 073 or ID 065 or Arch 070 or CA 075.
This course will enable students to work on more complicated problems of concepts already learned in ID 065, Draft 073, CA 075, or Arch 070 and to study advanced topics in AutoCad. The course emphasis will be advanced topics in the construction of both 2D and 3D drawings and solid modeling. 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
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
Prerequisite: ID 015
Recommended preparation: Math 902
Acceptable for credit: California State University
This course covers the theory and practice of lighting design and development of plans with light-fixture specifications. Credit/No Credit Option.

ID 080 ADVANCED COMMERCIAL DESIGN
3 units
Prerequisite: ID 060
Recommended Preparation: ID 070, Math 902
Acceptable for credit: California State University
This course involves the study of commercial interior design via projects of increased size and complexity and of diverse use. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

ID 080B ADVANCED RESIDENTIAL DESIGN
3 units
Recommended Preparation: Math 902
Prerequisite: ID 040, ID 045.
This course covers advanced planning and design of the residential environment with 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
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 090A INTERIOR DESIGN INTERNSHIP
3 units
Prerequisites: ID 005, ID 010, ID 015, and ID 020
Recommended Preparations: MATH 902
Acceptable for credit: California State University
This course provides students with in-the-field experience, working directly under the supervision of an interior designer or interior design-related professional. Students are able to apply knowledge and skills learned in the core interior design courses, further enhancing the learning process. Opportunities and encouragement to continue to research career possibilities are provided. Students may apply this 3-unit internship toward the elective in the Interior Design Certificate and A.S. Degree Programs. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Only.

ID 090B INTERIOR DESIGN INTERNSHIP
4 units
Prerequisites: ID 040, ID 045, ID 050, and ID 060
Recommended Preparations: MATH 902
Acceptable for Credit: California State University
This course provides students with in-the-field experience, working directly under the supervision of an interior designer or interior design-related professional. Students are able to apply knowledge and skills learned in the Interior Design Certificate courses, further enhancing the learning process. Opportunities and encouragement to continue to research career possibilities are provided. This 4 unit internship course is required for completion of the Interior Design Advanced Certificate and the FIDER Accredited Advanced Certificate programs. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Only.
ITAL 01B ITALIAN LABORATORY  
.5 unit  
Recommended preparation: Italian 001B concurrently Acceptable for credit: California State University.  
This course is a continuation of Italian 01A, although 11A is not a prerequisite. The student will expand his/her knowledge of the cultures of Italian-speaking people through further use of slides, tapes, filmstrips, films and current publications. Tapes and programs providing Italian language and pronunciation drill are also available. The course provides an excellent supplement to Italian language classes and is usually taken in conjunction with Italian 1B. Credit/No Credit Option.

ITAL 050A BASIC ITALIAN CONVERSATION AND CULTURE  
3 units  
Acceptable for credit: California State University.  
Designed for those desiring a less structured, more practical conversational approach, this course emphasizes conversation and vocabulary building. A variety of classroom activities will permit the students to use the language while studying it. Cultural topics will center on everyday life in Italy (food, customs and traditions, the family, etc.), and some audiovisual aids will be used. Credit/No Credit Option.

ITAL 050B BASIC ITALIAN CONVERSATION AND CULTURE  
3 units  
Prerequisite: Italian 005A.  
Acceptable for credit: California State University.  
Continuation of Italian 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Italy will be presented through newspaper and magazine articles and audiovisual materials. Credit/No Credit Option.

ITAL 051A INTERMEDIATE ITALIAN CONVERSATION AND CULTURE  
3 units  
Prerequisite: Italian 050B.  
Acceptable for credit: California State University.  
Review and continuation of basic grammar studied in Italian 50A-B, with increased discussion and discussion of the customs and culture of Italy and Italian Switzerland. Credit/No Credit Option.

ITAL 051B INTERMEDIATE ITALIAN CONVERSATION AND CULTURE  
3 units  
Prerequisite: Italian 051A.  
Acceptable for credit: California State University.  
Continuation of Italian 51A. Emphasis on conversation, vocabulary acquisition and idiomatic expressions. Review of basic grammar principles and discussion based on topics chosen from current newspaper and magazine articles. Credit/No Credit Option.
ITAL 058A ITALIAN IMMERSION
3 units
Acceptable for credit: California State University.
This course is designed to give students the opportunity to be in an Italian speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Italian. This course 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
Laboratory 3, 6, 9 hours per week by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: "University of California, California State University *UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work in fundamentals of grammar and pronunciation and further development of language skills. Some exposure to the customs and culture of Italy through discussions and reading selections. Credit/No Credit Option.

Japanese

DOMINION Language Arts
DIVISION
DEPARTMENT CHAIR Anna Maria de Barling
PHONE 408-741-2489
E-MAIL anna_marla_de_barling@westvalley.edu
COUNSELING 408-741-2009

JPN 001A,B BEGINNING JAPANESE
5 units each
Prerequisite: 001A is prerequisite to 001B.
Co-Requisite: JDNS 011A for JPN 001A; JDNS 011B for JDNS 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.

JPN 002A INTERMEDIATE JAPANESE
5 units
Prerequisite: JNS 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.

JPN 002B INTERMEDIATE JAPANESE
5 units
Prerequisite: JNS 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.

JPN 011A JAPANESE LABORATORY
.5 unit
Recommended preparation: JNS 001A 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 001A. This course may be repeated once. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

JPN 011B JAPANESE LABORATORY
.5 unit
Recommended preparation: JPs 001B concurrently
Acceptable for Credit: California State University
Japanese 011B is a continuation of JPN 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 JPS 001B. This course may be repeated once. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

JPN 050A,B BASIC JAPANESE CONVERSATION AND CULTURE
3 units each
Prerequisite: 050A is prerequisite to 050B.
Acceptable for credit: California State University.
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Japan today (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.

JPN 051A INTERMEDIATE JAPANESE CONVERSATION AND CULTURE
3 units
Prerequisite: Jps 050B OR 001A.
Acceptable for credit: California State University.
Designed for those desiring an intermediate, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities will permit active use of the language. Cultural topics will center on everyday life in Japan today (food, customs, traditions, government, etc.). A variety of audiovisual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Credit/No Credit Option.

JPN 051B INTERMEDIATE JAPANESE CONVERSATION AND CULTURE
3 units
Prerequisite: JPS 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
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
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: *University of California, California State University *UC transfer credit for
directed studies courses is granted after a review of
the course outline and examples of students work
(assignments, tests, papers, etc.) by the enrolling
UC campus. Please see a counselor for more
information.
Students are given individual work of special
interest in Japanese, reading, writing, lab work,
research, etc. Related to the regular Japanese
courses offered but not included in them. Credit/ No Credit Option.

JOURNALISM

THE FACULTY
Janine Gerzanics

DIVISION Language Arts
DIVISION CHAIR Julia Maia
DEPARTMENT CHAIR Janine Gerzanics
PHONE (408)- 741-4073
E-MAIL janine.gerzanics@westvalley.edu
COUNSELING 408-741-2009

The West Valley College Journalism Department
offers both theoretical and practical classes to
provide students with the skills needed to be
successful in both their academic and work lives.
Through these courses, students get both hands-
on experience and background knowledge to help
them develop their reading, writing and critical
thinking skills needed to transfer to a four-year
college or university, or move directly into the work
force. The Journalism courses are designed to
prepare students for initial entry into careers in
various areas of communication, as well as for
transfer to other colleges and universities.

Highlights
• Small classes with individual attention
• Hands-on experience producing The Norseman
newspaper, a frequent award winner in regional
and state community college journalism competi-
tions
• State of the art technology
• Opportunities for work experience in local indus-
try and media
• Close links with other local newspapers
• Direct production experience
• Resource center with information on internships,
scholarships, mentors, transfer requirements and
teach trips

Learning Outcomes
The West Valley College Journalism Department
offers both theoretical and practical classes to
provide students with the skills needed to be
successful in both their academic and work lives.
Through these courses, students get both hands-on experience and background knowl-
edge to help them develop their reading, writing
and critical thinking skills needed to transfer to
a four-year college or university, or move directly
into the work force.

Career Options
• Advertising
• Broadcast Journalism
• Business
• Editing
• Graphic Design
• Marketing Communications
• Print Journalism
• Production
• Public Relations
• Publishing
• Research
• Reviewing
• Sales
• Screen Writing
• Teaching
• Technical Communications

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

JOURNAL 001 NEWS MEDIA
3 units
Recommended preparation: Engl 905.
Acceptable for credit: California State University.
A one-semester lecture course on the role of
mass communication in society, with emphasis
upon major means of mass communication:
newspapers magazines, books, television, and
motion pictures. (Offered once each year.) (CAN JOUR 4)

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

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

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

JOURNAL 003 INTRODUCTION TO PHOTO COMMUNICATION
3 units
Acceptable for credit: California State University.
A visually-oriented study of photography as art
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.)

* PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 for specific information.
* Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
* RECOMMENDED preparations are ADVISORY.
JOURN 005 INTRODUCTION TO RADIO-TELEVISION BROADCASTING
3 units
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 STORY ORGANIZATION
1 unit
Recommended preparation: Engl 905
Acceptable for credit: California State University.
This is the first part of a three-segment course in beginning news writing principles, where clear, concise and accurate written communication is emphasized. Section A (News Story Organization) focuses on writing for the mass media (including multimedia), with special emphasis on lead paragraph writing and inverted pyramid story organization. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

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

JOURN 020C NEWS WRITING PRACTICE
1 unit
Prerequisite: Journ 020A and Journ 020B
Recommended preparation: Engl 905
Acceptable for credit: California State University.
This is the third part of a three-segment course in beginning news writing principles, where clear, concise and accurate written communication is emphasized. Section C (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
Recommended preparation: Engl 905
Acceptable for credit: California State University.
A lecture and laboratory course in newswriting principles. Clear, concise, accurate communication is emphasized. The first semester includes writing and rewriting of basic, typical news stories. The course is designed to satisfy, in part, the basic newswriting requirements for baccalaureate programs in Journalism. (CAN JOUR 2)

JOURN 021B ADVANCED NEWSWRITING
3 units
Prerequisite: Journ 021A
Recommended preparation: Engl 905
Acceptable for credit: California State University.
The second part of a two-semester sequence course of lecture and laboratory in newswriting principles. Clear, concise, accurate communication is emphasized. Preparation of news stories that are more complex and require greater detail, including multi-element stories, news features, human-interest features, editorials and opinion columns. Also includes greater emphasis on copy editing and advanced reporting techniques, including how to cover speeches, meetings, etc. The course is designed to satisfy, in part, the basic newswriting requirements for baccalaureate programs in journalism. (Not offered each year.) (CAN JOUR 2)

JOURN 030 INTERNET FOR JOURNALISM
.5 unit
World Wide Web and the resources found therein for journalism media related subjects. Students will have the opportunity to access the Internet to research trends in media use of the World Wide Web. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit only.

JOURN 035 'ZINES AND NEWSLETTERS
1 unit
Recommended preparation: CA 073
Acceptable for credit: California State University.
This course will provide a basic introduction to presenting news and information on the Internet in the form of ‘zine format (a multimedia magazine format intended only for electronic distribution) and electronic newsletter format. This course is West Valley College Certificate and AA/AS Degree applicable. Credit/No Credit only.

JOURN 053 NEWSPAPER ARTICLE WRITING
2 units
Recommended preparation: Engl 905
Acceptable for credit: California State University.
A one-semester lecture and lab course in newspaper article writing techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Stories are assigned, students conduct interviews and gather information for stories, stories are written onto a computer, where they are edited by student editors. During the process, discussions are held as appropriate on ethical, legal, and other responsibilities and writing styles and techniques. The cycle is repeated to the number of issues in the term. Students enrolled in the nine-week section of this class have fewer opportunities to develop and practice skills than those in Journalism 053. Credit/No Credit Option.

JOURN 054AB NEWSPAPER ARTICLE WRITING
1 unit each
Recommended preparation: Engl 905
Acceptable for credit: California State University.
A nine-week lecture and lab course in newspaper article writing techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Stories are assigned, students conduct interviews and gather information for stories, stories are written onto a computer, where they are edited by student editors. During the process, discussions are held as appropriate on ethical, legal, and other responsibilities and writing styles and techniques. The cycle is repeated to the number of issues in the term. Students enrolled in the nine-week section of this class have fewer opportunities to develop and practice skills than those in the 18 week section. Credit/No Credit Option.

JOURN 055 NEWSPAPER PRODUCTION
2 units
Recommended preparation: Engl 905
Acceptable for credit: California State University.
A one-semester lecture and lab course in newspaper production techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Stories prepared by the class are checked for completeness and lack of technical errors. Class members and student editors review possible page designs. Students paginate (lay out) pages on a computer, place stories, artwork, photographs and other graphic images on the page, print out and assemble the page to be sent to a commercial printer. During the process, discussions are held as appropriate on typography, design, computer techniques, and graphic arts techniques. The cycle is repeated to the number of issues in the term. Credit/No Credit Option.

JOURN 056AB NEWSPAPER PRODUCTION
1 unit each
Recommended preparation: Engl 905
Acceptable for credit: California State University.
A nine-week lecture and lab course in newspaper production techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Stories prepared by the class are checked for completeness and lack of technical errors. Class members and student editors review possible page designs. Students paginate (lay out) pages on a computer, place stories, artwork, photographs and other graphic images on the page, print out and assemble the page to be sent to a commercial printer. During the process, discussions are held as appropriate on typography, design, computer techniques, and graphic arts techniques. The cycle is repeated to the number of issues in the term. Students enrolled in the nine-week section of this class have fewer opportunities to develop and practice skills than those in the 18 week section. Credit/No Credit Option.
Landscape Architecture
(See also Architecture)

THE FACULTY
Edward Janke, AIA

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

LANDSCAPE ARCHITECTURE (A.S. Degree)

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 020</td>
<td>3</td>
</tr>
<tr>
<td>Arch 021AB</td>
<td>3</td>
</tr>
<tr>
<td>Arch 030</td>
<td>2</td>
</tr>
<tr>
<td>Arch 031AB</td>
<td>3</td>
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<tr>
<td>Arch 032A</td>
<td>2</td>
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<tr>
<td>Arch 032B</td>
<td>3</td>
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<tr>
<td>Arch 033AB</td>
<td>3</td>
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<tr>
<td>Arch 036</td>
<td>3</td>
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<tr>
<td>Arch 038</td>
<td>2</td>
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<tr>
<td>Arch 039AB</td>
<td>3</td>
</tr>
<tr>
<td>Bio 042</td>
<td>5</td>
</tr>
<tr>
<td>Math 008</td>
<td>3</td>
</tr>
<tr>
<td>Pscl 010</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: The above is a heavy program. Students may wish to take three to six units each year during the summer session in order to lighten the load. Students with no drafting experience should take Drafting 50 during summer session or first semester.

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Bio 024</td>
<td>2</td>
</tr>
<tr>
<td>Bus 028</td>
<td>3</td>
</tr>
<tr>
<td>Uraf 073</td>
<td>3</td>
</tr>
<tr>
<td>Econ 001A</td>
<td>3</td>
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<tr>
<td>Engr 001A</td>
<td>3</td>
</tr>
<tr>
<td>Engr 021</td>
<td>3</td>
</tr>
<tr>
<td>Geol 001A</td>
<td>4</td>
</tr>
<tr>
<td>Psych 001</td>
<td>3</td>
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<tr>
<td>Soc 001</td>
<td>3</td>
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</tbody>
</table>

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

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

LANDSCAPE ARCHITECTURE (Certificate)

Please see the Architecture Department for more information on this certificate.

Arch 020 Intro. to Landscape Architecture 3
Arch 021AB Site Analysis & Development 6
Arch 022 Landscape Technl' Applications 3
Arch 030 Construction Materials 2
Arch 031A Architectural Graphics 3
Arch 038 Plant Composition 2

ARCH 020 INTRODUCTION TO LANDSCAPE ARCHITECTURE

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

An introductory survey of landscape history, landscape architectural profession and the different processes involved from small-space design to regional planning. Traces the development of early gardens to the contemporary scene. Gives an overview of the profession and its component discipline. Credit/No Credit Option.

ARCH 021A LANDSCAPE SITE ANALYSIS AND DEVELOPMENT

3 units
Acceptable for credit: 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
Acceptable for credit: California State University.

The principles of landscape materials and construction as they relate to site-development design. Introduction to general office procedures, client and legal responsibilities.

ARCH 022 LANDSCAPE TECHNICAL APPLICATIONS

3 units
Recommended preparation: Math 103/103R

An introduction to landscape architecture implementation with an emphasis on basic principles of site layout, grading and drainage, earthwork 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
Prerequisite: Arch 039A
Recommended preparation Arch 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 plant material as they relate to existing and man-made topography.
ARCH 039A,B LANDSCAPE PLANTS  
3 units each

Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.

The identification of ornamental trees, shrubs, vines and groundcovers. Emphasis placed on growth habits, cultural requirements, plant care and maintenance, suitability for landscape uses and ecology of plant communities. Credit/No Credit Option

Languages
(See specific language)

Latin

DIVISION Language Arts
DIVISION CHAIR Julie Maia
DEPARTMENT CHAIR Ana Maria de Barling
PHONE 408-741-2489
E-MAIL ana_maria_de_barling@westvalley.edu
COUNSELING 408-741-2009

LATIN 050A GRAMMAR, STRUCTURE AND ROMAN CULTURE  
3 units
Acceptable for credit: California State University.

This course is designed for students who wish to improve their understanding of foreign language, English, and the literature of ancient writers of Latin. The classroom activities consist of learning grammar, vocabulary, reading, and translating original passages in Latin classical literature. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option

Leadership

THE FACULTY
Kim Aufhauser

DIVISION Applied Arts and Sciences
DIVISION CHAIR Celine Pinet
DEPARTMENT CHAIR Kim Aufhauser
PHONE 408-741-2403
E-MAIL kim_aufhauser@westvalley.edu
COUNSELING 408-741-2009

LEAD 020A INTRODUCTION TO DEVELOPING LEADERSHIP SKILLS-A WILDERNESS FIELD COURSE  
2 units
Acceptable for credit: California State University.

This innovative course is the foundation to an interdisciplinary program intended to provide students with the opportunity to develop leadership skills by first learning more about themselves and secondly working within a small team. In this course the student will be challenged emotionally, intellectually and physically in a wilderness environment. The student will discover the need for a strong self and learn the dynamics that make teams work. This course is approved for West Valley College General Education pattern under Lifelong Understanding and Development. Credit/No Credit Only.

LEAD 020B INTRODUCTION TO DEVELOPING LEADERSHIP SKILLS: FOLLOW-UP TO THE WILDERNESS FIELD COURSE  
1 unit
Prerequisite: Lead 020A

This course is a follow-up to the Wilderness Field Course (Leadership 020A). It will reunite the participants in a seminar setting to review, reflect on, refine, and reinforce the skills and techniques introduced in the field. Credit/No Credit Option.

LEAD 030A TRANSITION TO LEADERSHIP  
3 units
Acceptable for credit: California State University.

The conventional view of leadership emphasizes positional power and conspicuous accomplishment. Leadership 030A questions this concept and challenges students to determine what their leadership styles are and to arrive at a personally workable definition of leadership. It examines applying ethics to leadership, articulating a vision, initiating change, and leading by serving

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).

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

**THE FACULTY**
Janice Bonnet
Yanghee Kim
Maryanne Mills
Bill Proudfoot
Betsy Sandford

**LIBRARY**
Librarian
Dave Fishbaugh

**DEPARTMENT CHAIR**
Yanghee Kim

**PHONE**
408-741-2484

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

**COUNSELING**
408-741-2009

**LIBR 004 INFORMATION COMPETENCY**

1 unit
Acceptable for credit: California State University.

This course provides an opportunity to develop information competency skills, which include: recognizing the need for information; finding, evaluating, and using information in a variety of formats; using information to communicate effectively; and understanding and applying the use of information ethically and legally.

**LIBR 006 USING THE INTERNET FOR RESEARCH**

1 unit
Recommended preparation: CA 020 or CA 070

Students will have the opportunity to learn to identify what 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 is West Valley College Degree applicable. Credit/No Credit Only

**Literature**

(See English)

**Management and Supervision**

(See Business)

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**Marketing and Sales**

(Also see BUSINESS)

**THE FACULTY**
Dr. Kenneth R. Schock

**DIVISION CHAIR**
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**BUS 040 SALES STRATEGIES**

3 units
(Also offered as a television course.)

Acceptable for credit: California State University.

This course includes the nature and concept of sales principles and strategies; careers in selling including manufacturer’s representatives, wholesale salespersons, retail salespersons, specialty salespersons and sales engineers; each category is explored in depth; issues on how to approach a prospect, how to prospect, qualify, make an effective sales presentation by using the stimulus-response method, the formula method, and the needs-satisfaction method are explored. Students taking this class will learn how to succeed in sales regardless of their chosen field. Motivation of the customer, handling customer objections and complaints, closing the sale, and follow up procedures are explored in depth. Computer simulations and sales compensation methods using the computer will be explored. Students will be expected to explore various software packages that are used in today’s world of selling. There will be a two-track system—one system will help the beginning student with little or no knowledge of computers and the second system will help the advanced student who has a working knowledge of computers. Credit/No Credit Option.

**BUS 056 MARKETING PRINCIPLES**

3 units
(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

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.

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**Mathematics**

**THE FACULTY**
Greg Allen
Joane Anderson
B. Christina Aquilonius
Stan Benkoski
Steve Blasberg
Denny Burzynski
Brad Chin
Alyson Clark
Wade Ellis, Jr.
Larry Handa
Joe Kenstowicz
Anya Kroth
Kim Pharm
Cathy Van Hook
Betty Weiss
Jim Wilczak
Rebecca Wong

**DIVISION CHAIR**
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**DEPARTMENT CHAIR**
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**Mathematics**

(See English)

**LIBRARY**
Science & Mathematics

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Mathematics is a multifaceted subject of great beauty and application. The study of math explores some of the deepest questions and puzzles that have ever been encountered and equips the student with a universal language used to study quantities and relationships in all fields. Through the study of mathematics, the student develops both the ability to think logically and abstractly as well as the problem-solving and computational skills necessary for success in any field of study.

**Highlights**

- A professional and innovative staff committed to providing the best possible mathematics education, including the use of computers and multimedia presentations in the teaching of mathematics.
- A comprehensive mathematics curriculum addressing the needs of both the transfer student and the non-transfer student.
- A math resource center providing free tutoring and alternative modes of instruction and support for students.
- A technology-mediated alternative for students in arithmetic and algebra.

**Learning Outcomes**

After taking the appropriate level of mathematics class, students should have the enhanced skills necessary to successfully live and work in the high technology environment of Silicon Valley. These skills may include specific math techniques for use on the job or in other courses, as well as more general critical thinking skills that enhance students’ ability to analyze and solve practical problem situations.

**Career Options**

- Actuary
- Appraiser
- Assessor
- Auditor
- Biometrician
- Budget Analyst

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**PREREQUISITES AND COREQUISITES** are MANDATORY. See page 16 for specific information.

- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
MATH 000G MATHEMATICS FOR THE LIBERAL ARTS STUDENT
4 units
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
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 content includes real and complex number systems, polynomials, algebraic fractions, exponents and radicals, linear and quadratic equations, simultaneous equations, matrices and determinants, inequalities, functions, theory of equations, exponential and logarithmic equations, sequences and series, induction and binomial theorem. This course 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
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, 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.

Note: Completion of Math 003A, 003B and 004A is equivalent to San Jose State University sequence of Math 029, 030, 031 and 032, although the order of topics presented is different. Students who are planning to complete the sequence are advised to take all three courses at one college.

MATH 003A CALCULUS AND ANALYTICAL GEOMETRY
5 units
Prerequisite: Math 001 and Math 00D or Math 002.
Acceptable for credit: University of California, California State University
This course covers functions, limits, continuity, differentiation, maxima and minima, and the beginnings of integration. The graphical and numerical capabilities of computers and calculators will be used to enhance learning. This course is West Valley College AA/AS Degree and GE applicable. (CAN MATH 018)

MATH 003B CALCULUS AND ANALYTICAL GEOMETRY
5 units
Prerequisite: Math 003A
Acceptable for credit: University of California, California State University
This course covers the derivative and integral for logarithmic, exponential, trigonometric, inverse trigonometric, hyperbolic functions and their applications, conic sections, and infinite series. (CAN MATH 020) (MATH 003A+003B = CAN MATH SEQ B)

MATH 004A INTERMEDIATE CALCULUS
4 units
Prerequisite: Math 003B.
Acceptable for credit: University of California, California State University
This course covers vectors in two- and three-dimensional space, calculus of functions of several variables, partial differentiation, gradients, Lagrange multipliers, multiple integrals, line integrals, and an introduction to Green’s Theorem, Divergence Theorem, and Stokes’ Theorem. (CAN MATH 22) (MATH 3A+3B+3C = CAN MATH SEQ C)

MATH 004B DIFFERENTIAL EQUATIONS
4 units
Prerequisite: Math 003B.
Acceptable for credit: University of California, California State University
This course covers ordinary differential equations with emphasis on linear equations. Many standard methods are examined including Laplace transforms, power series and numerical solutions. Applications are considered. (CAN MATH 024)

MATH 004C LINEAR ALGEBRA
4 units
Prerequisite: Math 003B.
Acceptable for credit: University of California, California State University
The course covers basic linear algebra and its applications. Topics will include systems of linear equations and Gaussian elimination, determinants, matrices, vector spaces, transformations, eigenvalues and eigenvectors. (CAN MATH 026)
MATH 008 FINITE MATHEMATICS
3 units
Prerequisite: Math 106 or 106R or 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
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, linear regression, probability, probability distributions, parameter estimation and hypothesis testing. Particular emphasis will be placed on applications. Current statistical packages from calculators and/or computers will be used. (CAN STAT: MATH 010 = CAN STAT 2)

MATH 012 APPLIED CALCULUS
4 units
Prerequisite: Math 106 or 106R or 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
Prerequisite: Math 106 or 106R or Math 107 with C or better.
Acceptable for credit: California State University.
The 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
Prerequisite: Math 106 or 106R or one year of high school algebra II.
Acceptable for credit: California State University.
No credit 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, the physical sciences, the life sciences, and/or behavioral sciences. No computer background is assumed or required.

MATH 019 DISCRETE MATHEMATICS
4 units
Prerequisite: Math 001 or Math 002.
Acceptable for credit: University of California, California State University.
The course will cover discrete mathematics appropriate for computer applications. Topics will be drawn from graphs and trees, sets, logic, mathematical induction, functions and relations, recursion, sequences and series, matrices, combinatorics, probability theory and Boolean algebra.

MATH 103 ELEMENTARY ALGEBRA
5 units
The basic operations (addition, subtraction, multiplication, and division) involving real numbers are covered. Other topics include products and factors, first degree equations and inequalities, simultaneous systems of linear equations, quadratic equations, graphing, radical expressions, rational expressions, and applications. The course is designed for the student who has had no previous instruction in algebra, or who has had difficulty with algebra. This course may also be taught in a distance learning format. This course is AA/AS degree applicable.

MATH 103L APPLICATIONS IN ELEMENTARY ALGEBRA
0 units
In this course, students enhance their understanding of topics covered in elementary algebra through the use of instructor-supervised computer assisted instruction, individual learning activities, and collaborative learning. This course is designed for several groups of students: 1) students concurrently enrolled in Math 103 who would like additional academic support to understand topics covered in their elementary algebra course; 2) students who have previously successfully taken Math 103 who would like to review specific elementary algebra topics before continuing on to the next level mathematics course; and 3) students who have not completed Math 103 who would like to review specific elementary algebra topics before enrolling or reenrolling in Math 103. This course is non-degree applicable. Credit/No Credit Only

MATH 103R ELEMENTARY ALGEBRA
3 units
The content of this course is identical to that of Math 103, Elementary Algebra. Students who have had previous instruction in algebra or who are strong math students should take this course. This course may also be offered in a distance learning format.

MATH 104 PLANE GEOMETRY
4 units
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, perpendicularly, lengths, areas and volumes.

MATH 105 STATISTICS FOR EVERYDAY LIFE
3 units
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
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, or has had difficulty with the subject. This course may also be taught in a distance learning format.

MATH 106L APPLICATIONS IN INTERMEDIATE ALGEBRA
0 units
In this course, students enhance their understanding of topics covered in intermediate algebra through the use of instructor-supervised computer assisted instruction, individual learning activities, and collaborative learning. This course is designed for several groups of students: 1) students concurrently enrolled in Math 106 who would like additional academic support to understand topics covered in their elementary algebra course; 2) students who have previously successfully taken Math 106 who would like to review specific elementary algebra topics before continuing on to the next level mathematics course; and 3) students who have not completed Math 106 who would like to review specific elementary algebra topics before enrolling or reenrolling in Math 106. This course is non-degree applicable. Credit/No Credit Only

MATH 106R INTERMEDIATE ALGEBRA
4 units
Prerequisite: Math 103 or Math 103R or one year of high school algebra.
The content of this course is identical to that of Math 106, Intermediate Algebra. Students who have had previous instruction in intermediate algebra or who are strong math students should take this course. This course may also be offered in a distance learning format.

MATH 107 ALGEBRA AND GEOMETRY FOR EVERYDAY LIFE
5 units
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 110 PREPARATION FOR THE ENTRY LEVEL MATHEMATICS EXAMINATION
1 unit
This course will prepare students to successfully take the Entry Level Mathematics Examination (ELM). It involves analysis and review of geometry and algebra, including expanding and factoring rational expressions and solving word problems. Credit earned in this course does not apply to the associate degree. This course may be repeated once. Credit/No Credit Only.

MATH 902 ARITHMETIC FUNCTIONS
3 units
(Formerly Math 102)
A review and practice in fundamental arithmetic skills, problem analysis, problem solving, and practical applications. This course provides a good background for students who wish to take elementary algebra. Credit earned in this course does not apply to the Associate Degree. Credit/No Credit Only.

MATH 902L APPLICATIONS IN ARITHMETIC ALGEBRA
0 units
This course helps students enhance their basic arithmetic skills. Students will practice the use of computer-assisted instruction, individual learning activities, and collaborative learning assignments. The course is designed for two groups of students: 1) students concurrently enrolled in Math 902 who want additional practice in topics covered in the course and 2) students who want to review specific basic arithmetic skills (based on diagnostic testing) before enrolling in elementary algebra or for job needs. This course is non-degree applicable. Credit/No Credit Only.

MATH 902P PRE-ALGEBRA
3 units
(Formerly Math 102P)
This course is designed for students who have a solid foundation in arithmetic skills, but who need to develop further skills before taking elementary algebra. This course is intended to serve as a bridge between arithmetic functions and elementary algebra. Topics include operations with signed numbers, evaluating algebraic expressions, operations with polynomials, solving and graphing linear equations, and developing problem-solving skills. An emphasis will be placed on developing concrete representations for abstract algebraic concepts. Credit earned in this course does not apply to the Associate Degree. Credit/No Credit Only.

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

Medical Assisting
(See Health Care Technologies)

Microbiology
(See Biology 045)

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

Military Science

(M.R.O.T.C. and A.F.R.O.T.C.)

THE FACULTY
Professor: Capt Gerald L. Dwyer, U.S. Army

West Valley College students can enroll in lower division Army ROTC classes taught by the Department of Military Science, Santa Clara University. The courses acquaint students with the fundamentals of national security and military history, introduce the principles and techniques of modern warfare, and develop leadership and management skills. Taking Army ROTC can ultimately result in becoming an Army officer in the active Army, Army Reserve or National Guard. Students register for classes at West Valley College and attend them at Santa Clara University. For 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 through the primary field manual on leadership plus supplementary readings as assigned. Learn basic soldier skills required to be a members of an Army unit, to include land navigation (day and night), basic rifle marksmanship, rappelling, wear of the uniform, and duties of an Army squad member—the Army’s smallest organization. Understand the Army’s physical fitness program and how it is a key component of leading small organizations. Develop your own personal fitness program under the guidance of an Army master Fitness Trainer. One 60 minute class per week. Three 3-hour leadership labs required. One week field exercise away from the University.

MILSC 001A LEADERSHIP I: INTRODUCTION TO LEADING ORGANIZATIONS
2 units
Transferable: California State University
Examination of the the Army’s theory of leadership through the primary field manual on leadership plus supplementary readings as assigned. Learn basic soldier skills required to be a members of an Army unit, to include land navigation (day and night), basic rifle marksmanship, rappelling, wear of the uniform, and duties of an Army squad member—the Army’s smallest organization. Understand the Army’s physical fitness program and how it is a key component of leading small organizations. Develop your own personal fitness program under the guidance of an Army master Fitness Trainer. One 60 minute class per week. Three 3-hour leadership labs required. One week field exercise away from the University.

MILSC 001B LEADERSHIP II: INTRODUCTION TO LEADING ORGANIZATIONS
2 units
Transferable: California State University
Examine the Army’s theory and practice of leadership. Learn basic soldier skills required to include land navigation (day and night), basic rifle marksmanship, rappelling, wear of the uniform, and duties of an Army squad member. Understand the Army’s physical fitness program and develop your own personal fitness program while examining the importance of physical fitness in relation to building small organizations. One 60 minute class per week. Five 3-hour leadership labs per quarter. One week field exercise away from the University. For more information, call the Military Science Department at Santa Clara University, (408) 554-6836/5211.

MILSC 002A LEADERSHIP III: LEADERSHIP IN PRACTICE
1 unit
After a review of leadership theories in general and Army leadership theory in particular, embark on numerous case studies of leadership with the goal of learning to analyze how personal leadership is critical to the success or failure of an organization. Study techniques of improving personal leadership styles and methods with a goal to building stronger, more successful organizations. Study techniques for creating an ethical organizational climate. Learn how to build teams and motivate individuals. Be introduced to methods of counseling employees in the work place. One 60-minutes classes per week. Five 3-hours labs per quarter. One weekend field training exercise away from the University.

MILSC 002B TROOP LEADING PROCEDURES
1 unit
A review of leadership theories in general and Army leadership theory in particular while examining case studies of leadership and their relationship to success or failure of an organization. Study personal leadership techniques for improving leadership styles and methods for building stronger, more successful organizations. Learn how to build teams and motivate individuals. One 60-minutes classes per week. Five 3-hours labs per quarter. One weekend field training exercise away from the University. For more information, call the Military Science Department at Santa Clara University, (408) 554-6836/5211.

Air Force ROTC

ROTC 001A, 001B - FOUNDATION OF THE USAF
1 unit
Today’s Air Force officer and how he/she fits into the Air Force as a whole. Role of the officer as a professional. Air Force Doctrine and structure. Leadership laboratory is mandatory for officer candidates. Dynamic environment where cadets develop leadership and management skills by planning, organizing, directing, coordinating, and controlling their own military organization (corps). A forum for improvement of oral and written communication. Open to all students. Lecture and lab held at San Jose State University. Aerospace Studies (408) 924-2960 for details.

Air Force ROTC
Music

THE FACULTY
Robert Cornejo
Gus Kambeitz

DIVISION
Fine Arts

DIVISION CHAIR
Chris Cryer

DEPARTMENT CHAIR
Robert Cornejo

PHONE
408-741-2464

E-MAIL
robert_cornejo@westvalley.edu

The West Valley College Music Department offers a comprehensive curriculum of courses including music theory, music appreciation, music history and literature, instrumental music, and voice. Music Department curriculum accommodates students with various goals and levels of experience. The Music Department faculty facilitates a supportive, creative learning environment where all students may explore their creative interests. Instructional emphasis is placed on:

- music fundamentals, practices, and techniques;
- skill building in piano, guitar, jazz ensembles, symphonic band, and vocal choirs;
- performance opportunities; and
- exploring creativity and self-expression.

Highlights
- All Steinway pianos
- Performance opportunities in choral, and instrumental ensemble
- Fine Art Computer lab
- Integrated learning opportunities in Fine Arts – Music, Art, Theater Arts, Film.
- Professional teaching faculty
- Music Appreciation course in distance format
- Opportunities to explore artistic expression
- Focused workshops with music professionals

Learning Outcomes
Music students are given the opportunity to:

- learn in a supportive, creative environment;
- learn and think critically when analyzing and making music;
- learn to identify many types, styles, and historical periods of music;
- work independently and collaboratively;
- learn to read and write music notations and apply them to a specific instrument, e.g., piano, guitar, voice;
- learn to apply the fundamental principles of music;
- learn appropriate performance techniques; and
- learn to understand and appreciate diversity in music.

Career Options
- Accompanist
- Arranger
- Choir Director
- Composer
- Conductor
- Copyist
- Guitar Performance
- Instrumental Instructor
- Music Criticism
- Music Director
- Music Instructor
- Music Librarian
- Music Publishing
- Music Therapy
- Opera
- Piano Performance
- Private Teaching
- Producer
- Public Teaching
- Recreation Specialist
- Soloist
- Studio Performer
- Vocal Instructor
- Vocal Performance

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

Degree
A.A. degree, Music

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

MUSIC (A.A. Degree)

Major Requirements (24 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 003</td>
<td>Music Theory Level 1 4</td>
</tr>
<tr>
<td>Music 003B</td>
<td>Music Theory Level 2 4</td>
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<tr>
<td>Music 004A</td>
<td>Music Theory Level 3 4</td>
</tr>
<tr>
<td>Music 004B</td>
<td>Music Theory Level 4 4</td>
</tr>
<tr>
<td>Music 030AB</td>
<td>Beginning Piano 1-1</td>
</tr>
<tr>
<td>Music 031AB</td>
<td>Intermediate Piano 1-1</td>
</tr>
<tr>
<td>Music 039</td>
<td>Applied Music (4 sem,) 1-1-1-1</td>
</tr>
<tr>
<td>Ensemble Courses</td>
<td>4 semesters required</td>
</tr>
<tr>
<td>Music 040</td>
<td>College Singers 2</td>
</tr>
<tr>
<td>Music 049</td>
<td>Symphonic Band 1</td>
</tr>
<tr>
<td>Music 051</td>
<td>Jazz Ensemble 2</td>
</tr>
<tr>
<td>Music 060</td>
<td>Masterworks Chorale 1</td>
</tr>
<tr>
<td>Music 061</td>
<td>Vocal Jazz Ensemble 2</td>
</tr>
<tr>
<td>Electives (5 units required)</td>
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<tr>
<td>Music 001</td>
<td>Music Literature</td>
</tr>
<tr>
<td>Music 002</td>
<td>Music Literature</td>
</tr>
<tr>
<td>Music 009</td>
<td>Jazz-Past and Present</td>
</tr>
<tr>
<td>Music 010</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>Music 027</td>
<td>Introduction to Jazz Piano</td>
</tr>
<tr>
<td>Music 032A</td>
<td>Beginning Voice</td>
</tr>
<tr>
<td>Music 032B</td>
<td>Beginning Voice 1</td>
</tr>
<tr>
<td>Music 033A</td>
<td>Intermediate Voice 1</td>
</tr>
<tr>
<td>Music 036</td>
<td>Guitar 1</td>
</tr>
<tr>
<td>Music 041</td>
<td>College Chorus 1</td>
</tr>
<tr>
<td>Music 043A</td>
<td>Tech. of Jazz Improvisation 1</td>
</tr>
<tr>
<td>Music 043B</td>
<td>Tech. of Jazz Improvisation 1</td>
</tr>
<tr>
<td>Music 053</td>
<td>Chamber Ensemble 1</td>
</tr>
</tbody>
</table>

To be awarded an A.A. Degree, a student must complete:
1. All the major requirements
2. Minimum four ensemble courses distributed over four semesters
3. Minimum five units from electives
4. Additional units to meet the college graduation requirements.

NOTES:
1. Piano majors may meet the Music 030A,B and 031A,B requirement via credit by examination.
2. Music majors considering a career in music education should enroll in music electives Music 027,032A,B, 036, and 041.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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 001 MUSIC LITERATURE
3 units
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
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 MUSIC THEORY LEVEL 1
(formerly Musicianship)
4 units
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, harmonicization of melodies and basses, sight singing with syllables and numbers, rhythm, and beginning analysis; melodic, harmonic, and rhythmic dictation (ear training); harmonization, using principal and secondary triads in root position and 1st and 2nd inversions; elementary keyboard harmony.

MUSIC 003B MUSIC THEORY LEVEL 2
(formerly Musicianship)
4 units
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, harmonicization of melodies and basses, sight singing with syllables and numbers, rhythm, and beginning analysis; melodic, harmonic, and rhythmic dictation (ear training); harmonization, using principal and secondary triads in root position and 1st and 2nd inversions; elementary keyboard harmony. (SB is CAN MUS 4)

MUSIC 004A MUSIC THEORY LEVEL 3
(formerly Harmony)
4 units
Recommended preparation: Music 003A or 003B for 004A; 003A or 003B or 004A for 004B.
Acceptable for credit: University of California, California State University.
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 004B MUSIC THEORY LEVEL 4
(formerly Harmony)
4 units
Recommended preparation: Music 003A or 003B for 004A; 003A or 003B or 004A for 004B.
Acceptable for credit: University of California, California State University.
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
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
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
Acceptable for credit: University of California, California State University.
This course introduces the development and evolution of jazz in the United States. Analysis of the elements of jazz with attention to stylistic differences throughout its history (1890 to present). The added hour by arrangement is for the real number of extra performances given. This course may also be taught in a distance-learning format.

MUSIC 010 MUSIC APPRECIATION
3 units
Acceptable for credit: University of California, California State University.
This is a basic introductory course for the student without previous training in music listening or performance. The students are given an opportunity for development of enjoyment and appreciation through active and guided listening to such musical forms as symphony, opera, tone poem, ballet, and concertos from early times to the present. The periods of Pre-Baroque (to 1600); Baroque (1600-1750); Classic (1750-1825); Romantic age (1825-1900); Nationalism; Modern (Jazz, Rock, Electronic Music) are covered. The hour by arrangement per week is for extra performances given. This course may also be taught in a distance learning format.

MUSIC 011 INTRODUCTION TO MUSIC
2 units
Acceptable for credit: University of California, California State University.
A basic course in the components of music designed for the general college student who wishes a background in the essentials of music on a broader and less technical basis than Music 005 or 003A. The study of notation, music reading, time elements, melody writing, harmony, tonalities, texture, dynamics and the simpler musical forms; use of chords and chord structures in melody accompaniments. Credit/No Credit Option.

MUSIC 012 FORM AND ANALYSIS
3 units
Recommended preparation: Music 003A or 003B.
Acceptable for credit: University of California, California State University.
A course for the music student providing an examination of traditional techniques of musical structure and their application in historical and contemporary styles.

MUSIC 014 ORCHESTRATION
2 units
Recommended preparation: Music 003A or 003B.
Acceptable for credit: University of California, California State University.
A course for the music student in writing and arranging of keyboard and ensemble music for band and orchestra in all styles.

MUSIC 020 EAR TRAINING
1 unit
Acceptable for credit: University of California, California State University.
A laboratory in ear training for those whose background in music has not included systematic training of the ability to hear pitches, intervals, triads, progressions, rhythmic patterns, etc. Correlated with, and supplementary to, Music 003AB and 004AB, this laboratory will provide much more time to concentrate on the difficulties many students experience at this stage in music study, apart from the written and keyboard aspects of their formal study. Credit/No Credit Option.

MUSIC 022 COLLEGE CHAMBER ENSEMBLE
1.5 units
Prerequisite: Music 042.
Acceptable for credit: University of California, California State University.
A vocal-instrument ensemble performing the literature of Renaissance and Baroque periods and other chamber music. Enrollment in the ensemble by audition. Credit/No Credit Option.

MUSIC 027 INTRODUCTION TO JAZZ PIANO
1 unit
Recommended preparation: Music 030A or 030B.
Acceptable for credit: University of California, California State University.
A study of basic harmonies and voicing 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.

Recommended Preparations in Basic Skills:
before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
MUSIC 030A, B BEGINNING PIANO  
1 unit each  
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  
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  
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  
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—singing, voice, piano, or instrument with an approved private teacher. One private lesson per week. Periodic examination given by music staff.

MUSIC 034 FUNDAMENTALS OF SINGING  
1 unit  
Acceptable for credit: University of California, California State University.  
To provide vocal students, with little or no previous musical training, with a chance to explore and improve their singing voices; to help them 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  
Acceptable for credit: University of California, California State University.  
A beginning course in guitar. Emphasis on music reading, playing in first position, scales, chords and major and minor keys. The change from 1 hour per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. This course may be repeated three times.

MUSIC 039 APPLIED MUSIC  
1 unit  
Acceptable for credit: California State University.  
Prerequisite: Permission to register for credit and placement examination by the college music staff to determine level of competence in performing a musical instrument or voice. One private lesson per week; periodic examination given by music staff. Applied Music, intended for music majors, provides the opportunity for individual instruction in voice, piano, or instrument with an approved private teacher. The West Valley College Music Department will provide a list of approved private teachers. A minimum of 16 music lessons per semester must be verified. Beginning placement, mid-term and final recital will be administered and evaluated by the West Valley College Music Department faculty. This course may be taken a total of four times.

MUSIC 040 COLLEGE SINGERS  
2 units  
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.  
College Singers is a choral ensemble that is open to all students by audition. The College Singers perform in concerts and participate in festivals throughout the year. A uniform fee is required.

MUSIC 041 COLLEGE CHORUS  
1 unit  
Acceptable for credit: University of California, California State University.  
College Chorus is a large ensemble open to all students, no experience is necessary. Choral literature, representing various styles and periods, including historical, musical theater, vocal production and music reading are covered. This course may be taken a total of four times. This course is West Valley College Certificate and A.A./A.S. degree applicable. Credit/No Credit Option.

MUSIC 042 COLLEGE CHORALE  
1 unit  
Recommended Preparation: The ability to be a self-sufficient singer in a small ensemble  
Acceptable for Credit: University of California, California State University.  
College Chorale is a large ensemble open to all students by audition. Choral literature, representing various styles and periods, will be rehearsed and performed. A uniform fee may be required. This course may be taken a total of four times.

MUSIC 043A, B TECHNIQUES OF JAZZ IMPROVISATION  
2 units each  
Recommended preparation: Music 043A before 043B.  
Acceptable for credit: University of California, California State University.  
A study of jazz harmony, melody and rhythm, found in contemporary jazz music, designed to provide knowledge of basic materials and practices necessary for performing in the jazz idiom. Credit/No Credit Option. 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  
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  
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  
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  
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.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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 054 HISTORY OF ROCK AND ROLL MUSIC
3 units
Acceptable for credit: California State University.
This course covers the history of Rock and Roll music from its inception in the mid 40's through the punk movement of the late 70's and beyond. This course examines the relationship between music, musicians, and society during this period. This course is West Valley College A.A. / A.S. degree applicable under area C. Humanities. Credit/No Credit Option.

MUSIC 060 MASTERWORKS CHORALE
1 unit
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
Recommended preparation: Previous choral experience; ability to sing in a choral group.
Acceptable for credit: University of California, California State University.
Study and performance of vocal jazz and popular music literature. Performances are given for a wide variety of events: service organizations, civic groups, on-campus concerts, festivals and participation in annual concert tour. Attendance required at all rehearsals and performances. Admission by audition.

MUSIC 063A ELECTRONIC MUSIC
3 units
Recommended preparation: Music 005 or 003A or 003B.
Acceptable for credit: California State University.
A project based course providing specific training in MIDI performance techniques. The course covers computer based sequencing, signal processing, and recording and score editing with computer-related instruments in a standard MIDI environment.

MUSIC 063B ELECTRONIC MUSIC
3 units
Recommended preparation: Music 063A.
Acceptable for credit: California State University.
A project based course providing appropriate training in intermediate-advanced MIDI performance techniques. The course covers intermediate-advanced computer based sequencing, original processing, recording and score editing with computer-related instruments in an intermediate-advanced MIDI environment.

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

MUSIC 091, 092, 093 DIRECTED STUDIES
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University.
Individual work on special topics in music by arrangement. Credit/No Credit Option.

Nutrition Studies

THE FACULTY
Wendy Bowers-Gachesa

DIVISION
Physical Education

DIVISION CHAIR
Carol Knight

DEPARTMENT CHAIR
Wendy Bowers-Gachesa

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408-741-4003

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COUNSELING
408-741-2009

NS 002 NUTRITION AND CONSUMER HEALTH ISSUES
3 units
(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 015 HUMAN NUTRITION
3 units
(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 inter-relationships of nutrients are examined. Current nutritional controversies are evaluated. Students gain practical experience in evaluating nutritional data by completing a self-study project. This course is designed for the student who has no science background. This course meets the nutrition requirement for nursing majors at San Jose State University. Credit/No Credit Option.

NS 022 SPORTS NUTRITION
3 units
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
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
Robert Lopez

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

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

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

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

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

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

OCEAN 001 GENERAL OCEANOGRAPHY
3 units
(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
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Office Administration
(See Business)

Paralegal

THE FACULTY
Robert Lopez

DIVISION Applied Arts and Sciences
DIVISION CHAIR Celine Pinet
DEPARTMENT CHAIR To Be Announced
PHONE 408-741-4635
E-MAIL geri_peterson@westvalley.edu
COUNSELING 408-741-2009

The primary goal of the Paralegal Studies Program is to prepare students for positions as paralegals as a means of improving the accessibility, quality, and affordability of legal services. West Valley’s Paralegal Studies Program is responsive to the needs of the State of California and contributes to the advancement of legal professionals.

Learning Outcomes
Students who successfully complete the paralegal program will have
- an overview of the American legal system;
- an overview of the practice of law;
- skills and knowledge to work in civil litigation;
- an understanding of the ethical rules and regulations applicable to paralegals and other legal professionals;
- a balanced education founded on the integration of general education, legal theory and practical legal course work;
- strong written and oral communication skills; and
- the opportunity to acquire the skills needed to function in areas of practice other than litigation.

Degree
A.S., Paralegal Certificate
Paralegal
“Paralegals are trained specialists, who, under the supervision of an attorney, perform a wide variety of legal tasks. These include legal research, law office management and preparation of legal documents. Only a lawyer may provide legal services directly to the public.”

PARALEGAL (A.S. Degree)
Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Para 018</td>
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<tr>
<td>*Para 019</td>
<td>3</td>
</tr>
<tr>
<td>Para 021</td>
<td>3</td>
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<td>Para 022</td>
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<td>Para 025</td>
<td>1.5</td>
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<td>*Para 029</td>
<td>3</td>
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<td>Para 040</td>
<td>3</td>
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<tr>
<td>Para 065B</td>
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Electives from Recommended List (12 units)

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Para 026</td>
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<td>Para 027</td>
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<td>Para 028</td>
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<td>Para 032</td>
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<td>Para 035</td>
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<tr>
<td>Para 036</td>
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</tbody>
</table>

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
Paralegal

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.

Students must see a counselor or the Department Chair about the General Education courses that are approved by the American Bar Association for the Paralegal Degree and Certificate.

PARALEGAL (Certificate)

In order to receive a Certificate, a student must have a minimum of an Associate Degree in another area.

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Para 018</td>
<td>Legal Analysis</td>
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<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>Advanced Research and Writing</td>
</tr>
<tr>
<td>Para 025</td>
<td>Legal Ethics and Professional Resp.</td>
</tr>
<tr>
<td>Para 029</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>
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Electives from Recommended List (12 units)

Select a total of 12 units from the following courses:

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<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Para 026</td>
<td>Computers in the Law</td>
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<tr>
<td>Para 027</td>
<td>Corporate Law</td>
</tr>
<tr>
<td>Para 028</td>
<td>Administrative Law</td>
</tr>
<tr>
<td>Para 030</td>
<td>Business Contract Laws</td>
</tr>
<tr>
<td>Para 032</td>
<td>Family Law</td>
</tr>
<tr>
<td>Para 033</td>
<td>Real Estate Law</td>
</tr>
<tr>
<td>Para 034</td>
<td>Bankruptcy Law</td>
</tr>
<tr>
<td>Para 035</td>
<td>Probate</td>
</tr>
<tr>
<td>Para 036</td>
<td>Wills &amp; Estate Planning</td>
</tr>
<tr>
<td>Para 037</td>
<td>Intellectual Property</td>
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<tr>
<td>Para 038</td>
<td>Constitutional Law</td>
</tr>
<tr>
<td>Para 039</td>
<td>Interviewing and Investigation</td>
</tr>
<tr>
<td>Para 040</td>
<td>Torts and Personal Injury</td>
</tr>
<tr>
<td>Para 041</td>
<td>Criminal Trial Techniques</td>
</tr>
<tr>
<td>Para 042</td>
<td>Law Office Management</td>
</tr>
<tr>
<td>Para 043</td>
<td>Computerized Assisted Legal Research (LEXIS)</td>
</tr>
<tr>
<td>Para 044</td>
<td>Legal Drafting/Plain Language Readings</td>
</tr>
<tr>
<td>Para 045</td>
<td>Trademark Law</td>
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<tr>
<td>Para 046</td>
<td>Copyright Law</td>
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<td>Para 047</td>
<td>Securities Regulation</td>
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<tr>
<td>Para 048</td>
<td>Field Experience</td>
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<tr>
<td>Para 050</td>
<td>Intro, to LEXIS</td>
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<tr>
<td>Para 051</td>
<td>Legal Drafting/Plain Language Readings</td>
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<tr>
<td>Para 052</td>
<td>Patent Administration</td>
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<td>Para 053</td>
<td>Patent Law</td>
</tr>
<tr>
<td>Para 054</td>
<td>Patent Drafting</td>
</tr>
<tr>
<td>Para 055</td>
<td>Patent Infringement</td>
</tr>
</tbody>
</table>

PARA 018 LEGAL ANALYSIS
3 units

Acceptable for credit: California State University.
This course is dedicated to the art of legal analysis. It is designed to take students systematically through cases to identify: procedural history, critical facts, issues, holdings, rationale, and dicta and to assimilate these components into a brief. The course explores some basic principles of logic and implements these principles by comparing cases and statutes. It enables students to understand how lawyers and courts receive and present legal arguments. This course is West Valley College Degree and Certificate applicable.

PARA 019 INTRODUCTION TO PARALEGALISM
3 units

Acceptable for credit: California State University.
This course provides a basic introduction to the paralegal profession and serves as a basis upon which all other course work in the program is built.

PARA 021 INTRODUCTION TO AMERICAN LAW
3 units

Acceptable for credit: California State University.
This course provides an overview of the major substantive areas of American law. It includes a 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 022 CIVIL LITIGATION PROCEDURES
3 units

Prerequisite: PARA 019.
Acceptable for credit: California State University.
Study of various skills needed by the paralegal in the general practice law office, including how to do research and legal writing under the supervision of an attorney with primary emphasis on finding applicable code and case law. Drafting of legal documents, including memos, letters and pleadings.

PARA 023 LEGAL RESEARCH AND WRITING
3 units

Prerequisite: PARA 023.
Acceptable for credit: California State University.
This course involves advanced use of the law library and familiarization with sophisticated legal research tools.

PARA 025 LEGAL ETHICS AND PROFESSIONAL RESPONSIBILITY
1.5 units

Acceptable for credit: California State University.
This course provides the student with the ethical rules and regulations of the legal profession and provides a basis for an ethical way of thinking and acting based on the student's active participation in the learning process.

PARA 026 COMPUTERS IN THE LAW OFFICE
3 units

Acceptable for credit: California State University.
This course introduces the paralegal student to the technology used in a law office.

PARA 027 CORPORATE LAW
3 units

Acceptable for credit: California State University.
This course offers an in-depth study of the relevant legal considerations involved in corporate transactions. It provides step-by-step guidance through corporate practice dealing 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

Acceptable for credit: California State University.
This course presents basic concepts of administrative law and procedure in federal and state agencies, with emphasis on the paralegal's role in the administrative process. Paralegal students learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics include administrative delegation of power, rule making, agency discretionary powers, remedies, and judicial review. Procedural topics include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. This course is West Valley College Degree and Certificate applicable.

Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite(s)</th>
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<td>PARA 029</td>
<td>INTERNSHIP</td>
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<td>PARA 022 and PARA 023; Engl 001A</td>
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<tr>
<td>PARA 030</td>
<td>PARALEGAL PROCEDURES IN BUSINESS/CONTRACT LAW</td>
<td>3</td>
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<tr>
<td>PARA 032</td>
<td>FAMILY LAW</td>
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<td>PARA 022</td>
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<td>PARA 033</td>
<td>PARALEGAL PROCEDURES IN REAL ESTATE LAW</td>
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<td>PARA 034</td>
<td>BANKRUPTCY LAW AND PROCEDURES</td>
<td>3</td>
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<td>PARA 035</td>
<td>INTRODUCTION TO PROBATE</td>
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<td>PARA 036</td>
<td>WILL DRAFTING AND BASIC ESTATE PLANNING</td>
<td>3</td>
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<td>PARA 037</td>
<td>INTELLECTUAL PROPERTY LAW</td>
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<td>PARA 038</td>
<td>CONSTITUTIONAL LAW</td>
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<td>PARA 039</td>
<td>PARALEGAL INTERVIEWING AND INVESTIGATION</td>
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<td>PARA 040</td>
<td>ADVANCED CIVIL LITIGATION</td>
<td>3</td>
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<td>PARA 041</td>
<td>TORTS</td>
<td>3</td>
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<td>PARA 042</td>
<td>CRIMINAL TRIAL TECHNIQUES FOR THE PARALEGAL</td>
<td>3</td>
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<td>PARA 043</td>
<td>LAW OFFICE MANAGEMENT</td>
<td>3</td>
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<tr>
<td>PARA 044</td>
<td>COMPUTERIZED LEGAL RESEARCH</td>
<td>3</td>
<td>PARA 023</td>
<td>Acceptable for credit: California State University</td>
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<tr>
<td>PARA 045</td>
<td>CONTEMPORARY LEGAL ISSUES</td>
<td>3</td>
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<tr>
<td>PARA 047</td>
<td>TRADEMARK LAW</td>
<td>3</td>
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</tbody>
</table>

- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 16 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 048 COPYRIGHT LAW
3 units
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
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
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 065B WORD PROCESSING FOR THE LAW OFFICE
3 units
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 05M and CA 05B) Credit/No Credit Option.

PARA 080 CURRENT LEGAL TOPICS
.5 unit
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 may be repeated three times. Credit/No Credit Only.

PARA 081 (A) CURRENT LEGAL TOPICS
1 unit
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
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
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
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.

Recommended Electives:
PKMG 023 Powersaws
PKMG 116 Universal Trails Assessment Process
NOTE: Park Management students cannot take LEAP 20A/B or PKMG 16A for GE 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)
Course                               Units
PKMG 016A Introduction to GIS and GPS   3
PKMG 016B Introduction to Desktop GIS   3
PKMG 016C Spatial Analysis for GIS      3
PKMG 016D Cartographic Design for GIS   3
PKMG 016E Database Design and Management For GIS  3
PKMG 016F GIS Internship               3

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
PKMGT 010 INTRODUCTION TO PARK MANAGEMENT  
3 units  
Acceptable for credit: California State University.  
This course will provide an introduction to public land management. The student will have the opportunity to learn about a variety of city, county, state, regional, open space and federal park areas. Students will learn about the history of environmental thought. Students will learn about job opportunities in public land management and how to prepare for them. Students will learn about the current issues in natural and cultural resources management.

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

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

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

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

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

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

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

PKMGT 015B NATURAL AND CULTURAL RESOURCE INTERPRETATION  
3 units  
Prerequisite: PKMGT 010.  
Recommended preparation: PKMGT 013.  
Acceptable for credit: California State University.  
Students will increase confidence in their public speaking abilities as they explore the interpretive approach to communication. In this hands-on learning environment, students will gain the knowledge and skills necessary to develop and conduct guided walks, children’s programs and campfire presentations. Students will also learn the fundamentals of creating interpretive media such as brochures, displays, and exhibits. Field trips and professional presentations will provide students with exemplary interpretive experiences.

PKMGT 015C INTRODUCTION TO PARK MAINTENANCE  
3 units  
Acceptable for Credit: California State University  
This course will provide an introduction to park maintenance skills and management. The student will have the opportunity to learn basic skills in the following subjects: carpentry, plumbing, electrical, concrete, painting, and drywall construction. Students will learn about the materials, tools and techniques used in park maintenance. Students will learn how to integrate safety into park maintenance operations. Students will learn the basic principles of managing a park maintenance operation. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once.

PKMGT 016A INTRODUCTION TO GIS AND GPS  
3 units  
Acceptable for credit: California State University  
This course will examine the theory behind Geographic Information Systems (GIS) and Global Positioning Systems (GPS) and their application to spatial data. Students will use ArcView GIS software and Pathfinder Office software to find solutions and develop methods to solve problems using spatial data. Students will collect data with Trimble GPS units and convert that data for use with ArcView GIS software. Credit/No Credit Option.

PKMGT 016B INTERMEDIATE DESKTOP GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
3 units  
Acceptable for credit: California State University  
Prerequisite: PKMGT 016A.  
This course builds on the material presented in PKMGT 016A 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.

* PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 for specific information.  
* Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.  
* RECOMMENDED preparations are ADVISORY.
PKMGT 016C SPATIAL ANALYSIS FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)
3 units
Prerequisite: PKMGT 016B
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.

PKMGT 016D CARTOGRAPHIC DESIGN FOR GIS
3 units
Prerequisite: PKMGT 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.

PKMGT 016E DATABASE DESIGN AND MANAGEMENT IN GIS
3 units
Prerequisite: PKMGT 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.

PKMGT 016F GIS INTERNSHIP
3 units
Prerequisite: PKMGT 016B
Acceptable for credit: California State University
This course is a directed field study program providing students with an opportunity to apply classroom instruction in geographic information systems to real-world GIS projects in their community. Students work under the supervision of a GIS 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.

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

PKMGT 017 BASIC HORTICULTURE FOR PARKS
3 units
Prerequisite: Prerequisite: PKMGT 010, PKMGT 013, PKMGT 014
Acceptable for credit: California State University
A course designed for Park Management majors containing studies in horticulture. The course is such that the student will receive a familiarity with various aspects of producing and tending lawns, shrubs and trees as it applies to recreational facilities.

PKMGT 018 PARK PLANNING AND DESIGN
2 units
Acceptable for credit: California State University
This course will provide an introduction to park planning and design. The student will have the opportunity to learn about how to design facilities within a park environment. Students will learn about materials and techniques used for constructing ecologically sound facilities that fit into a specific park environment. Students will learn how to integrate the needs of park visitors with the natural and cultural resources of the park. Students will learn about environmental assessments needed to plan and design facilities in parks. This course is West Valley College A.A./A.S., degree and certificate applicable.

PKMGT 019 WILDERNESS FIRST RESPONDER
5 units
This 90-hour course of lecture and supervised practical exercises provides public land agency personnel, outdoor leaders, guides, and wilderness travelers with a thorough understanding of the basic principles of emergency medical care for both urban and wilderness environments. This certification course consists of the Federal DOT First Responder curriculum with modifications and additional protocols to meet the specific needs of emergency medical care in remote environments. Certification upon successful course completion includes WVC-PM’s “First Responder” and “Wilderness First Responder” and American Heart Association’s “CPR for the Healthcare Provider” or American Red Cross’ “CPR for the Professional Rescuer.” This course is AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Option.

PKMGT 020A/B PARK MANAGEMENT SEMINAR
3 units each
Prerequisites 020A: PKMGT 010, PKMGT 013, PKMGT 014
Prerequisites 020B: PKMGT 010,PKMGT 013, PKMGT 014, PKMGT 018
Prerequisites: Concurrent enrollment in work experience
Recommended Preparations: PKMGT 015B, 015C
Acceptable for Credit: California State University
The students will apply knowledge and skills learned in the program through an internship at a selected park. The student, the park supervisor, and the faculty will agree upon and establish objectives that the student will accomplish during this practical experience in park operations. One hundred four hours/semester are required. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once.

PKMGT 021 PARK OPERATIONS LAB
1 unit
Prerequisites: PKMGT 010, 014
Recommended preparation: PKMGT 013
Acceptable for Credit: California State University
This course in park operations will take place in county parks, such as Sanborn/Skyline and Stevens Creek. Under supervision, students will experience ranger, maintenance and interpretive specialization 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.

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

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

PKMGT 113 FIRE TRAINING
1 unit
This course provides local park agencies with a short refresher course in wild land firefighting. Topics in this course will be fire behavior, weather, size-up, fireline construction, use of agency equipment and calling up local fire suppression resources. This course can be repeated three times. Credit/No Credit Only.

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 G53. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
PKMGT 116 UNIVERSAL TRAIL ASSESSMENT PROCESS
1 unit
This course is designed to teach land management employees the techniques used to produce objective classification of trails. The universal trail assessment process is used as a tool by land management agencies to inventory, maintain, and evaluate accessibility of trails. This course is acceptable for credit: University of California, California State University.

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

PKMTG 150G BASIC RESPONSE TO A MAJOR INCIDENT-SEMS
.5 units
This provides the student with basic information about the Standardized Emergency Management System (SEMS), Incident command System (ICS) and major incident planning, pre-planning, and response. This course explains the need to have a current and functioning emergency procedures plan in the workplace, the basic parts to this plan, and how to prepare the home and workplace for a major incident. This course is non-degree applicable and may be repeated once. Credit/No Credit Option.

Philosophy

THE FACULTY
Don Ciraulo
Sandra A. LaFave

DIVISION
Fine Arts

DIVISION CHAIR
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The West Valley College Philosophy Department offers courses in philosophy and introductory religious studies. The Philosophy program challenges the students to think and write well, ponder their most basic assumptions, and see themselves as participants in a vital world history of ideas. All philosophy classes meet transfer requirements, and philosophy skills – clear thinking, careful reasoning, and excellent argumentative writing – apply across all disciplines.

Learning Outcomes
By successfully completing philosophy courses, students can:
• develop more clarity and rigor of thought and expression;
• learn to evaluate reasoning, so the student’s own arguments become more precise and persuasive, and the student develops greater resistance to incorrect arguments;
• learn to apply philosophy’s analytical approach to people’s most basic assumptions about the world and human experience. For example, many people think they can tell reality from unreality, knowledge from ignorance, sense from nonsense, mind from matter, and persons from things. Philosophy scrutinizes basic assumptions such as these and tries to arrive at the conclusions best supported by reason.
• learn to appreciate the vitality and relevance of classical philosophical debates to contemporary life; and
• broaden their multicultural understanding, particularly through the study of world religions and religious traditions within America. The comparative study of the great religions of the world invites students to share world-views almost unimaginably different from ordinary Western habits of mind.

Career Options
Philosophy courses meet general education and transfer requirements in critical thinking, humanities, and cultural diversity. See the course listings below for specific transfer information about each philosophy class. Philosophy graduates regularly score above students in all other disciplines on admission tests for professional and graduate schools. Because of their training in logic and clear writing, philosophy graduates are often found in the computer industry; they work as technical writers, programmers, quality assurance engineers, marketing communications specialists, and hardware designers. Because philosophers are trained to make effective arguments, philosophy is a very desirable undergraduate major for law school. Professional academic philosophers usually teach at the college level. Such positions require at least a master’s degree in philosophy; most require a doctorate (Ph. D.).

Transfer
See Transfer Planning Guide available at the Counseling Center.

PHIL 001 INTRODUCTION TO PHILOSOPHY
3 units
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 002)

PHIL 002 INTRODUCTION TO LOGIC
3 units
Acceptable for credit: University of California, California State University
This course is an introduction to the problems and techniques of traditional and modern logic comprising both deductive and inductive inference. The student will learn how to distinguish arguments from non-arguments, to identify and avoid common fallacies in reasoning, to test for validity both truth functional arguments and categorical syllogisms, to construct simple formal proofs of validity in truth-functional logic, and to understand the nature of inductive reasoning and its relationship to the sciences. This course fulfills the California State University requirement for Critical Thinking. Credit/No Credit Option. (CAN PHIL 006)

PHIL 003 INTRODUCTION TO ETHICS
3 units
Prerequisite: Engl 001A
Acceptable for Credit: California State University, University of California
This course is critically analyzes questions of value (what’s good and bad) and obligation (what’s right and wrong). It explores the ethical systems of Plato, Aristotle, Christianity, Kant, the utilitarians, and the intuitionists. These ethical systems are applied to contemporary ethical problems and social issues, such as abortion, capital punishment, feminism, euthanasia, animal rights, and racism. Much of the course is devoted to critical thinking and writing skills. The course requires the student to write a sequence of ethical “position papers”, which are evaluated for both qualities of analysis and English composition skills. This course satisfies the IGETC requirement for Critical Thinking/English composition. This course may also be taught in a distance learning format. (CAN PHIL 04)
PHIL 004 PATTERNS IN COMPARATIVE RELIGIONS  
3 units  
Acceptable for credit: University of California, California State University.  
This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arab, and Asian peoples. Credit/No Credit Option.  

PHIL 005 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY  
3 units  
Acceptable for credit: University of California, California State University.  
This course is designed to introduce the student to the major theories in political and social philosophy and their practical application to relevant issues. How for instance, do we adjudicate the rights of the individual against the rights of the state and its authority? What constitutes, the just state? And what effects do certain political ideologies (liberalism, Fascism and Communism) have on social relations? This course will trace the history of these ideas from Plato to what is currently being called the Postmodern condition. This course is AA/AS degree applicable. Credit/No Credit Option.  

PHIL 006 INTRODUCTION TO THE PHILOSOPHY OF THE PERSON  
3 units  
Acceptable for credit: University of California, California State University.  
This course explores modern and contemporary philosophical views on human nature and institutions. It is particularly concerned with philosophical questions arising as a result of modern movements such as Marxism, psychoanalysis, behaviorism, sociology, feminism, Third World liberation movements, environmentalism, the sexual revolution, and the “global village” phenomenon. Writings by mostly modern and contemporary philosophers on freedom, gender, the family, self-respect, work, spirituality, sexuality, love, commitment, and community will be examined. An interdisciplinary approach will be used, when appropriate. Credit/No Credit Option.  

PHIL 008 INTRODUCTION TO ASIAN PHILOSOPHY  
3 units  
Acceptable for credit: University of California, California State University.  
This course is an introductory survey of the main philosophical currents of the thought of India, China, and Japan. The student will be encouraged to explore the questions offered by Asian philosophers to such questions as: What is ultimate reality? What is the self? How is personal freedom to be achieved? This course will be of particular interest to students who encounter elements of Asian thought in business, art, music, history and other disciplines and who are interested in understanding the intellectual forces which have shaped the cultures of Asia. Credit/No Credit Option.  

PHIL 009 INTRODUCTION TO SYMBOLIC LOGIC  
3 units  
Acceptable for credit: University of California, California State University.  
This course is an introduction to the concepts and methods of modern symbolic logic, both sentential and quantificational. The student will learn to do truth value analysis of statements, translate complex natural-language arguments into both truth sentential and quantificational logic, and explore the meta-logical issues of consistency and formal systems. The relevance of symbolic logic to areas such as set theory and computer science will also be explored. Credit/No Credit Option.  

PHIL 012 INTRODUCTION TO ENVIRONMENTAL ETHICS  
3 units  
Acceptable for credit: University of California, California State University.  
This course is a philosophical survey of the moral issues that arise as a result of human interaction with, and exploitation of, nature. The views of traditional and contemporary Western and Eastern philosophers will be examined. The student will be invited to explore such questions as: What is the relationship of human beings to the rest of nature? What does it mean to live in harmony with nature? Are humans more valuable than animals? Do animals have rights? If so, to what extent? What, if anything, is the value of wilderness and wild animals? To what extent are we morally bound to use technology in an ecologically responsible manner? The answers to such questions will be related to specific contemporary issues such as abortion, contraception, genetic engineering, famine, animal experimentation, hunting and trapping, nuclear technology, and pollution. Credit/No Credit Option.  

PHIL 016 RELIGIOUS PLURALISM IN THE UNITED STATES  
3 units  
Acceptable for credit: University of California, California State University.  
This course examines religious pluralism in the United States, including such topics as: the philosophic background of the idea of religious pluralism, the role of religion in personal and social identity, conflicts between religions and religious violence, the role of religion in cultural imperialism, interactions between religious traditions and the impact of foreign religions on American philosophers. By means of this survey, students will become familiar with the major themes in Religious Studies. The course will examine both those religions which were introduced to the Americas and those which arose within the context of American culture. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.  

PHIL 017 LOGIC AND CRITICAL REASONING  
3 units  
Prerequisite: Eng 001A  
Acceptable for Credit: California State University, University of California  
This course is an introduction to critical thinking and critical writing. The students will have the opportunity to learn techniques of practical reasoning and argumentation, with emphasis on application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluating evidence, logical correctness vs. factual correctness, and common mistakes in reasoning (formal and informal fallacies). The class emphasizes critical writing strategies. Sample arguments from philosophy and from culturally diverse sources in other disciplines are analyzed. This course fulfills the IGETC Critical Thinking/English Composition requirement. 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
Acceptable for credit: University of California, California State University.
This course explores major philosophical questions about death and the meaning of life from an American multi-cultural perspective. The effects of class, gender, and ethnicity on conceptions of death and death rituals will be analyzed. The following issues will also be explored: the possibility of disembodied existence, the nature of consciousness, the nature and significance of individuality and personal identity, concepts of reincarnation or transmigration of souls as these appear in American religious traditions, the nature and significance of so-called “paranormal” experiences, and the meaning of salvation or liberation or transcendence in American religious traditions (concepts of heaven, nirvana, moksha, satori, etc.). Required readings will be taken from classic texts of Western and non-Western philosophy and religion, as well as contemporary American feminist philosophy, and African, aboriginal, and native American sources. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

PHIL 091, 092, 093 DIRECTED STUDIES
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: “University of California, California State University
UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work on special topics in philosophy by arrangement.

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

PHOTOGRAPHY (A.S. Degree and/or Certificate)

Photography

THE FACULTY
Tommy Gibson

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ELECTRONIC IMAGING
(A.S. Degree and Certificate)

Major Requirements
Course
Photo 001 Basic Photography (Lecture) 3
Photo 001L Basic Photography (Laboratory) 0
Photo 021A Studio Photography/Product Lighting 2
Photo 021B Intermediate Studio Photography/Product Lighting 2
Photo 045A Field Studies 1
Photo 049A Darkroom Apparatus and Techniques 1
Photo 060 Introduction to Electronic Imaging 3
Photo 061 Intermediate Electronic Imaging 2
Photo 062 Advanced Electronic Imaging 2

Recommended Electives
Photo 002 Intermediate Photography (Lecture) 3
Photo 002L Intermediate Photography (Laboratory) 0
Photo 020A Studio Photography/Lecture 2
Photo 021B Intermediate Studio Photography/Product Lighting 2
Photo 045B Field Studies 1
Photo 045C Field Studies 1
Photo 049B Darkroom Apparatus and Techniques 1
Photo 050 Photographic Expression (TV) 2
Photo 070 Kodaklith Techniques 1
Photo 071 Slide Duplication 1
Photo 072 Environmental Portraits 1
Photo 073 Photographing Your Art 1
Photo 074 Close-up Photography 1
Photo 075 Photo Projects for the Instructor 1
Photo 091-099 Directed Studies (total maximum of 6)
Art 001A Survey of Western Art 1 3
Art 001B Survey of Western Art 2 3
Art 001D Art of the 20th Century 3
Art 004 Art Appreciation 3
Journ 003 Introduction to Photo Communication 3
Journ 057 Newspaper Photography 2

To be awarded a certificate, a student must complete all of the major courses plus a minimum of 9 units from the recommended elective list. Six units can be selected from photography electives.

To be awarded the A.S. Degree, a student must complete:
1. All the major courses plus a minimum of 9 units from the recommended elective list. Six units to be selected from photography electives.
2. Additional units to complete the college graduation requirements.

PHOTO 001 BASIC PHOTOGRAPHY (LECTURE)

3 units
Corequisite: Photo 001L (day or night) 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) (DAY OR NIGHT)
0 units
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
Prerequisite: Photo 001 and Photo 001L (day or night).
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
Prerequisite: Photo 001 and Photo 001L (day or night.)
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
Prerequisite: Photo 001 and Photo 001L (day or night). Acceptable for credit: California State University.
A studio portrait 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
Prerequisite: Photo 001 and 001L (day or night) and 020A.
Acceptable for credit: California State University.
This course will build upon the skills and techniques taught in Photo 020A and will offer new concepts such as half, three-quarter and full-length portraits, family groups, location portraits, executive and children portraits, in-camera vignetting and diffusion. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

PHOTO 021A STUDIO PHOTOGRAPHY - PRODUCT LIGHTING
2 units
Prerequisite: Photo 001 and Photo 001L (day or night).
Acceptable for credit: California State University.
Studio lighting arrangements for product photography will be demonstrated and used by the student to complete projects. The theory of color correction and black and white filters will be demonstrated as well as different auxiliary lenses will be stressed. The student must supply his own non-automatic focus and exposure camera, and all expendable photographic materials used in the course.

PHOTO 021B INTERMEDIATE STUDIO PHOTOGRAPHY PRODUCT LIGHTING
2 units
Prerequisite: Photo 021A
Acceptable for credit: California State University.
This course will build upon the skills and techniques taught in Photo 021A and will offer new concepts such as in-camera masking for back backgrounds, producing color backgrounds, using drop-out backgrounds for catalog shots, “floating” products on backgrounds, photographing video screens and digital displays, using special effects such as motion, studio fog, multiple exposure, and using the view camera for control of shape and sharpness. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

PHOTO 030 COLOR PHOTOGRAPHY
4 units
Prerequisite: Photo 001.
Acceptable for credit: California State University.
Basic color theory and processing of prints from negatives will be presented. Color slides will also be processed. Students not attending the first meeting of class will be dropped from the course. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

PHOTO 045A, B, C FIELD STUDIES
1 unit each
Photo 045A is a prerequisite for Photo 045B, and Photo 045B is a prerequisite for Photo 045C.
Acceptable for credit: California State University.
A field trip format course with content varying depending on the destination of the field trip. A preliminary on-campus meeting will be followed by an off-campus field trip. A critique of photo work from the field trip will complete the course. Students must supply their own photographic equipment and supplies, transportation, and lodging while on the trip. Projects which may be included are camera techniques, exposure, composition, filter use, macro and micro photography, use of artificial light, special equipment, and special film to fit the need of the field trip. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 049A, B DARKROOM APPARATUS AND TECHNIQUE
1un each
Photo 049A corequisite: Photo 001, Photo 001L (day or night).
Photo 049B prerequisite: Photo 001, Photo 001L (day or night).
Photo 049B corequisite: Photo 002, Photo 002L (day or night).
Acceptable for credit: California State University.
Primarily for well-qualified photo students desiring extra laboratory time to complete additional projects in areas such as advanced printmaking, darkroom theory, photographic chemistry, optics, filter control, artificial light and use of specialized photographic equipment. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 050 PHOTOGRAPHIC EXPRESSION
2 units
(offered 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
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.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
PHOTO 061 INTERMEDIATE ELECTRONIC IMAGING  
2 units  
Prerequisite: Photo 060.  
Acceptable for credit: California State University.  
This course is the second course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. Using advanced techniques from Photo 060, Photoshop software will be utilized to manipulate scanned images, stock images and output of digital imagery to digital end-products. Image manipulation will use advanced portions of Photoshop, including masking, color correction and sharpening and diffusing filters including textural effects. The theory of the photo CD and other input materials will be covered in lecture.

PHOTO 062 ADVANCED ELECTRONIC IMAGING  
2 units  
Prerequisite: Photo 061.  
Acceptable for credit: California State University.  
This course is the third course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. Theory of the different types of electronic cameras and other input devices will be discussed in lecture. Laboratory assignments will create digital images, manipulate and output these images to either digital or silver end-products. Photo CSs will be produced and will be manipulated along with pre-manufactured CDs.

PHOTO 070 KODALITH TECHNIQUES  
1 unit  
Prerequisite: Photo 001 and Photo 001L (day or night).  
Acceptable for credit: California State University.  
This course provides an introduction to the use of high-contrast film as a means for image manipulation, making of title slides, ton-line images, in-camera masking and sabotier images. It is a creative technique applicable to photographers with limited darkroom facilities. It is an ideal project for school art and photography classes. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 071 SLIDE Duplication  
1 unit  
Prerequisite: Photo 001 and Photo 001L (day or night).  
Acceptable for credit: California State University.  
This course is an introduction to simple techniques of making duplicate slides from original 35mm transparencies utilizing a minimum of special equipment. It is a course designed to make special application to the classroom instructor’s needs for visuals for instructional application. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 072 ENVIRONMENTAL PORTRAITS  
1 unit  
Prerequisite: Photo 001 and Photo 001L (day or night).  
Acceptable for credit: California State University.  
This course will teach the use of natural light introducing beautiful portraits in outdoor settings. Techniques of posing, camera operation and accessories and the use of light control equipment will be a part of the information provided. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 073 PHOTOGRAPHING YOUR ART  
1 unit  
Prerequisite: Photo 001 and Photo 001L (day or night).  
Acceptable for credit: California State University.  
This course will provide photographers with information on the simplest methods for photographing their artwork for either inventory records, portfolio presentations or publication. It will cover the different techniques required for drawings, paintings, sculpture and other media. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 074 CLOSE-UP PHOTOGRAPHY  
1 unit  
Prerequisite: Photo 001 and Photo 001L (day or night).  
Acceptable for credit: California State University.  
This course is designed to introduce the principles of close-up photography for the 35mm photographer. It will explore the options for supplemental equipment, lighting and film. It will also explore the many possible areas of subject material from flowers and insects to printed circuits and silicon wafers. It will be highly non-technical with emphasis on the ease with which modern equipment will to all application of the photoraphic medium. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 075 PHOTO PROJECTS FOR THE INSTRUCTOR  
1 unit  
Prerequisite: Photo 001 and Photo 001L (day or night).  
Acceptable for credit: California State University.  
This course will provide teacher of a non-photography class with some creative ideas for photography projects that can be run with a minimum of experience, equipment and cost. These projects allow the teacher to use these projects to relate the areas of science, art and social studies. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

PHOTO 091, 92, 93 DIRECTED STUDIES  
1-3 units  
Prerequisite: Interview with instructor to determine objectives and write a contract for the course.  
Acceptable for credit: California State University.  
Advanced work in a specialized field of photography as selected by the student and approved by the instructor. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

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

PHOTO 110 INTRODUCTION TO PHOTOGRAPHY  
2 units  
A non-lab photography course designed to acquaint the student with the maximum use of a camera for both personal and professional needs. The theories and use of cameras, composition, filters, color, artificial lighting, copying and slide show presentation will be among the covered topics. Credit/No Credit Option.
Physical Education

THE FACULTY
Wendy Bowers-Gachesa
John Hancock
Heidi Janes
Jennifer Kerwin
Carol Knight
Patricia Louderback
Julie Lowry
Steven McCann
Ann Malimuth-Onn
Mike Perez
Diane Rudy
Joan Sarlo
Gaspard Silveira
John Vlahos
Bruce Watson
Joan Worley
Danny Yoshikawa

(Also see Health Education and Nutrition Studies)

DIVISION	Physical Education
DIVISION CHAIR	Carol Knight
DEPARTMENT CHAIR	Steve McCann
PHONE	408-741-4005
E-MAIL	steve_mccann@westvalley.edu
COUNSELING	408-741-2009

The West Valley College Physical Education program is designed to prepare the student to become a physically educated individual. In this pursuit, the student acquires skills necessary to perform a variety of physical activities, is physically fit, participates regularly in physical activity, understands the implications of and the benefits from involvement in physical activities, and values physical activity and its contributions to a healthful lifestyle. The program helps the student make responsible decisions about their health-related fitness and wellbeing.

All Physical Education activity courses are acceptable for credit at the University of California except 4.18. All are acceptable for credit at California State University, and all carry the Credit/No Credit Option.

Learning Outcomes
Upon completion of a physical education activity course, the student should be able to:
- perform the specific activity with an adequate degree of proficiency;
- achieve a health-enhancing level of physical fitness;
- understand the concepts and principles of physical fitness and specific sport skills; and
- value physical activity and become a lifelong participant in physical activity.

Career Opportunities
- Athletic Trainer
- Coach
- Dance career (dance choreographer, performer, instructor)
- Dance Therapy specialist
- Marine Diving Technology
- Martial Arts Instructor
- Personal Trainer/Fitness Specialist
- Physical Education Instructor
- SCUBA Instructor/Dive master
- Sports Management Specialist
- Sports Medicine

Degrees
A.A., Physical Education
A.A., Physical Education-Sports Medicine Emphasis

Certificates
Certificate of Completion, Exercise Science/Sports Medicine Program
Certificate of Completion, Group Exercise Leader

PHYSICAL EDUCATION: Transfer:
See Transfer Planning Guide available at the Counseling Center.

PHYSICAL EDUCATION (A.A. Degree)

Major Requirement
Course	Units
Bio 047* Human Anatomy 5
Bio 048* Human Physiology 3
Chem 030A Fundamentals of Chemistry 3
H.Ed 005 First Aid/Adult CPR/AED or CPR/AED 1.5
H.Ed 011 CPR/AED .5
PE 030 Intro to Physical Education 3
PE Activity Courses** 6

*At San Jose State University students are required to take Human Anatomy and Human Physiology. See a counselor for further information.
Chem 030A and Math 000G are prerequisites for Upper Division courses at San Jose State University within the Department of Human Performance.
Although not required for the A.A. degree at West Valley College, it is highly recommended that these courses be completed at West Valley College. These two courses satisfy General Education requirements.

**Achieve at least beginning level in a minimum of 6 activities selected from at least 4 of the following categories: Aquatics, Team Sports, Individual Sports, Dance, Combative/Conditioning, Racquet Sports. See a counselor for specific sports and requirements.

Aquatic Sports
2.02 Concepts of Coaching
2.03 Springboard Diving
2.04 Swimming Beg
2.05 Swimming Int
2.06 Swimming Adv
2.07 Master’s Swimming

Dance
3.01 Afro-Jazz Dance
3.02 Ballet Beg
3.04 Ballet Int
3.05 Choreography for Modern & Jazz Dance
3.06 Country Western Dance Beg
3.07 Country Western Dance Int
3.08 Flamenco Dance of Spain
3.09 Balkan/Israeli folk Dance
3.10 International folk Dance Beg
3.11 International folk Dance Int
3.12 Jazz Dance Beg
3.13 Jazz Dance Int
3.14 Modern Dance Beg
3.15 Modern Dance Int
3.16 Dance Workshop
3.18 Rehearsal & Performance in Dance
3.19 Social Dance Beg
3.20 Social Dance Int
3.22 Tap Dance Beg
3.23 Tap Dance Beg 2
3.24 Tap Dance Intermediate
3.26 Beg country Western Line Dance
3.27 Int Country Western Line Dance

3.28 Dance Repertory (A-F)
3.29 Rehearsal & Performance in Dance
3.30 Beg Hiphop
3.31 Int Hiphop
3.32 Beg Lindy Hop & Swing
3.33 Dance Intensive
3.35 Swing, Salsa, and Merengue

Fitness
4.03 Aerobics
4.05 Aqua Aerobics
4.06 Deep Water Jogging
4.07 Competitive Athlete
4.12 Stretching & Flexibility
4.13 Walking
4.14 Water Exercise
4.16 Weight Training
4.22 Step
4.24 Total - Men
4.25 Total - Women
4.26 Get Fit Lab
4.27 Yoga for Health
4.28 Jogging
4.29 Body Sculpting
4.30 Functional Fitness
4.31 Core Training
4.32 Boot Camp
4.33 Cardio Cross Training
4.36 Plates Mat Workout
4.38 Gentle Restorative Exercise

Combatives and Martial Arts
6.02 Karate Beg
6.03 Self-Defense
6.04 techniques of Amateur Wrestling
6.05 Karate Int
6.07 Kick Boxing: Coed
6.08 Fitness Boxing: Coed
6.09 Cardio Kickboxing
6.10 Tai Chi

Lifet ime Sports
7.02 Badminton Beg
7.03 Badminton Int
7.04 Intro to Sport Climbing/Rock Climbing
7.05 Intro to Cycling
7.06 Intro to Off Road Cycling
7.07 Intro to Cycling
7.08 Fencing Int
7.09 Fencing Adv
7.10 Golf Beg
7.11 Golf Int
7.12 Golf Adv
7.13 Alpine Skiing
7.14 Cross Country Skiing
7.15 Skiing
7.16 Cross Country Skiing
7.17 Beg Tennis
7.18 Adv Beg Tennis
7.19 Int Tennis
7.20 Adv Tennis
7.21 Tournament Tennis
7.22 Scuba Diving
7.23 Scuba Diving Adv
7.24 Scuba Diving Adv
7.25 Triathlon Training

Team Sports
8.01 Arena Football
8.02 Baseball Beg
8.03 Baseball Adv
8.04 Basketball, Men
8.07 Adv Techniques of Football
8.08 Soccer Beg Men
8.09 Soccer Adv Men

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.
PHYSICAL EDUCATION-Sports Medicine 
Emphasis (A.A. Degree) 

Major Requirements 
Course                               Units 
Bio 047 Human Anatomy               5  
Bio 048 Human Physiology            5  
Chem 030A Fundamentals of Chemistry 3  
H-Ed 005 First Aid/CPR/AED         1.5  
H-Ed 008 Understanding Health      3  
NS 022 Sports Nutrition            3  
Psych 001 General Psychology       3  
PE 030 Intro to Physical Education  3  
PE Activities Courses*             4  

**Core Requirements:** 

PE-Th 038A Intro to Sports Medicine 3  
PE-Th 039A Sports Injury Mgmt & Rehab/ 
Internship** 2  
PE-Th 042 Principles Strength Training & Conditioning 3  
PE-Th 043 Sports Injuries           1  
H-Ed 007 Lifetime Fitness          2  
H-Tech 071A Basic Massage Therapy   2  
PE 4.18 Personal Fitness Appraisal .5  
PE-Th 041 Skill Competencies in Athletic Training 1  

*PE Activity courses from the following groups: Aquatics, Dance, Fitness, Combative, or Lifetime Sports. 
**Interview with instructor required prior to enrollment in class. 
To be awarded an A.A. degree, a student must complete 
1. All the major and core requirements. 
2. Additional units to meet the college graduation requirements.

SUGGESTED SEQUENCE

First Semester
PE-Th 038A Intro to Sports Medicine 3  
PsyCh 001 General Psychology    3  
Engl 001A English Composition * 3  
GE Hist 017B or Polt 001         3  
PE H-Ed 008 Understanding Health 3  
Total Units 16

Second Semester
H-Ed 005 First Aid/CPR/AED        1.5  
PE                                 1  
Bio 047 Human Anatomy             3  
Engl 001B English Composition     3  
PE-Th 030 Intro to Physical Education  
Math 106 Intermediate Algebra**  5  
Total Units 16.5

Third Semester
PE                                 1  
Chem 030A Fundamentals of Chemistry 3  
Comm 001 Public Speaking          3  
GE Area C - Humanities            3  
PE-Th 039 Sports Injury Mgmt & Rehab 2  
NS 022 Sports Nutrition           3  
Total Units 15

Fourth Semester
PE-Th 042 Prin Strength Train & Cond. 3  
PE                                 1  
Bio 048 Human Physiology          5  
GE Area E - Lifelong Learning     3  
GE Area F - Cultural Diversity    3  

Total Units 15

*If eligible, or Eng 905 instead
**A math course for which Math 106 is a prerequisite must be taken prior to transfer and needs to be included in this curriculum.

This suggested sequence meets the A.A. Liberal Arts degree requirements and the Certificate of Completion for Exercise Science/Sports Medicine Program.

PHYSICAL EDUCATION-Exercise Science/Sports Medicine Program (Certificate)

Required Courses (17 units)

Course                               Units 
PE-Th 038A Intro to Sports Medicine 3  
PE-Th 042 Priv of Strength Train/Conditioning 3  
PE-Th 043 Sports Injuries            1  
NS 022 Sports Nutrition             3  
H-ED 005 First Aid/Adult CPR/AED     1.5  
PE 4.18 Personal Fitness Appraisal .5  
Electives                          5  
Total                               17

Select the two PE Activity units from the following: 
PE 4.03 Aerobics                    1  
PE 4.16 Weight Training            1  
PE 4.24 Total Fitness - Men        1  
PE 4.25 Total Fitness - Women      1  
PE 4.27 Yoga for Health            1  

A certificate will be awarded upon completion of the 17 units with a C grade or better in each course.

PHYSICAL EDUCATION-Group Exercise Leader (Certificate)

Required Courses (17 units)

Course                               Units 
PE-Th 038A Intro to Sports Medicine 3  
PE-Th 042 Priv of Strength Train/Conditioning 3  
PE-Th 060 Aerobics Leadership Training 2  
PE 4.18 Personal Fitness Appraisal .5  
H-ED 005 First Aid/CPR/AED          1.5  
NS 022 Sports Nutrition            3  
Electives                          4  
Total                               17

Electives - Complete 4 units from the following: 
Couns 018 Job Search Methods        1  
PE 4.03 Aerobics                    1  
HE 4.05 Aqua Aerobics               1  
PE 4.22 Step Fitness                1  
PE 4.27 Yoga for Health            1  
PE 4.29 Body Sculpting              1  
PE 4.30 Functional Fitness          1  
PE 4.36 Pilates                     1  
PE 6.09 Cardio Kickboxing           1  
PE 7.26 Studio Cycling              1  

A certificate will be awarded upon completion of the 17 units with a C grade or better in each course.

**PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 for specific information.**

**RECOMMENDED** preparations are ADVISORY.
Adapted Physical Education

Adapted Physical Education courses are designed for students with a temporary or permanent verifiable disability. The courses may be repeated for credit.

**PE 1.02 ADAPTED PHYSICAL EDUCATION**
1 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
The adapted physical education program is handled by a specialist who designs physical education programs for the disabled and offers an individual program geared to meet each student's need.

**PE 1.03 ADAPTED PHYSICAL EDUCATION**
.5 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
The adaptive physical education program is handled by a specialist who designs physical education programs for the disabled and offers an individual program geared to meet each student's need.

**PE 1.08 ADAPTED PHYSICAL EDUCATION—GENERAL FITNESS**
1 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course is designed to satisfy the need for daily cardiovascular activity, flexibility, and general training. The use of bicycles, the treadmill, and the track will be alternated as activities.

**PE 1.09 ADAPTED PHYSICAL EDUCATION—GENERAL FITNESS**
.5 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course is designed to teach skills needed for daily cardiovascular activity, flexibility, and general training. The use of bicycles, the treadmill, and the track will be alternated as activities.

**PE 1.10 ADAPTED PHYSICAL EDUCATION PERCEPTUAL MOTOR DEVELOPMENT**
1 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course explores the different components of perceptual motor learning through the auditory, visual, tactile and kinesthetic senses. Simple to complex motor movement activities will be introduced and experienced.

**PE 1.12 ADAPTED PHYSICAL EDUCATION RHYTHMIC AEROBICS**
1 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course is designed to teach skills needed for daily cardiovascular activity through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.

**PE 1.13 ADAPTED PHYSICAL EDUCATION RHYTHMIC AEROBICS**
.5 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course is designed to teach skills needed for daily cardiovascular activity through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.

**PE 1.14 ADAPTED SPORTS CONDITIONING: AQUA TRAINING**
1 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course presents weight-training techniques designed for the physically disabled student who wants to develop a highly conditioned body in the areas of strength, flexibility, and endurance, using the medium of water.

**PE 1.16 SPORTS CONDITIONING: WEIGHT TRAINING**
1 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This 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 1.18 ADAPTED STRETCH AND FLEX**
1 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course will explore the purposes and techniques of acquiring body flexibility through stretching exercises. Particular attention will be devoted to back care and how to reduce stress with muscle-relaxation techniques.

**PE 1.20 WALK, WHEEL AND ROW AEROBICS**
1 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This class is designed to satisfy the need for cardiovascular activity as well as develop and maintain fitness through the use of continuous rhythmic movements of walking, pushing a wheelchair, or using the row cycle around the track. Nutrition, weight control and stress reduction will be emphasized.

**PE 1.24 ADAPTED PHYSICAL EDUCATION WATER EXERCISE AND SWIM**
1 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course presents exercises that use specific muscles while the body is submerged in water. The course aids the student in conditioning, strengthening muscles, and cardiovascular endurance.

**PE 1.25 ADAPTED PHYSICAL EDUCATION WATER EXERCISE AND SWIM**
.5 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course presents weight-training techniques used to increase strength. In addition, the student will learn to assess and improve his or her own physical capabilities and limitations.

**PE 1.26 ADAPTED PHYSICAL EDUCATION WEIGHT TRAINING**
1 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course presents weight-training techniques used to increase strength. In addition, the student will learn to assess and improve his or her own physical capabilities and limitations.

**PE 1.27 ADAPTED PHYSICAL EDUCATION WEIGHT TRAINING**
.5 unit
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course presents weight-training techniques used to increase strength. In addition, the student will learn to assess and improve his or her own physical capabilities and limitations.

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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 OS5. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.
PE 1.28 ADAPTED PHYSICAL EDUCATION - BOWLING
1 unit
Acceptable for credit: University of California, California State University.
This course will make adaptations to allow students with disabilities to learn bowling. The instructor will use lecture, demonstration, and skill development to teach bowling rules, regulations, techniques, scoring, evaluation and improvement. This class will be held off campus.

PE 1.29 ADAPTED PHYSICAL EDUCATION - CHAIR YOGA FOR HEALTH
1 unit
Acceptable for credit: University of California, California State University.
This course makes adaptations to allow students with disabilities to learn yoga. The instructor will use lectures, demonstrations, and skill development to teach yoga techniques, practice, and evaluation. Gentle stretching, range of motion around the joints along with breathing and relation techniques are taught. Credit/No Credit Option

Aquatic Sports

PE 2.01 WATER POLO
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to provide the student with a competitive type of water game that will appeal to all students of various swimming abilities and endurance capacities. Advanced skills are taught to individuals as they progress to the next level of competition.

PE 2.02 LIFEGUARDING
1 unit
Acceptable for credit: University of California, California State University.
Prerequisite: PE 2.05
This course provides the individual with the knowledge and skills designed to save his/her own life and the life of another in the event of an emergency. Certification is through the American Red Cross.

PE 2.03 SPRINGBOARD DIVING
1 unit
Acceptable for credit: University of California, California State University.
This course is designed for students in beginning, intermediate, and advanced springboard diving. The basic dives in all five categories, single and multiple somersaults in each group, and twisting dives will be presented. The principles of gravity, momentum, rotation, and kinetic energy will be studied. Techniques of judgment competitive diving also will be presented.

PE 2.04 SWIMMING-BEGINNING
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to equip the individual with elementary swimming skills and knowledge in order to make him/her reasonably safe while in and around the water.

PE 2.05 SWIMMING-INTERMEDIATE
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to increase the 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
Acceptable for credit: University of California, California State University.
This course provides the individual with additional strokes and other related water skills to become an all-around swimmer. Emphasis is on development of the individual's swimming endurance.

PE 2.07 MASTER’S SWIMMING
1 unit
Acceptable for credit: University of California, California State University.
This course is formatted in a workout structure for competitive swimmers with emphasis on improving individual-stroke mechanics and conditioning.

Dance

PE 3.01 AFRO-JAZZ DANCE
1 unit
Acceptable for credit: University of California, California State University.
African dance will include dance forms of black peoples of West Africa, the Caribbean Islands of Haiti, Trinidad and Carriacou, and Brazil. Technical and creative dance skills will be developed, and dance will be learned in the context of its African heritage.

PE 3.02 BALLET-BEGINNING
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to introduce the general college student to the discipline, aesthetics, traditions, and historical background of classical ballet at a beginning level.

PE 3.03 BALLET-INTERMEDIATE
1 unit
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 3.04 CHOREOGRAPHY FOR MODERN AND JAZZ DANCE
2 units
Acceptable for credit: University of California, California State University.
The student will be introduced to the skills of making dances and will participate in class, college, and community performances. This course includes an overview of the field of choreography, a study of the elements of dance (time, shape, space, and energy), composition, presentation, and critique of movement problems.
PE 3.11 INTERNATIONAL FOLK DANCE-INTERMEDIATE
1 unit
Recommended: PE 3.10.
Acceptable for credit: University of California, California State University.
This course is designed for the intermediate student and includes opportunities to learn the basic skills of folk dance, to develop an appreciation for cultural styles and dance patterns from many countries, and to give the student knowledge which he/she may carry on in many varied recreational situations.

PE 3.12 JAZZ DANCE-BEGINNING 1
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to introduce the beginning student to the medium of jazz dance through exposure to jazz dance history, technique, style, improvisations, and composition.

PE 3.14 JAZZ DANCE-INTERMEDIATE
1 unit
Recommended: PE 3.12
Acceptable for credit: University of California, California State University.
This intermediate level course is designed to increase the student’s skill and understanding in the varied theories, styles and techniques of the jazz idiom.

PE 3.15 MODERN DANCE-BEGINNING 1
1 unit
Acceptable for credit: University of California, California State University.
This is a course for beginning students in modern dance. It will provide the knowledge and practice necessary for gaining personal skills and experience in technique and composition commensurate with the achievement level of beginning dance students.

PE 3.17 MODERN DANCE-INTERMEDIATE
1 unit
Acceptable for credit: University of California, California State University.
Recommended: PE 3.15.
This intermediate level modern dance course is designed to increase the students skill, technique and composition. Students will gain increased insight into the creative process and further develop the body as an instrument for communication.

PE 3.18 DANCE WORKSHOP
1 unit
Acceptable for credit: University of California, California State University.
Recommended: Beginning level or equivalent dance skills in the area of emphasis: PE 3.06, 3.08, 3.09, 3.12, 3.15, 3.20 or 3.23.
This course is designed to provide students with an opportunity to work intensively on their technique and performance skills in a specific dance area.

PE 3.19 REHEARSAL AND PERFORMANCE IN DANCE
2 units
Acceptable for credit: University of California, California State University.
This course is designed to give the student an opportunity to rehearse and perform dances in an informal setting at the college and at various locations in the West Valley community. Emphasis will be on group participation in all areas of dance production. The course will include dance warm-ups and techniques, improvisational studies, choreographic studies, group and solo rehearsals of finished dances; class, college and community performances.

PE 3.20 SOCIAL DANCE-BEGINNING 1
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to acquaint the student with the basic forms of social dance and social practice as related to dance experiences, and to help students become proficient in their basic dance forms.

PE 3.22 SOCIAL DANCE-INTERMEDIATE
1 unit
Recommended: PE 3.20.
Acceptable for credit: University of California, California State University.
This intermediate level social dance course is designed to increase the student’s skill in intermediate dance steps in the following: waltz, tango, rumba, swing and cha-cha. Additional dance steps may include samba, Viennese waltz or present popular dances.

PE 3.23 TAP DANCE-BEGINNING 1
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to teach the beginner basic tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.24 TAP DANCE-BEGINNING 2
1 unit
Recommended: PE 3.23
Acceptable for credit: University of California, California State University.
This course is designed to teach the advanced beginner tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.25 TAP DANCE-INTERMEDIATE
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to increase the skill level of intermediate tap dance students, and help them become more proficient in intermediate level tap dance technique, steps, style, structure and compositions. Credit/No Credit Option.

PE 3.26 BEGINNING COUNTRY WESTERN LINE DANCE
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to acquaint the student with the basic forms and social practice of Country Western Line Dancing and to help students become proficient in the steps and styles of Country Western Dance.

PE 3.27 INTERMEDIATE COUNTRY WESTERN LINE DANCE
1 unit
Acceptable for credit: University of California, California State University.
This course for intermediate level Country Western Line Dance students is designed to increase the student’s skill in techniques and help them become more proficient in the steps, dances, and styling of Country Western line dance.

PE 3.28 DANCE REPETORY (A-F)
1 unit
Recommended preparations:
PE 3.06, Beginning Country Western Dance, or
PE 3.09, Balkan/Israel Folk Dance, or
PE 3.12, Jazz Dance-Beginning 1, or
PE 3.15, Modern Dance-Beginning 1, or
PE 3.20, Social Dance-Beginning 1, or
PE 3.23, Tap Dance-Beginning 1
Acceptable for credit: University of California, California State University.
This course is designed to provide students with the opportunity to expand and develop their repertoire (of dances) in a specific dance area (A-F). They can then draw on this repertoire for performances on campus and in the community. The area of emphasis for each section of this course will be different: A. Ethnic, B. Tap, C. Jazz, D. Modern, E. Country Western, F. Ballroom.

PE 3.29 REHEARSAL AND PERFORMANCE IN DANCE
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to give the students an opportunity to rehearse and perform dances in an informal setting at the college and at various locations in the West Valley community. Emphasis will be on group participation in all areas of dance productions. The course will include dance warm-ups and techniques, choreographies, group and solo rehearsals of finished dances, and class, college and community performances.

PE 3.30 DANCE: BEGINNING HIPHOP
1 unit
Acceptable for credit: University of California, California State University.
This course will introduce the students to the fundamentals of hip hop/street funk. Students will learn general patterns as well as the basics of creating routines using individual style. Information describing the history and cultural development of hip hop as a dance form will be presented. This course may be repeated three times.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
**PE 3.31 DANCE: INTERMEDIATE HIPHOP**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course will introduce the students to the intermediate styles and choreography of hip hop/street funk. Students will have the opportunity to learn and practice challenging and complex routines. Students will choreograph and present a hip hop routine reflecting individual styles and interpretation. This course may be repeated three times.

**PE 3.32 BEGINNING LINDY HOP AND SWING**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course will focus on steps, patterns, and style. Credit/No Credit Option.

**PE 3.33 DANCE INTENSIVE**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course is designed to provide intermediate/advanced dance students an opportunity to expand and develop their technical skills, style, and performance technique in a specific area of dance.

**PE 3.34 STUDIO DANCE PRODUCTION**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course is designed to provide dance students with an opportunity to develop the technical skills necessary to produce dance programs in the West Valley College studio theatre. Students will learn and/or choreograph dances in their area of emphasis, then design costumes, makeup and lighting for a performance in the studio theatre. Credit/No Credit Option.

**PE 3.35 SWING, SALSA, AND MERENGUE**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course focuses on beginning steps, patterns, and styles of Swing, Salsa, and Merengue. It includes a brief survey of the Rumba, Cha Cha, and Samba. Credit/No Credit Option.

**Fitness**

All fitness classes are designed to help the student develop positive attitudes and skills in one or more of the following aspects of fitness: improved cardiovascular conditioning, increased muscular endurance, greater joint flexibility, and the ability to obtain total relaxation.

**PE 4.03 FITNESS, AEROBICS**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course is designed to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises.

**PE 4.05 FITNESS, AQUA AEROBICS**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course will improve the student’s cardiovascular efficiency; increase muscular strength and endurance and further develop joint flexibility through the use of continuous, vigorous water activities and exercises.

**PE 4.06 FITNESS, DEEP WATER JOGGING**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course will give the students who enjoy the water environment an opportunity to improve and maintain cardiovascular fitness without risk of injury to joints. It also affords an excellent means of rehabilitation after injury. This course will improve the student’s cardiovascular efficiency, increase muscular strength and endurance and further develop joint flexibility through the use of continuous water exercise and activities.

**PE 4.07 FITNESS, COMPETITIVE ATHLETE**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course is designed to develop a highly conditioned body for strength, flexibility and endurance for the competing varsity athlete.

**PE 4.12 FITNESS, STRETCHING AND FLEXIBILITY**  
1 unit  
(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  
Acceptable for credit: University of California, California State University.  
Students are exposed to the benefits of exercise through fitness walking and to the principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tension.

**PE 4.14 FITNESS, WATER EXERCISE**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course presents exercises that use specific muscles while the body is submerged in water. The course helps the student become trimmer, stronger, and better conditioned.

**PE 4.16 FITNESS, WEIGHT TRAINING**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course will emphasize conditioning needs/skills of men and women through a program of progressive weight training using external weights designed to increase muscular strength and endurance and general overall conditioning.

**PE 4.18 PERSONAL FITNESS APPRAISAL**  
.5 Unit  
This course is designed to provide an increased self-awareness of personal fitness levels and fitness concepts through course activities and laboratory testing of physical fitness components (cardiovascular, 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 course.

**PE 4.22 FITNESS, STEP**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course will provide students of all cardiovascular fitness levels the opportunity to participate in a movement experience using the Step Fitness movement method and equipment. The student will progress through the height levels and the step levels that will allow for his/her optimum fitness improvement.

**PE 4.24 FITNESS, TOTAL - MEN**  
1 unit  
Acceptable for credit: University of California, California State University.  
Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of men.

**PE 4.25 FITNESS, TOTAL - WOMEN**  
1 unit  
Acceptable for credit: University of California, California State University.  
Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of women.

**PE 4.26 GET FIT LAB**  
1 unit  
Acceptable for credit: University of California, California State University.  
This course offers the opportunity for participation in an assortment of exercise programs to improve cardiovascular endurance, local muscular endurance, muscular strength, and joint mobility. Selected field and laboratory tests of physical fitness are administered before, during, and after participation in an exercise program. This course will focus on safe and sane approaches to diet and exercise, information on cardiac risk, stress management, and guidelines for weight control.

**PE 4.27 YOGA FOR HEALTH**  
1 unit  
Acceptable for credit: University of California, California State University.  
The practice and study of Yoga helps to bring about a natural balance of body and mind. This course emphasizes the physical practice of yoga exercises which provide a gentle muscle stretching and range of motion around the joints along with breathing and relaxation techniques leading to total relaxation and the harmony of mind and body.
PE 4.28 FITNESS JOGGING
1 unit
Acceptable for credit: University of California, California State University.

Students are exposed to the benefits of exercise through fitness jogging. The principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

PE 4.29 BODY SCULPTING
1 unit
Acceptable for credit: University of California, California State University.

This course will provide students with the opportunity to gain improved muscular strength and endurance through the use of free weights and resistive types of exercises. The workout is structured and the movements are set to music. Credit/No Credit Option.

PE 4.30 FUNCTIONAL FITNESS
1 unit
Acceptable for credit: University of California, California State University.

This course will provide students with the opportunity to gain muscular strength, balance, coordination, speed, power and agility by performing conditioning drills using plyometrics, medicine balls, agility domes, speed ladders, Tai Chi, and yoga. Movement patterns will improve skills for running, jumping, throwing, kicking, lunging, and swinging. These movement patterns will train students to be functionally strong for competitive sports and active lifestyles.

PE 4.31 CORE TRAINING
1 unit
Acceptable for credit: University of California, California State University.

This course will provide students with the opportunity to gain muscular strength and trunk stabilization. Movement patterns that strengthen the abdominals, obliques, hips and lower back will be emphasized. Increases in core strength will improve the student’s ability to function in daily activities with proper biomechanics and less risk of injury.

PE 4.32 FITNESS: BOOT CAMP
1 Unit
Acceptable for credit: University of California, California State University.

This course will provide students with the opportunity to gain improved fitness, muscle strength, and endurance. This course will utilize campus grounds and incorporate exercise stations such as obstacle courses, hurdles, and rope climbing. Other training activities will include running, calisthenics, and jumping rope.

PE 4.33 CARDIO CROSS TRAINING
1 Unit
Acceptable for credit: University of California, California State University.

This course will provide students with the opportunity to gain improved cardio-respiratory fitness, flexibility, and muscle strength. This course will utilize exercise equipment to improve cardio-respiratory fitness. Equipment will include the stair-master, stationary bike, treadmill, seated rowing machine, and other apparatus.

PE 4.34 SPIRIT TEAMS
2 units
Acceptable for credit: California State University

This course will provide students with the opportunity to gain improved muscular strength, flexibility and endurance for the sport of cheerleading. Training skills for cheering, dancing, jumping, and tumbling will be emphasized. Instruction of proper form and technique will prepare students for cheering performances and competition.

PE 4.35 TRAIL RUNNING
1 unit
Acceptable for credit: University of California, California State University

This course will introduce students to the benefits of exercise through trail running. The principles of exercise, which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

PE 4.36 - PILATES MAT WORKOUT
1 unit
Acceptable for credit: University of California, California State University

This course will provide students with the opportunity to gain muscular strength and endurance. The exercises are designed to improve posture, body alignment, and flexibility. Benefits include balance, body awareness, relaxation, and injury prevention, stress reduction, and increased self-confidence. Pilates mat workout emphasizes core musculature as it applies to everyday movement. Credit/No Credit Option

PE 4.38 - GENTLE RESTORATIVE EXERCISE
1 unit
Acceptable for credit: University of California, California State University

This course introduces students to modified Yoga, Pilates, and dance exercise, which provides gentle muscle stretching for increased flexibility and range of motion; strengthening to assist in injury prevention; along with breathing, and relation techniques for stress reduction. Credit/No Credit Option

Combatives and Martial Arts

PE 6.02 KARATE-BEGINNING
1 unit
Acceptable for credit: University of California, California State University

This course introduces the student to the basic skills of Karate.

PE 6.03 SELF-DEFENSE
1 unit
Acceptable for credit: University of California, California State University

Students are instructed in methods and techniques of self-defense which will help them recognize and avoid dangerous situations. Techniques will be presented in the defense of oneself when under attack.

PE 6.05 TECHNIQUES OF AMATEUR WRESTLING
1 unit
Acceptable for credit: University of California, California State University

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
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
Acceptable for credit: University of California, California State University

This course will present the skills (kicks, punches, blocks, and stances) used in competitive kick boxing. Training will include conditioning and flexibility exercises. Sparring drills, bag work, timing and focus training will be presented. Self-defense techniques will also be introduced.

PE 6.08 FITNESS BOXING: COED
1 unit
Acceptable for credit: University of California, California State University

This course will provide cardiovascular fitness, strength, and flexibility through boxing techniques. Stances, punching, combinations, blocks, and sparring drills will be presented. The rules of sport boxing will be covered. Emphasis will be on training techniques. Non-contact sparring will be practiced. This course may be repeated three times.

PE 6.09 CARDIO KICKBOXING
1 unit
Acceptable for credit: University of California, California State University

This course will provide the student with the opportunity to gain improved cardio-respiratory fitness, flexibility, and muscle strength while learning kickboxing skills.

PE 6.10 TAI CHI
1 unit
Acceptable for credit: University of California, California State University

This course will introduce the fundamental philosophies, skills, and health enhancing components of Tai Chi. The course will cover historical and philosophical aspects of Tai Chi and Tai Chi body movements and forms utilizing energy flow and stress reducing elements.

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

Lifetime sports classes are designed to teach skills in sports activities in which the student can experience lifelong participation.

**PE 7.02 BADMINTON-BEGINNING**
1 unit
Acceptable for credit: University of California, California State University.
This course will introduce the fundamentals of badminton and the strategies of badminton to the student.

**PE 7.03 BADMINTON-INTERMEDIATE**
1 unit
Acceptable for credit: University of California, California State University.
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
Acceptable for credit: University of California, California State University.
This course is designed to offer the novice/beginner student the opportunity to learn to climb efficiently and safely, to learn proper techniques of climbing, belaying, and rope management. Students will have the opportunity to learn about local climbing-related opportunities in the South Bay. Students must provide their own instructor-approved harnesses.

**PE 7.05 INTRODUCTION TO CYCLING**
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to offer the novice/beginning road cyclist the opportunity to learn to ride efficiently and safely, to learn general bike maintenance and to experience riding some of the bike lanes and bike paths in the South Bay Area. Students must provide bicycle and helmet.

**PE 7.06 INTRODUCTION TO MOUNTAIN BIKING**
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to offer the novice/beginning road cyclist the opportunity to learn to ride efficiently and safely, to learn general bike maintenance and to experience riding some of the off road riding trails available in the Bay Area. Students must provide bicycle and helmet.

**PE 7.07 FENCING-BEGINNING**
1 unit
Acceptable for credit: University of California, California State University.
This course is for the beginning fencer. Emphasis is placed on learning basic movement skills, officiating skills, and beginning Bouting.

**PE 7.08 FENCING-INTERMEDIATE**
1 unit
Acceptable for credit: University of California, California State University.
Prerequisite: PE 7.07
This course provides students with the opportunity for mastery of fencing skills and techniques at the intermediate level. Students will gain a better understanding of the rules of fencing while practicing with an adversary. They will develop a personal technique of movement patterns. There will also be an opportunity for competition, and practice in judging, scoring and directing.

**PE 7.09 FENCING-ADVANCED**
1 unit
Acceptable for credit: University of California, California State University.
Prerequisite: PE 7.07 or 7.08
This course provides the students with the opportunity to master specific fencing skills and techniques at the advanced level in standard and electrical foil.

**PE 7.10 GOLF-BEGINNING**
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to teach the novice beginning golf skills and knowledge needed to play golf.

**PE 7.11 GOLF-INTERMEDIATE**
1 unit
Acceptable for credit: University of California, California State University.
Recommended preparations: PE 7.10.
This course is designed to help intermediate golfers develop more advanced skills in the game of golf. A greater emphasis is placed on the technical aspects of the swing.

**PE 7.12 GOLF-ADVANCED**
2 units
Reccomended Preparation: PE 7.11
Acceptable for credit: University of California, California State University.
This is a high-level sequential course designed to help develop advanced techniques in a practical and realistic atmosphere. Most sessions will be presented at the golf course. Some emphasis is on the social values of the game and an introduction to various scoring methods and types of tournament play. Credit/No Credit Option

**PE 7.15 ALPINE SKIING**
1 unit
Acceptable for credit: University of California, California State University.
This course introduces the basic beginning skills of snow skiing. Instructions and practice are conducted at a local ski resort. Instruction in equipment care and selection, conditioning exercises, rules and courtesy, and trip preparation are conducted on campus.

**PE 7.16 CROSS COUNTRY SKIING**
1 unit
Acceptable for credit: University of California, California State University.
This course introduces the basic skills of cross-country skiing, including technique, selection and care of equipment, waxing techniques, and conditioning. Opportunities for on-snow practice are provided through scheduled field trips.

**PE 7.18 BEGINNING TENNIS**
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to teach the basic fundamentals of tennis to the student to increase the student's appreciation of the game's value as a lifelong, leisure-time activity. Mastery of these skills will enable the student to progress to another level of tennis.

**PE 7.19 ADVANCED BEGINNER TENNIS**
1 unit
Acceptable for credit: University of California, California State University.
Recommended preparations: PE 7.18.
This course is designed to further enhance the student's proficiency and confidence in tennis through a series of more advanced beginner learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.

**PE 7.20 INTERMEDIATE TENNIS**
1 unit
Acceptable for credit: University of California, California State University.
Recommended preparations: PE 7.19.
This course in tennis is designed to give the student greater insight into the game through a series of intermediate learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.

**PE 7.21 ADVANCED TENNIS**
1 unit
Recommended preparations: PE 7.20.
Acceptable for credit: University of California, California State University.
This course provides the student with the opportunity for further mastery of specific tennis skills and strategies at an advanced level.

**PE 7.22 TOURNAMENT TENNIS**
1 unit
Recommended preparations: PE 7.21.
Acceptable for credit: University of California, California State University.
This course is designed for the student who has played or desires to play tournament tennis. Advanced skills and strategy will be reviewed and practiced to further enhance the student's tennis knowledge and techniques.

**PREREQUISITES AND COREQUISITES** are MANDATORY. See page 16 for specific information.

**RECOMMENDED** preparations are ADVISORY.
PE 7.23 SCUBA DIVING
2 units
Acceptable for credit: University of California, California State University.
This course provides the skills to 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 7.24 SCUBA DIVING-ADVANCED
2 units
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
Acceptable for credit: University of California, California State University.
This course will provide students with the opportunity to gain muscular strength and cardiovascular endurance for the sport of triathlon. Training skills for swimming, cycling, and running will be emphasized. Principles of exercise physiology, sport nutrition, sport psychology, and injury prevention will prepare students to participate in a triathlon competition.

PE 7.26 STUDIO CYCLING
1 unit
Acceptable for credit: California State University.
This course provides students with the opportunity to gain muscular strength and cardiovascular endurance through stationary cycling. The workouts are performed on a studio-spinning bike designed to improve aerobic and anaerobic fitness through interval training and steady state training. Benefits include improved cycling mechanics and efficiency, body awareness, injury prevention, stress reduction, and increased self-confidence. Credit/No Credit Option

Team Sports

PE 8.01 ARENA FOOTBALL
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to teach basic skills and techniques of football. The game is modified by using an indoor area for play.

PE 8.03 BASEBALL-ADVANCED
1 unit
Recommended preparation: Prior participation in interscholastic competition or club baseball program.
Acceptable for credit: University of California, California State University.
This course is designed to provide an opportunity for students to develop advanced baseball skills and techniques in order to participate and learn an activity geared to their level of ability.

PE 8.04 BASKETBALL, MEN
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to teach the basic skills, techniques, and knowledge of the game of men's basketball.

PE 8.07 ADVANCED TECHNIQUES OF FOOTBALL
1 unit
Recommended preparation: Prior participation in interscholastic competition or club football program.
Acceptable for credit: University of California, California State University.
This course is designed to teach basic, individual skills and team play through active participation; a general approach to the origin, techniques, and rules of the game.

PE 8.08 SOCCER-BEGINNING, MEN
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to teach basic skills, offenses and defenses of men's soccer at the beginning level.

PE 8.09 SOCCER-ADVANCED, MEN
2 units
Acceptable for credit: University of California, California State University.
Recommended preparation: PE 8.08.
This is an advanced course in soccer designed to develop advanced individual skills which can be incorporated into a relatively high level of team participation.

PE 8.10 SOCCER-WOMEN
1 unit
Acceptable for credit: University of California, California State University.
This course emphasizes the development of a practical and working knowledge of the skills, strategy, and knowledge associated with the game of women's soccer.

PE 8.12 SOFTBALL-BEGINNING
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to help the student develop softball skills and provide an opportunity to participate on a softball team in a class setting.

PE 8.13 SOFTBALL-INTERMEDIATE
1 unit
Recommended preparation: PE 8.12.
Acceptable for credit: University of California, California State University.
This course emphasizes the development of intermediate softball skills, including competitive team-play opportunities.

PE 8.14 TRACK AND FIELD FUNDAMENTALS-ADVANCED
1 unit
Acceptable for credit: University of California, California State University.
A course designed to teach individual skills in track and field. Includes sprints, hurdles, middle and distance running, weight events, and jumping events.

PE 8.15 VOLLEYBALL-BEGINNING SKILLS
1 unit
Acceptable for credit: University of California, California State University.
This course is designed to teach the novice beginning volleyball skills for recreational pleasure and value as a worthy leisure-time activity.

PE 8.16 VOLLEYBALL-INTERMEDIATE SKILLS
1 unit
Recommended preparation: PE 8.15.
Acceptable for credit: University of California, California State University.
This course is designed to explore further the game of volleyball and help the student master intermediate volleyball skills.

PE 8.17 VOLLEYBALL-ADVANCED SKILLS
1 unit
Recommended preparation: PE 8.16.
Acceptable for credit: University of California, California State University.
This course provides the serious student of volleyball with the opportunity to master individual skills and team strategies at the advanced level.

PE 8.18 VOLLEYBALL-OUTDOOR SAND AND GRASS DOUBLES
1 unit
Recommended preparation: PE 8.16 or 8.17.
Acceptable for credit: University of California, California State University.
This course is designed to teach the skills, strategies and techniques of doubles sand and grass volleyball.

PE 8.19 VOLLEYBALL-ADULT CAMP
1 unit
Recommended preparation: PE 8.16 or 8.17.
Acceptable for credit: University of California, California State University.
This course is designed to offer the intermediate and advanced player the skills to train for and compete in tournament play.
### Intercollegiate Athletics

West Valley College is a member of the Coast Conference of the California Community and Junior College Association. The college competes in conference competition for both men and women. A refundable equipment deposit is required in each sport.

**PE 9.01 INTERCOLLEGIATE BASEBALL-MEN**
- 2 units
- 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
- 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 9.03 INTERCOLLEGIATE BASKETBALL-WOMEN**
- 1 unit
- 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
- 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
- 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.

**PE 9.06 INTERCOLLEGIATE FOOTBALL-MEN**
- 2 units
- 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
- 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
- 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 that meets the needs of college level women soccer players.

**PE 9.09 INTERCOLLEGIATE SOFTBALL-WOMEN**
- 2 units
- Corequisite: PE 4.07
- Recommended preparations: Interscholastic h.s. or club participation.
- Acceptable for credit: University of California, California State University.
- Intercollegiate competition in softball designed to meet needs and skills of women.

**PE 9.10 INTERCOLLEGIATE SWIMMING-MEN**
- 2 units
- 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
- 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 9.14 INTERCOLLEGIATE TRACK-MEN**
- 2 units
- 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 9.15 INTERCOLLEGIATE TRACK-WOMEN**
- 2 units
- 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 9.17 INTERCOLLEGIATE VOLLEYBALL-WOMEN**
- 2 units
- 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 9.18 INTERCOLLEGIATE WATER POLO-MEN**
- 2 units
- 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
- 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
- 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.

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- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 16 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- **RECOMMENDED** preparations are ADVISORY.
Intramurals

PE 10.01 INTRAMURALS-BADMINTON
1 unit
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key badminton competition.

PE 10.02 INTRAMURALS-BASKETBALL, MEN
1 unit
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key basketball competition for men.

PE 10.03 INTRAMURALS-SWIMMING
1 unit
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key swimming competition.

PE 10.04 INTRAMURALS-TENNIS
1 unit
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key tennis competition.

PE 10.06 INTRAMURALS-VOLLEYBALL
1 unit
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key volleyball competition.

PE 10.07 INTRAMURALS-FLAG FOOTBALL
1 unit
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key flag football competition.

PE 10.08 INTRAMURALS-BASEBALL
OFFENSIVE HITTING
1 unit
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key baseball competition.

PE 10.09 INTRAMURALS-GOLF
1 unit
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key golf competition.

PE 10.10 INTRAMURALS-TEAM TENNIS
1 unit
Acceptable for credit: University of California, California State University
Recommended: PE 7.22.
This course will provide a high level of competition for those students who seek competitive aspect of the sport but do not have the skills and/or desire for intercollegiate competition.

PE 10.11 INTRAMURALS-SOCCER
1 unit
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key Soccer competition.

Mind/Body/Wellness

PE 11.02 INTERMEDIATE ASANA-MOVING DEEPER INTO HATHA YOGA
1 unit
Acceptable for credit: California State University
This course includes instruction in all classifications of yoga postures: neutral, standing, bends, twists inversions, and relaxation. This course explores the theories of yogic philosophy and how they are integrated into Asana practice. This course builds on the principles learned in Yoga for Health. A clear understanding of the basic yoga postures is preferred prior to taking this course. Grade or Credit/No Credit Option

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

Physical Education—Theory

PE. TH 30 INTRODUCTION TO PHYSICAL EDUCATION
3 units
(Offered Spring Semester only)
Acceptable for credit: University of California, California State University
This course surveys the basic principles of physical education and its place and contribution to the total education program, including leadership, aims, objectives, historical perspectives, scientific foundations, perceptual-motor learning, competitive athletics, and current issues in the field.

PE.TH 034 WATER SAFETY INSTRUCTOR
3 units
Prerequisite: PE 2.05.
Acceptable for credit: University of California, California State University.
This course provides the individual with the knowledge and skills designed to save his/her own life or the life of another and to be able to teach others these skills. Certification is through the American Red Cross. The Introduction to Health Services Education Certificate is also included as part of the course. Credit/No Credit Option.

PE.TH 037 CONCEPTS OF COACHING
1 unit
This course is designed to assist high school coaches meet State Certification requirements, as well as enhance coaching backgrounds at the youth level. Credit/No Credit Option.

PE.TH 038A INTRODUCTION TO SPORTS MEDICINE
3 units
(Offered Fall Semester only)
Acceptable for credit: University of California, California State University.
This course introduces the student to concepts of athletic training, care and prevention of sports injuries; recognition, evaluation, management, and rehabilitation of injuries; and the techniques of adhesive strapping and protective padding and bracing. Credit/No Credit Option.

PE.TH 039A SPORTS INJURY MANAGEMENT AND REHABILITATION
2 units
Recommended preparations: First Aid/CPR Certificate or H ED 005. May be taken concurrently.
Acceptable for credit: California State University.
This course provides the student with exposure to basic sports medicine techniques, athletic training room operation, immediate recognition and treatment of injuries unique to fall sports, particularly the “non-contact” sports such as cross country, volleyball, water polo, and soccer. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
PE.TH 039B SPORTS INJURY MANAGEMENT AND REHABILITATION
2 units
Recommended preparations: First Aid/CPR certificate or H ED 005. May be taken concurrently.
Acceptable for credit: California State University.
This course provides the student with exposure to basic sports medicine techniques, immediate recognition and treatment of injuries unique to spring sports, particularly the "non-contact" sports such as volleyball, track and field, tennis, and swimming. Emphasis will be on taping technique and injury prevention through conditioning. Mechanism, characteristics and classification of sports injuries will also be introduced. Credit/No Credit Option.

PE.TH 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 full "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, 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
3 units
Acceptable for credit: California State University.
This course is designed for students interested in fields relating to physically limited individuals. Competencies are developed in identification, and individualized exercise development. Credit/No Credit Option.

PE.TH 041 SKILL COMPETENCIES IN ATHLETIC TRAINING
1 unit
Acceptable for Credit: 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 042 PRINCIPLES OF STRENGTH TRAINING AND CONDITIONING
3 units
Acceptable for credit: California State University.
This course introduces students to the principles of effective strength training and conditioning. Emphasis is on program design, periodization training, effective strength training exercises and stretches, body composition, and skills to improve strength and athletic performance.

PE.TH 043 SPORTS INJURIES
1 unit
Acceptable for credit: California State University.
This course provides students an opportunity to learn how to recognize common sports injuries, go through a basic and systematic evaluation of the injury, apply "return to play" goals in the healing process, and perform rehabilitation principles to aid in the recovery of the injury.

PE.TH 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 the student the theory and principles of offensive and defensive intercollegiate football, including punt and punt return, point after touchdown, field goal kicking, and kick off. Credit/No Credit Option.

PE.TH 046 THEORY AND TECHNIQUE OF OFFENSIVE AND DEFENSIVE BASEBALL
3 units
Recommended 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
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
Acceptable for credit: University of California, California State University.
This course provides the beginning dancer with exposure to and movement experiences in a variety of dance styles. It will also offer the opportunity to experience the creative process at work. Group discussions and opportunities to watch videos and attend live dance performances will be included. Credit/No Credit Option.

PE.TH 051 DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units
Acceptable for credit: University of California; California State University.
This course examines dance as a cultural expression in the 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.

PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
**Physical Science**

**THE FACULTY**
Lungyee Lin
Donald Lofland

**DIVISION** Science and Mathematics
**DIVISION CHAIR** Denny Burzynski
**DEPARTMENT CHAIR** Don Lofland

**PHONE** 408-741-2584
**E-MAIL** don.lofland@westvalley.edu
**COUNSELING** 408-741-2009

**PHYSICAL SCIENCE: Transfer:**
See Transfer Planning Guide available at the Counseling Center.

**PSCI 010 PHYSICAL SCIENCE SURVEY**
3 units
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
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
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
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.

**Physics**

**THE FACULTY**
Lungyee Lin
Donald Lofland

**DIVISION** Science and Mathematics
**DIVISION CHAIR** Denny Burzynski
**DEPARTMENT CHAIR** Don Lofland

**PHONE** 408-741-2584
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**COUNSELING** 408-741-2009

**PHYSICS, APPLIED PHYSICS, GEOPHYSICS: Transfer:**
See Transfer Planning Guide available at the Counseling Center.

**PHYSICS, APPLIED PHYSICS, GEOPHYSICS (A.S. Degree)**

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engr 021 Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Math 003A Analytical Geometry &amp; Calculus</td>
<td>5-5</td>
</tr>
<tr>
<td>Math 004A Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Math 004B Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>Phys 004ABC Engineering Physics</td>
<td>5-5</td>
</tr>
</tbody>
</table>

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

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

The student should choose those general education requirements which may apply both toward graduation requirements of the college and toward the bachelor’s degree requirements at the four-year institution to which he/she plans to transfer. Geophysics majors should take Geol 001A (Physical Geology) and Geol 001B (Historical Geology).

**PHYS 001 INTRODUCTION TO PHYSICS**

**PROBLEM SOLVING**

3 units
Concurrently: Math 000D
Acceptable for credit: University of California, California State University.
A course designed specifically to prepare students for Physics 002A and 002B or Physics 004A, 004B, and 004C. Emphasis on problem solving in kinematics, forces, energy, momentum, fluids, and optics.

**PHYS 002A GENERAL PHYSICS**

5 units
Concurrently: Math 000D or high school trigonometry
Recommended preparation: HS Trigonometry; Physic 001 or HS Physics.
Acceptable for credit: University of California, California State University.
A first course in physics for majors in subjects other than engineering or the physical sciences. Discussion of force equilibrium, dynamics of rigid bodies, concepts of potential and kinetic energy, momentum, the thermodynamics, hydrodynamics, hydrostatics, and wave motion in sound. Special relativity, general relativity and black holes. Concepts and problem solution are emphasized. (CAN PHYS 002)

**PHYS 002B GENERAL PHYSICS**

5 units
Prerequisite: Phys 002A.
Acceptable for credit: University of California, California State University.
A continuation of 002A with the study of electricity and magnetism, optics, atomic, and nuclear physics. (CAN PHYS 004; PHYS 002A+002B=CAN PHYS SEQ A)

**PHYS 004A ENGINEERING PHYSICS MECHANICS**

5 units
Concurrently: Math 003B.
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
Prerequisite: Phys 004A and Math 003B.
Acceptable for credit: University of California, California State University.
Electricity and magnetism is the second in the engineering physics series. Topics to be studied include charge and matter, the electric field, Gauss’s Law, electric potentials, 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 002B = CAN PHYS 012)

**Recommended Preparations in Basic Skills:**
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
**PHYS 004C ENGINEERING PHYSICS LIGHT AND HEAT**

5 units

Prerequisite: Phys 004A and Math 003B.

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

Light and Heat is the third course in the engineering physics series. Topics to be studied include 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 refraction and reflection 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

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

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

A descriptive approach to physics as applied to natural phenomena, life and social issues. Topics include mechanics, waves, electricity magnetism, heat, light and atomic and nuclear phenomena. Arithmetic skills are required.

**PHYS 052 PHYSICS SKILLS AND CONCEPTS**

.5 unit

Acceptable for Credit: California State University

This course offers students who are taking PHYS 001, PHYS 002A, or PHYS 004A an opportunity to learn effective study, memory, and problem solving strategies for mastering physics. These strategies are applied to topics from the physics classes. The course is presented in 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

Acceptable for Credit: “University of California, California State University” UC transfer credit of directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

This course will explore aspects of physics topics, lab work, research, etc., which are related to regular physics courses but are not included in them. These courses may be repeated once. Credit/No Credit Option.

---

**Political Science**

**THE FACULTY**

Patricia Andrews

William E. Whitney

**DIVISION**

Social Science

**DIVISION CHAIR**

Pat Andrews

**DEPARTMENT CHAIR**

Pat Andrews

**PHONE**

408-741-2534

**E-MAIL**

pat.andrews@westvalley.edu

**COUNSELING**

408-741-2009

**Political Science**

The study of political theory and practice in the United States and the rest of the world. This includes international relations, comparative governments, political philosophy and theory, with emphasis on the institutions requirement of American Government.

**Learning Outcomes:**

1. Strong citizenship skills for active participation in our democracy;
2. Understanding of the structure and functions of government;
3. Explain the ideas of the great political thinkers and how those ideas apply in our world today;
4. Ability to compare and contrast our form of government with those around the world.

**Career Options:**

- Researcher/Analyst
- Political Economist
- Foreign Service Officer
- Attorney
- Lobbyist
- City Planner
- Teacher
- Administrator
- Elected Official
- Journalist
- Legislative Aide
- Political Scientist
- City Manager
- Business person
- campaigner
- Advocate
- Community Relations Director
- Congressional Aides
- Consumer Advocate

**POLITICAL SCIENCE:** Transfer:

See Transfer Planning Guide available at the Counseling Center.

**POLITICAL SCIENCE (A.A. Degree)**

See Social Science A.A. Degree with option in Political Science.

**POLIT 001 AMERICAN GOVERNMENT**

3 units

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

This course covers the structure and functions of the American national, state and local governments. Emphasis is placed on the development of democratic institutions through historical and contemporary studies. Students will have an opportunity to understand what has shaped the United States Constitution, its amendments, and with study, the operation of and one’s role in democratic government. This course may be used to meet the Social Science I or II requirement in the General Education Pattern for transfer to the California State University system. (CAN GOVT 003) This course may also be taught in a distance learning format.

**POLIT 002 COMPARATIVE GOVERNMENTS**

3 units

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

Political Science 2 explores the government and politics of some of the major world powers as well as developing nations. Structures, functions and policies are compared with each other and with the U.S. government. Particular consideration is given to contemporary world problems. Political Science 2 may be used to meet Social Science Series I or II requirements in the General Education pattern for transfer to the California State University system. Credit/No Credit Option.

**POLIT 003 INTRODUCTION TO POLITICAL SCIENCE**

3 units

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

Political Science 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

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  
*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  
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.

## Psychology

### THE FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael D. Hughmanick</td>
<td><a href="mailto:mike_hughmanick@westvalley.edu">mike_hughmanick@westvalley.edu</a></td>
<td>408-741-2009</td>
<td>Pat Andrews</td>
</tr>
<tr>
<td>Sandra L. Ladd</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michelle D. Reed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DIVISION** Social Sciences  
**DEPARTMENT CHAIR** Michael D. Hughmanick  
**PHONE** 408-741-2545  
**COUNSELING** 408-741-2009

Psychology is the scientific study of human and non-human behavior as well as the neuro-physiologic mechanisms that underlie sensations, perceptions, emotions, motivation, memory, cognitive, and motor functions constituting our mental processes and higher states of consciousness. Psychologists are concerned with the human experience relative to culture, ethnicity, work, health, development, and psychopathology. The field includes both pure science and practical application to matters of everyday life. Those who pursue one of psychology’s 50 sub-fields, as identified by the American Psychological Association, will find a wonderful variety of career options with the common goal of improving human life and understanding as well as the world in which we live.

### Highlights
- Exemplary instructional staff, with many years of experience, representing different specializations and areas of interest
- A wide range of course offerings: Psychology of Addiction and Substance Abuse, Life-Span Developmental Psychology, Physiological Psychology, Psychology of Women, Experimental Psychophysiology, and Abnormal Psychology
- Transferable courses to the CSU and UC systems, as well as numerous private universities

### Learning Outcomes

The Psychology program will provide students with the opportunity, through classroom and laboratory instruction, to:

- Learn, apply, and critically analyze the scientific method of inquiry;
- Examine the relationship among biological cognitive and behavioral processes;
- Study the principles of psychopathology and health from both an environmental and biological perspective;
- Examine human growth and the factors that shape behavior from conception to old age;
- Study the influence of social interactions on attitudes and behaviors;
- Study the theories of applied psychology for business and industry;
- Acquire practical skills in the area of stress reduction;
- Acquire practical skills in child rearing;
- Study the principles of drug addiction;
- Study psychology as related to culture and ethnicity;
- Enhance critical thinking skills, as well as verbal and written communication skills; and
- Enhance personal and interpersonal awareness and growth.

Active participation in the Psychology Program at West Valley College will enable students to:

- Enter the job market with an understanding of the psychological dynamics and behavioral patterns of themselves and others;
- Transfer to a four-year institution prepared to enroll in upper division psychology courses, and
- "Continue throughout their lives the process of actualizing their human potentials and enhancing their sense of self-esteem," which is one of the primary purposes of our institution as stated by the Governing Board of the West Valley-Mission Community College District.

### Career Options

- Clinical Psychologist (Ph. D.; Psy. Doc.)
- College Professor
- Counseling Psychologist
- Developmental Psychologist
- Educational Psychologist
- Health Psychologist
- Industrial-Organizational Psychologist
- Psychometrist
- Research Psychologist
- Sports Psychologist

### Related Fields

- Behavior Analyst
- Child Development Specialist
- Educational Therapist
- Human Services Specialist
- Marketing Specialist
- Marriage & Family Counselor
- Nurse Practitioner (LVN: RN)
- Personnel Analyst
- Probation Officer
- Psychiatric Technician/Aide
- Public Survey
- Social Service Counselor
- Sociologist
- Ward Attendant
- Youth Supervisor

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

**Degree**  
A.A., Psychology

### PSYCHOLOGY: Transfer:

See Transfer Planning Guide available at the Counseling Center.

**PSYCHOLOGY (A.A. Degree)**

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Psych 001</em></td>
<td>3</td>
</tr>
<tr>
<td><em>Psych 002</em></td>
<td>4</td>
</tr>
<tr>
<td><em>Psych 010</em></td>
<td>3</td>
</tr>
<tr>
<td><em>Psych 007</em></td>
<td>3</td>
</tr>
<tr>
<td>Choose two additional courses from those listed below (6 units)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych 009</td>
<td>3</td>
</tr>
<tr>
<td>Psych 012</td>
<td>3</td>
</tr>
<tr>
<td>Psych 025</td>
<td>3</td>
</tr>
<tr>
<td>Psych 030</td>
<td>3</td>
</tr>
<tr>
<td>Psych 033</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthr 003</td>
<td>3</td>
</tr>
<tr>
<td>Bio 010</td>
<td>4</td>
</tr>
</tbody>
</table>

**Recommended Preparations in Basic Skills:**

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
**PREREQUISITES AND COREQUISITES are MANDATORY.** See page 16 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.

---

**PSYCH 001 General Psychology**

3 units

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

Introduction to general psychology as a behavioral science. Course emphasis is placed upon the scientific foundations of psychology, including the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental and cultural factors in behavior, psychological tests and measurements, learning, and personality theory. The following course may be taught in a distance learning format. (CAN PSYCH 002)

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**PSYCH 002 Experimental Psychophysiology**

4 units

Prerequisite: Psych 001
Corequisite: Math 010.

Recommended Preparation: Math 106/106R

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

The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiology and behavior. A computerized psychophysiology laboratory will be used to introduce students to (1) experimental design and analysis, and (2) theoretical and methodological concepts in psychophysiological research, which investigates the relationship between physiological events and behavior. General areas covered include: philosophy of science, research design, experimental procedures, data analysis, synthesis, evaluation and summary. Elementary statistics will be incorporated into the course using actual data collected from experiments conducted during laboratory sessions.

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**PSYCH 007 Physiological Psychology**

3 units

Prerequisite: Psych 001.

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

An introduction to the physiological substrates of behavior. Among the areas covered are neurophysiology, the functional nervous systems, the senses, emotion, motivation and learning. The course has value for behavioral science, paramedical, and premedical majors.

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**PSYCH 009 Introduction to the Psychology of Women: A Multicultural Perspective**

3 units

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

The course introduces the student to the sex-role development of women in terms of the biosocial and cultural factors involved in intellectual and personal-emotional functions. Examinations of psychological research and theory focus on multicultural factors, that is gender as it relates to race, class, culture and ethnicity in United States society. (Satisfies the Cultural Diversity requirement for the Associate Degree). This course is acceptable for credit: University of California, California State University.

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**PSYCH 012 Human Growth and Development/Lifespan Developmental Psychology**

3 units

[Also offered as a television course.]

Prerequisite: Psych 001.

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

An introduction to the psychological, physiological, cultural and other environmental forces affecting human growth and development through the lifespan. Emphasis is placed on normal psychological development (physical, cognitive and psychosocial both within and across cultures. Theoretical models and research into the development of cognitive, perceptual, physical, personality, emotional and social abilities and disabilities will be presented and discussed. Credit/No Credit Option.

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**PSYCH 025 Introduction to Abnormal Psychology**

3 units

Prerequisite: Psych 001.

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

This course deals with various categories as well as social criteria of "deviant" or "abnormal" behavior patterns. Course content deals with mildly maladaptive behavioral syndromes to grossly psychotic reactions, both functional and organic, Characterological or personality disorders, including sexually maladaptive behavior, are included in the course content together with behavioral dysfunctions from childhood to senility. The course is of value to students majoring in any area of behavioral science and to paraprofessional trainees in such areas as law enforcement, community health and social services. Credit/No Credit Option.

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**PSYCH 030 Psychology of Addiction and Substance Abuse**

3 units

Acceptable for credit: University of California, State University.

This course is an introduction to the psychological, psychological, and social processes of addiction and how they relate to the abuse of legal and illegal substances. Credit/No Credit Option.

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**PSYCH 093 Directed Studies**

3 units

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

Acceptable for credit: *University of California, California State University* "UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.

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

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**PUBLIC RELATIONS: Transfer:**

See Transfer Planning Guide available at the Counseling Center.

**RECREATION: Transfer:**

See Transfer Planning Guide available at the Counseling Center.
**Reading**

**THE FACULTY**
Susan Smith
Whitney Clay

DIVISION
Language Arts

DIVISION CHAIR
Julia Maia

DEPARTMENT CHAIR
Susan Smith

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408-741-0482

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susank_smith@westvalley.edu

COUNSELING
408-741-2009

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**READ 053 SPEED AND CRITICAL READING**
3 units
Prerequisite: Read 961 or proof of assessment.
Acceptable for credit: California State University.
This course will enable students to reach optimum reading speeds and to improve comprehension of collegiate and technical materials, as well as to increase their enjoyment of recreational reading.

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**READ 063 VOCABULARY DEVELOPMENT**
3 units
Recommended preparation: Read 961 or 970.
Acceptable for credit: California State University.
This course provides methods of expanding vocabulary through oral and written practice, and through reading. Content will emphasize analogies, word formation, grammatical derivation, words in context and formulating definitions.

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

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**READ 910 SPEED READING STRATEGIES**
(Formerly Read 110)
1 unit
This course will enable students to reach optimum reading speeds in collegiate, professional and recreational reading. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option.

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**READ 920 INDIVIDUAL READING SUPPORT**
0 unit
Individual Reading Support offers individualized instruction on a drop-in basis to students, either self-referred to instructor-referred, in the following basic skills: word-attack skills, vocabulary development, literal and critical comprehension improvement, reading rate improvement, and study skills. This is a stand-alone course. This course is Non A.A. /A.S. degree applicable – basic skills and may be taken for a total of four times.

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**READ 960 READING FUNDAMENTALS**
(Formerly Read 160)
3 units
This course is designed to improve spelling, vocabulary and reading comprehension through the use of phonics, perceptual training, a study of word and phrase formation patterns and pronunciation practice. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option.

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**READ 961 EFFECTIVE READING**
3 units
Prerequisite: Reading 960 or proof of assessment
This course is designed for the student who wishes to correct or improve basic reading skills. The content and objectives of the course will vary somewhat to meet the student's individual needs. Study skills are included. The student can expect improvement of reading comprehension, vocabulary, and the attainment of an efficient reading rate. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option.

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**READ 962 CAREER SPELLING**
(Formerly Read 162)
3 units
This course is designed to assist students with spelling improvement. Common spelling generalizations and patterns are studied as well as their common exceptions. Students with extreme difficulties in hearing vowel and consonant differences should enroll in Reading 960. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option.

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**READ 970 POWER READING**
(Formerly Read 170)
3 units
Prerequisite: Read 961.
By focusing on critical comprehension, this course will enable students to improve their comprehension of collegiate materials and increase speed of reading. Emphasis is placed on comprehension of essays and other literary forms in preparation for English 001A. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option.

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**READ 0975A, B, C, D READING SKILLS**
(Formerly Read 175 A, B, C, D)
.5 unit each
The Reading Skills Lab will provide individualized instruction for any student, either instructor-referred or self-referred, in the following basic skills: comprehension; word-structure analysis; vocabulary development; auditory and visual discrimination; study skills; reading rate improvement. Auto-instructional materials, written as well as audiovisual, will be individually assigned, based on careful diagnostic testing and a conference with the lab instructor. Credit earned in this course does not apply to an associate degree. Credit/No Credit Only.

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**Real Estate**

**DIVISION**
Business

**DIVISION CHAIR**
Dr. Kenneth Schock

**DEPARTMENT CHAIR**
Dr. Kenneth Schock

**PHONE**
408-741-2447

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

**COUNSELING**
408-741-2009

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**RLEST 090 PRINCIPLES OF REAL ESTATE**
3 units
Acceptable for credit: California State University
This is a fundamental real estate course covering the basic understanding, background, and terminology necessary for advanced study in specialized courses. This course is intended to acquaint the student who has little or no training or experience in real estate with the basic theory of real estate. Its purpose is to enable students to identify, interpret, and solve fundamental problems inherent in the transaction of real property. This course will summarize information required for the State of California real estate license examinations. However, some outside study is advised. This course also applies toward the educational requirements of the California Real Estate Broker's license examination as an elective. This course applies 25 hours toward the state appraiser's license educational requirements. This course may also be taught in a distance learning format. Credit/No Credit Option.

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

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**RLEST 094A REAL ESTATE APPRAISAL 1**
3 units
This is an introductory real estate appraisal course. The student will have the opportunity to learn the skill of gathering facts in order to form an opinion, based on reasoned judgment, of the value of real estate, with a special emphasis on single-family residences. The student will have the opportunity to learn the purposes of appraisals and the three basic approaches in valuing various types of real property. This course applies toward the educational requirements of both the California real estate broker's and the California real estate salesperson's license examination. Credit/No Credit Only.

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**ROTC**
(See Military Science)
**Russian**

DIVISION: Language Arts  
DIVISION CHAIR: Julie Maia  
DEPARTMENT CHAIR: Ana Maria de Barling  
PHONE: 408-741-2489  
E-MAIL: ana_maria_de_barling@westvalley.edu  
COUNSELING: 408-741-2009

**RUSS 001A BEGINNING RUSSIAN**  
5 units  
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  
Prerequisite: Russ 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 RUSS 001A. Readings from prose will be required. Credit/No Credit Option.  

**RUSS 011A RUSSIAN LABORATORY**  
.5 unit  
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 courses 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  
Acceptable for credit: California State University  
RUSS 011B is a continuation of Russian 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 courses and is usually taken in conjunction with RUSS 001B. This course may be repeated once. It will be AA/AS degree and certificate applicable. Credit/No Credit Option.  

**RUSS 050A BASIC RUSSIAN CONVERSATION AND CULTURE**  
3 units  
Acceptable for credit: California State University.  
Oral and written practice in the minimum essentials of pronunciation, grammar and syntax. Readings from simple prose will be required. Credit/No Credit Option.  

**RUSS 050B BASIC RUSSIAN CONVERSATION AND CULTURE**  
3 units  
Prerequisite: Russian 050A  
Acceptable for credit: California State University.  
A continuation of the oral and written practice in the minimum essentials of pronunciation, grammar and syntax presented in Russian 050A. Readings from simple prose will be required. Credit/No Credit Option.  

**051A INTERMEDIATE RUSSIAN CONVERSATION AND CULTURE**  
3 units  
Prerequisite: Russ 050B  
Acceptable for credit: California State University.  
Review and continuation of basic grammar studied in Russian 050AB, with increased conversation and discussion of the customs and culture of Russia and the implications for business and travel in Russia. Credit/No Credit Option.  

**051B RUSSIAN CONVERSATION & CULTURE**  
3 units  
Prerequisite: Russ 051A  
Acceptable for credit: California State University.  
This course is a continuation of RUSS 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. This course will include cultural topics and a review of basic grammar principles, as well as the finer points of Russian grammar. This course is West Valley College Degree applicable, West Valley College GE applicable under Area C, Humanities; and can be repeated twice. Credit/No Credit Option.  

**058A RUSSIAN IMMERSION**  
3 units  
This course is designed to give students the opportunity to be in a Russian speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Russian. This course is West Valley College Certificate applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option.  

**RUSS 091, 092, 093 RUSSIAN DIRECTED STUDIES**  
1, 2 or 3 units  
Prerequisite: Interview with instructor to determine objectives and write a contract.  
Acceptable for credit: University of California, California State University.  
UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.  

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

**Sign Language**

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

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

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*PREREQUISITES AND COREQUISITES are MANDATORY.* See page 16 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.*
Skills Net is a network of courses, labs, workshops and services to help students improve their basic academic and workplace success skills in reading, writing, math, study skills or English as a Second Language. Labs/courses are usually self-paced and are taught utilizing one or more of the following methods of instruction: computer assisted, multi-media or internet based instruction, or individual appointments or small group work with an instructor or tutor.

Major course offerings include:
- English 975 A-D Writing Skills Lab (under English)
- English 980 A-D Computer Assisted Writing (under English)
- ESL 975 A-D ESL Skills Lab (under English as a Second Language)
- LSE 901A Adapted Computer-Assisted Instruction (under Supported Education Program)
- LSE 901B Adapted Computer-Assisted Instruction (under Supported Education Program)
- LS 110 Directed Experience in Tutoring (under Tutorial Services)
- Libr 004 Information Competency (under Library Skills)
- Read 975 A-D Reading Skills (under Reading)

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

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

LS 970, or Reading 053. Some courses may also require remediation of academic or workplace related skills. It provides a flexible individualized instruction to enhance academic and career success. It is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also require remediation of academic or workplace related skills. It provides a flexible individualized instruction, or individual appointments or small group work with an instructor or tutor.

Major course offerings include:
- English 975 A-D Writing Skills Lab (under English)
- English 980 A-D Computer Assisted Writing (under English)
- ESL 975 A-D ESL Skills Lab (under English as a Second Language)
- LSE 901A Adapted Computer-Assisted Instruction (under Supported Education Program)
- LSE 901B Adapted Computer-Assisted Instruction (under Supported Education Program)
- LS 110 Directed Experience in Tutoring (under Tutorial Services)
- Libr 004 Information Competency (under Library Skills)
- Read 975 A-D Reading Skills (under Reading)

Social Science

THE FACULTY
Pat Andrews

DIVISION Social Science
DIVISION CHAIR Pat Andrews
DEPARTMENT CHAIR Pat Andrews
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COUNSELING 408-741-2009

SOCIAL SCIENCE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

SOCIAL SCIENCE (A.A. Degree)
20 units from at least 5 of the following fields:

Major Requirements
Course | Units
--- | ---
Anthr 001 Intro to Physical Anthropology | 3
Anthr 002 Intro to Archaeology | 3
Anthr 003 Intro to Cultural Anthropology | 3
Econ 001A Principles of Macroeconomics | 3
Econ 001B Principles of Microeconomics | 3
Econ 090 Intro to Political Economy | 3
Geog 001 Intro to Physical Geography | 3
Geog 002 Intro to Cultural Geography | 3
Hist Any history course | 3
Polt 001 American Government | 3
Polt 002 Comparative Governments | 3
Polt 003 Intro to Political Science | 3
Polt 004 International Relations | 3
Psych 001 General Psychology | 3
Psych 002 Experimental Psychophysics | 4
Psych 005 Physiological Psychology | 3
Psych 099 Intro to Psychology of Women | 3
Psych 025 Human Growth and Development | 3
Psych 033 The Psychology of Personal Growth | 3
Soci 001 Intro to Sociology | 3
Soci 002 Social Problems | 3
Soci 040 American Race Relations | 3
Soci 042 Marriage and Family | 3
Soci 043 Sociology of Religion | 3
Soci 045 Sociology of Human Sexuality | 3

Additional units from recommended list

Sociology

THE FACULTY
Tom Deden
Donn Murphy

DIVISION Social Science
DIVISION CHAIR Pat Andrews
DEPARTMENT CHAIR Pat Andrews
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COUNSELING 408-741-2009

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

SOCIOLOGY (A.A. Degree)

Major Requirements
Course | Units
--- | ---
Soc 001 Introduction to Sociology | 3

The course listed above is the only course recommended in the major for transfer. To be awarded an A.A. Degree, a student must also complete:
1. All the major requirements and
2. the following Courses:

Course | Units
--- | ---
Soc 002 Social Problems | 3
Soc 020 American Race Relations | 3
Soc 040 Marriage and Family | 3
Soc 043 Sociology of Religion OR
Soc 045 Sociology of Human Sexuality | 3
Electives from recommended list | 6

3. Additional units to meet the college graduation requirements.

Recommended Electives:
Anthr 003 Introduction to Cultural Anthropology | 3
Econ 001A Principles of Macroeconomics | 3
Geog 002 Cultural Geography | 3
Hist 017A United States History | 3
Psych 001 General Psychology | 3

Soc 001 INTRODUCTION TO SOCIOLOGY
3 units
Acceptable for credit: University of California, California State University

This course is an introduction to the field of sociology as a scientific discipline; an examination of human society from various sociological perspectives; analysis of the relationship between personality development and the sociocultural environment; the presentation of social institutions and possible influences on behavior. This course may also be offered in a distance learning format. Credit/No Credit Option (CAN SOC 002)

Soc 002 SOCIAL PROBLEMS
3 units
Acceptable for credit: University of California, California State University

This course is an introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging, and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems will be explored. This course may also be offered in a distance learning format. Credit/No Credit Option (CAN SOC 004)

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also require remediation of academic or workplace related skills. It provides a flexible individualized instruction, or individual appointments or small group work with an instructor or tutor.

Major course offerings include:
- English 975 A-D Writing Skills Lab (under English)
- English 980 A-D Computer Assisted Writing (under English)
- ESL 975 A-D ESL Skills Lab (under English as a Second Language)
- LSE 901A Adapted Computer-Assisted Instruction (under Supported Education Program)
- LSE 901B Adapted Computer-Assisted Instruction (under Supported Education Program)
- LS 110 Directed Experience in Tutoring (under Tutorial Services)
- Libr 004 Information Competency (under Library Skills)
- Read 975 A-D Reading Skills (under Reading)

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

LS 976 ADJUNCT LEARNING STRATEGIES .5 unit
This course is designed to provide students from a content-based course with learning strategies and small group instruction to help them be more successful and better able to adapt to different learning opportunities in the content-based class. Learning strategies applied to the content class will include: time management, listening/notetaking, memory, textbook reading, test preparation, research writing and critical thinking skills. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.
SOC 0012 SOCIOLOGY OF CHICANISMO
3 units
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
Acceptable for credit: University of California, California State University.
This is a survey course 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. This course may also be taught in a distance learning format. Credit/No Credit Option

SOC 040 MARRIAGE AND THE FAMILY
3 units  (Also offered as a television course)
Acceptable for credit: California State University.
This course gives students the opportunity to study marriage in contemporary American society. Problems of mate choice and courtship and dating practices; adjustment to marriage; some aspects of parenthood and child training, and investigation of some possible problem areas of marriage are explored. This course may also be taught in a distance learning format. Credit/No Credit Option

SOC 043 SOCIOLOGY OF RELIGION
3 units
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
Acceptable for credit: University of California, California State University.
This course examines the sexual attitudes and behavior in our society; research findings concerning the range of normality of human sexual functioning; sexual myths, some origins, who believes them and why. The course will include discussions relating to the institutionalization of sex in American society; the symbolic nature of sexual expression; teaching children regarding sexuality; the complexities of sexual orientation; and the impact of sexually transmitted diseases upon society. This course may also be offered in a distance learning format. Credit/No Credit Option

SPAN 001A BEGINNING SPANISH
5 units
Corequisite: Span 011A
Acceptable for credit: University of California, California State University.
The students will learn the fundamentals of grammar and pronunciation and be expected to converse on a limited scale about the topics of everyday importance. He/she will be able to record this same information in writing and will be able to understand written and spoken Spanish within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to various aspects of the culture of the Spanish-speaking world. Credit/No Credit Option.

SPAN 001B BEGINNING SPANISH
5 units
Prerequisite: Span 001A or two years of high school Spanish.
Corequisite: Span 011B
Acceptable for credit: University of California, California State University.
In this course, the student will continue his/her development of speaking, reading and writing skills, and increase his/her vocabulary and knowledge of basic Spanish grammar. More emphasis will be placed on self-expression and readings from topics of general interest. Cultural topics will include further exploration of the geography of the Spanish-speaking world. Credit/No Credit Option.

SPAN 002A INTERMEDIATE SPANISH
5 units
Prerequisite: Span 001B or three years of high school Spanish.
Acceptable for credit: University of California, California State University.
An intermediate course. Review of grammar, emphasizing structural analysis and practice in writing. Intensive oral and written drills. Selected readings from representative works of Spanish and Latin American writers. Credit/No Credit Option.

SPAN 002B INTERMEDIATE SPANISH
5 units
Prerequisite: Span 002A or four years of high school Spanish.
Acceptable for credit: University of California, California State University.
Continuation of Span 002A, grammar and idiom review. Stress on comprehension and oral participation. Conversation through discussion of reading assignments. Credit/No Credit Option.

SPAN 003A, B ADVANCED SPANISH ORAL AND WRITTEN COMPOSITION
5 units each
Prerequisite: Span 002B; Span 003A is prerequisite to Span 003B.
Acceptable for credit: University of California, California State University.
Review of grammar, discussion of grammatical features beyond the intermediate level. Intensive oral and written drills in idiomatic constructions. Composition, conversation and readings from prose and poetry. Credit/No Credit Option.

SPAN 011A SPANISH LABORATORY
.5 unit
Recommended preparation: Span 001A concurrently.
Acceptable for credit: California State University.
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of the Spanish-speaking world through a variety of media. The student will review the customs and cultures of Spanish-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing Spanish language and pronunciation drill are also available. The course provides an excellent supplement to Spanish 1A. Credit/No Credit Option.

SPAN 011B SPANISH LABORATORY
.5 unit
Recommended preparation: Span 001B concurrently.
Acceptable for credit: California State University.
This course is a continuation of Spanish 011A, although Span 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of Spanish-speaking people through further use of slides, filmstrips, tapes, films and current publications. Tapes and programs providing Spanish language and pronunciation drill are also available. The course provides an excellent supplement to Spanish language classes and is usually taken in conjunction with Spanish 1B. Credit/No Credit Option.
SPAN 040A SPANISH FOR PUBLIC SAFETY & EMERGENCY PERSONNEL
3 units
This course is designed for pre service students and in service public personnel as well as emergency personnel who wish to be better culturally and orally more effective in serving their law enforcement agency and the Hispanic community. The class emphasis will be on basic communicative Spanish specifically designed for this environmental immediate safety needs. The student will be expected to successfully apply the language acquisition and culturally learned inferences to safety personnel needs. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit Option. (Dual listed with AJ 038)

SPAN 049 SPANISH FOR THE SPANISH-SPEAKING
3 units
Recommended preparation: Fluent in speaking and understanding Spanish.
Acceptable for credit: University of California, California State University.
Span 049 is taught in Spanish and is intended for those Spanish-speakers who wish to become more skilled in Spanish in the specific areas of grammar, reading, and writing, as well as for those who wish to learn more about the Spanish and Hispanic culture. Credit/No Credit Option.

SPAN 050A BASIC SPANISH CONVERSATION AND CULTURE
3 units
(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 vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Spanish-speaking countries today (food, customs 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
(Also offered as a television course.)
Prerequisite: Span 050A.
Acceptable for credit: California State University.
This course is a continuation of Spanish 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The cultures of Spanish-speaking countries will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Credit/No Credit Option.

SPAN 051A INTERMEDIATE SPANISH CONVERSATION AND CULTURE
3 units
(Also offered as a television course.)
Prerequisite: Span 050B.
Acceptable for credit: California State University.
Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spanish-speaking countries. Credit/No Credit Option.

SPAN 051B INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE
3 units
(Also offered as a television course.)
Prerequisite: Span 051A.
Acceptable for credit: California State University.
This course is a continuation of Span 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles, as well as the finer points of Spanish grammar. Discussion topics will be chosen from current newspaper and magazine articles. Credit/No Credit Option.

SPAN 052A, B BASIC MEDICAL SPANISH
3 units
Prerequisite for Span 052A: None.
Prerequisite for Span 052B: Span 052A.
Acceptable for credit: California State University.
The course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic Spanish communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, the student should be capable of communicating in his/her specific area with Spanish speakers. 052B is a continuation of 052A. Credit/No Credit Option.

SPAN 052A1 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 1
1 unit
Acceptable for credit: California State University.
This course is conducted exclusively in Spanish. Students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option.

SPAN 052A2 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 2
1 unit
Acceptable for credit: California State University.
This course is conducted exclusively in Spanish. Students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option.

SPAN 052A3 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 3
1 unit
Acceptable for credit: California State University.
This course is conducted exclusively in Spanish. Students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option.

SPAN 052A1 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 1
1 unit
Acceptable for credit: California State University.
This course is conducted exclusively in Spanish. Students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option.

SPAN 055A, B, C, D ADVANCED ORAL PRACTICE IN SPANISH
1 unit each
Prerequisite: Span 002A or Span 002B or Span 003A, or Span 003B.
Acceptable for credit: University of California, California State University.
Students meet in small groups (2-6) with native speaker for intensive oral practice. Class sessions will include: (1) directed discussion using prepared topics and selected vocabulary lists, (2) free, indirected conversations, (3) role-playing for specific activities such as, interviewing, making a banking transaction, or going to a restaurant. Credit/No Credit Option.

SPAN 057A SPANISH FOR INTERNATIONAL BUSINESS
3 units
Prerequisite: Span 001B.
Acceptable for credit: California State University.
This course is suitable for students in the following areas: Business majors planning to deal with a rapidly growing number of Hispanic clients in the United States, 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 first of a two-semester sequence at the second year level. Ideally these courses will interface with the International Business Department and be followed by an international internship in Spain or Latin America or in a Silicon Valley plant with an international department which deals with Spain, Mexico or Latin America. This course is conducted exclusively in Spanish. Credit/No Credit Option.

SPAN 057B SPANISH FOR INTERNATIONAL BUSINESS
3 units
Prerequisite: Span 001B or Span 057A.
Acceptable for credit: California State University.
This course is suitable for students in the following areas: Business majors planning to deal with a rapidly growing number of Hispanic clients with the U.S.; International Business or Government majors; undergraduate Liberal Arts majors wishing to expand their awareness of the Spanish language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter the expanding international business world opening up to American-based firms. This course is the second of a two-semester sequence at the second year level. These courses will be valuable for students in the International Business Department. This course is conducted exclusively in Spanish. Credit/No Credit Option.
SPAN 058A IMMERSION SPANISH
3 units
Recommended preparation: Span 001A. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement. Acceptable for credit: California State University. Span 058A is designed to give students the opportunity to be in a Spanish speaking environment for a prolonged period of time (i.e., Friday afternoon through Sunday afternoon) at an off-campus site that has appropriate facilities.
Students pay West Valley College tuition and fees as well as an additional fee ($140-$160) to cover food, lodging and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement. There will be a mandatory Saturday or evening meeting early in the semester. Credit/No Credit Option.

SPAN 091, 092, 093 DIRECTED STUDIES
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract. Acceptable for credit: *University of California, California State University *UC transfer. Directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Students are given individual work of special interest in Spanish, reading, writing, lab work, research, etc. Related to the regular Spanish courses offered but not included in them. Credit/No Credit Option.

Speech Communication
(See Communication Studies)

Speech Development
(See Disability and Educational Support Program)

Supported Education Programs
(See Disability and Educational Support Program)

Theatre Arts
THE FACULTY
James Callner
Virginia Drake
Brad Weisberg
DIVISION Fine Arts
DIVISION CHAIR Chris Cryer
DEPARTMENT CHAIR Virginia Drake
PHONE 408-741-2462
E-MAIL ginger_drake@westvalley.edu
COUNSELING 408-741-2009
The Theatre Arts Department provides a comprehensive program of theatre/film analysis and theory, acting, design and theatre technology, and film/video production. Its primary goal is to develop student creativity and skills, supported by sound background in analysis, literature, and aesthetics. In an environment that encourages self-expression, each student has opportunities to participate in various Theatre Arts specialties: film/theatre analysis, film/video production, acting, costume/makeup, and stage technology. Students have the opportunity to perform regularly in the college’s two performance facilities. Students are prepared to transfer to four-year institutions and conservatories or to pursue career options, described below.
Highlights
• Newly renovated 400 seat proscenium theatre
• Newly renovated 100 seat chamber theatre
• State-of-the-art television studio
• Fine art computer lab
• Courses offered in telecourse format
• Hands-on performance experience with state-of-the-art equipment
• Learning opportunities with visiting professional artists
Learning Outcomes
Theatre Arts students are given the opportunity to:
• learn film and theatre terminology and language;
• analyze literature;
• identify production components;
• distinguish film and theatre styles and historical periods;
• develop mechanical skills;
• develop skills of collaboration and team-building;
• creatively solve problems; and
• build powerful communication skills.
Career Options
• Actor
• Corporate Officer
• Costume Designer
• Costume Technician
• Director
• Drama Teacher/Professor
• Film maker
• Lawyer
• Non-Profit Manager
• Performing Arts Fundraiser
• Sales Manager
• Set/Lighting Designer
• Special Events Planner
• Stage Manager
• Theatre Manager
• Theatre Technician
• Theme Park Technician
• Video/Media Technician
Note: Some career options may require more than two years of college study
Degree
A.A. Degree with an emphasis in:
Acting
Costume/Makeup
Film Studies
Stage Technology
Theatre Studies
Video/Film Production
Certificates
Courtroom Videography
Stage Technology
Video/Film Production
THEATRE ARTS: Transfer:
See Transfer Planning Guide available at the Counseling Center.
THEATRE ARTS (A.A. Degree)
ACTING EMPHASIS
Major Requirements
Course
Units
THEAR 020A Technical Production
3
THEAR 020TA TV/Film Acting
3
THEAR 010 Introduction to Theatre
3
THEAR 030A Voice Production/Articulation
3
THEAR 040AB Beginning Acting
6
THEAR 041A Int. Acting
3
and 3 units from the following:
THEAR 017A Set Design
3
THEAR 018A Stage Lighting
3
THEAR 047A Costumes: Stage/Screen
3
and 1 additional unit from the following:
*THEAR 021A Reh/Perf: Technical
1
*THEAR 021B Reh/Perf: Costumes
1
and 3 units from the following:
THEAR 001 Intro to Media Arts
3
THEAR 006A Screenwriting
3
THEAR 007B TV/Film Acting
3
THEAR 015 Intro to Film
3
*THEAR 020 Studio Perf
3
*THEAR 021BC Reh/Perf: Technical
1-1
*THEAR 022BC Reh/Perf: Costumes and Makeup
1-1
THEAR 026AB Improvisation
2-2
THEAR 027 Special Subjects for the Actor
3
THEAR 030 Playwriting
3
THEAR 033A Stage Movement
2
THEAR 041B Int. Acting, sem. #2
3
THEAR 044A Makeup: Stage/Screen
3
*THEAR 060-073 Mainstage Perf
3
Music 032AB Beginning Voice
1-1
P.E. 3.01 Afro-Jazz Dance
1
P.E. 3.02 Ballet
1
P.E. 3.12 Jazz Dance
1
H.E. 3.15 Modern Dance
1
P.E. 3.23 Tap Dance
1
P.E. 4.27 Yoga
1
P.E. 7.07 Fencing
1

* PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
Other Recommended Courses:
- THEAR 003 Stage Confidence 3
- iHEAR 004 Digital Editing-Narrative film 3
- THEAR 005AB Filmmaking 3
- THEAR 017B Set Design 3
- THEAR 018B Lighting Design 3
- THEAR 019A Movie Special Effects 3
- Art 004 Art Appreciation 3
- English 048 Intro to Shakespeare 3
- Music 032AB Intermediate Voice 1-1
- Music 034 Fundamentals of Singing 1

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

COSTUME/MAKEUP EMPHASIS
(A.A. Degree)

Major Requirements
Course | Units
--- | ---
THEAR 002A technical Production | 3
THEAR 010 Introduction to Theatre | 3
THEAR 018A Stage Lighting | 3
*THEAR 022ABC Reh/Perf: Costumes | 1-3
THEAR 040A Beginning Stage Acting | 3
THEAR 044A Makeup: Stage/Screen | 3
*THEAR 047A Costumes: Stage/Screen | 3

and 6 additional units from the following:

THEAR 006A Writing | 3
THEAR 006B Filmmaking | 3
THEAR 007BC TV/Film Acting | 3
*THEAR 008AB Television Production | 3
THEAR 017A Set Design | 3
THEAR 018A Lighting Design | 3
THEAR 020 Studio Performance | 3
*THEAR 021BC Reh/Perf: Technical | 1-2
*THEAR 022BC Reh/Perf: Costumes and Makeup | 1-2

and 3 units from the following:

THEAR 014AB Film Genre | 3
*iHEAR 019A Movie Special Effects | 3

and 3 additional units from the following:

THEAR 002A Technical Production | 3
*THEAR 004 Editing the Narrative Film | 3
THEAR 005B Filmmaking | 3
THEAR 007BC TV/Film Acting | 3
*iHEAR 008AB Television Production | 3
THEAR 017A Set Design | 3
THEAR 018A Lighting Design | 3
THEAR 020 Studio Performance | 3
*THEAR 021BC Reh/Perf: Technical | 1-2
*THEAR 022BC Reh/Perf: Costumes and Makeup | 1-2

* Additional units to meet the college graduation requirements.

A repeatable course taken to fulfill a category may be taken again to fulfill another category.

STAGE TECHNOLOGY
(Certificate)

Course | Units
--- | ---
THEAR 002A Technical Production | 3
THEAR 010 Intro to Theatre | 3
THEAR 018A Stage Lighting | 3
*THEAR 021AB Reh/Perf: Technical | 2 (total units)
THEAR 045B Stagecraft | 3

and 2 additional units from the following:

THEAR 017B Set Design | 3
THEAR 018B Stage Lighting | 3
*THEAR 021C Reh/Perf: Technical | 1
*THEAR 022ABC Reh/Perf: Costumes | 1-3
THEAR 044A Makeup: Stage/Screen | 3
*THEAR 047A Costumes: Stage/Screen | 3

Other Recommended Courses:
- THEAR 001 Intro to Media Arts | 3
- THEAR 008B Television Production | 3
- THEAR 015 Intro to Film | 3
- THEAR 019A Movie Special Effects | 3
- THEAR 030 Playwriting | 3
- iHEAR 044A Stage/Screen Makeup | 3
- Art 004 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 055 History of Furniture and Interiors | 3
- ID 020 Color Theory and Application | 3

A repeatable course taken to fulfill a category may be taken again to fulfill another category.

THEATRE STUDIES EMPHASIS
(A.S. Degree)

Major Requirements:
Course | Units
--- | ---
THEAR 001 Intro to Media Arts | 3
THEAR 002A Technical Production | 3
THEAR 010 Intro to Theatre | 3
THEAR 017A Set Design | 3
*THEAR 021ABC Reh/Perf: Technical | 3 (total units)
THEAR 040A Stage Acting | 3
THEAR 045A/B Intermediate Stagecraft | 3
*THEAR 047A Costumes: Stage/Screen | 3

and 3 additional units from the following:

THEAR 008A Screenwriting | 3
THEAR 007A TV/Film Acting | 3
THEAR 008A Television Production | 3
THEAR 017B Set Design | 3
THEAR 018B Lighting Design | 3
*THEAR 020 Studio Performance | 3
*THEAR 021BC Reh/Perf: Technical | 1-2
*THEAR 022BC Reh/Perf: Costumes and Makeup | 1-2

Other Recommended Courses:
- THEAR 001 Intro to Media Arts | 3
- THEAR 005A Screenwriting | 3
- THEAR 006A Filmmaking | 3
- THEAR 007A TV/Film Acting | 3
- THEAR 017AB Set Design | 3
- THEAR 018B Lighting Design | 3
- THEAR 020 Studio Performance | 3
*THEAR 021BC Reh/Perf: Technical | 1-2
*THEAR 022BC Reh/Perf: Costumes and Makeup | 1-2

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

Major Requirements:

Course                             Units
THEAR 001 Intro to Media Arts      3
*THEAR 004 Digital Editing/Narrative Film  3
THEAR 005A Filmmaking              3
THEAR 006A Screenwriting           3
THEAR 007A TV/Film Acting          3
IHEAR 008B Television Production   3
THEAR 010 Intro to Theatre         3
THEAR 015 Intro to Film            3
*THEAR 021A or 022A, Reh/Perf: Technical or Costume  1

and 3 additional units from the following:
*THEAR 004 Editing the Narrative Film  3
THEAR 005B Filmmaking              3
THEAR 006B Screenwriting           3

and 3 additional units from the following:
THEAR 003 Stage Confidence         3
*THEAR 004 Editing the Narrative Film  3
THEAR 007B TV/Film Acting          3
IHEAR 008B Television Production   3
THEAR 014AB Film Genre             3
THEAR 018A Lighting Design         3
THEAR 019A Movie Special Effects   3
THEAR 021BC Reh/Perf: Technical    2-3
*THEAR 022BC Reh/Perf: Costumes     2-3
THEAR 030 Playwriting              3
THEAR 040A Beginning Acting        2
THEAR 044A Makeup: Stage/Screen    3
Art 004 Art Appreciation           3
Art 055 Introduction to Computer Arts  3
Art 057 Computer Animation         3
DM/IS 057A Digital Editing 1: Premiere  3
DM/IS 057B Digital Editing 2: Premiere  3
Engl 041 Literature and Film       3
Frnc 060 The French Movie          1

Additional units to meet the college graduation requirements:
*A repeatable course taken to fulfill a category may be taken again to fulfill another category.

VIDEO/FILM (Certificate)

Major Requirements:

Course                             Units
THEAR 001 Intro to Media Arts      3
*THEAR 004 Digital Editing/Narrative Film  3
THEAR 005A Filmmaking              3
THEAR 006A Screenwriting           3
THEAR 008A Television Production   3

and 2 additional units for the following:
*THEAR 004 Narrative Film Editing   3
IHEAR 005B Immurkmaking             3
THEAR 006B Screenwriting           3
THEAR 007A TV/Film Acting          3
THEAR 008B Television Production   3
THEAR 014AB Film Genre             3
THEAR 015 Intro to Film            3
THEAR 018A Set Design              3
IHEAR 019A Movie Special Effects   3
*THEAR 021AB Reh/Perf: Technical    1-2
THEAR 022AB Reh/Perf: Costume      1-2

It is strongly recommended that students pursuing a Video/Film Certificate consider taking courses from the following list (in addition to the courses above):
THEAR 007BC TV/Film Acting         3
IHEAR 017A Set Design               3
THEAR 018B Lighting Design          3
THEAR 020 Studio Performance        3
THEAR 030 Playwriting               3
THEAR 040A Beginning Acting         3
THEAR 060-073 Mainstage Performance 3
Art 004 Art Appreciation            3
Art 055 Introduction to Computer Arts  3
DM/IS 057A Digital Editing 1: Premiere  3
DM/IS 057B Digital Editing 2: Premiere  3
Engl 041 Literature and Film        3

A repeatable course taken to fulfill a category may be taken again to fulfill another category.

THEAR 001 INTRODUCTION TO MEDIA ARTS
3 units
Acceptable for credit: California State University.
A preview of theatre arts curriculum for non-majors, and a basic survey for majors/minors in stage, film and television. Theories and skills of these performance arts are compared and contrasted in practical application to careers or a vocational goals. Recommended for all first-time students in Theatre Arts Department. Credit/No Credit Option.

THEAR 002A TECHNICAL PRODUCTION
3 units
Acceptable for credit: University of California, California State University.
Introduction and practical experience in all technical phases of dramatic production. Emphasis on scenery, lighting and costumes required in all theatrical productions. Credit/No Credit Option.

THEAR 003A CONFIDENCE AND SELF-ESTEEM BUILDING
3 units
Acceptable for credit: California State University.
Ihis course is designed to introduce the student to the process of developing self-confidence, self-esteem and self image in performance and life situations. Lecture and discussion, as well as individual/group exercises, are combined to help the student acquire confidence within the performance environment. Credit/No Credit Option.

THEAR 003B CONFIDENCE AND SELF-ESTEEM BUILDING
3 units
Recommended preparation: Thear 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. Both theory and its application are covered in this course. Credit/No Credit Option.

THEAR 004 POST-PRODUCTION: DIGITAL EDITING OF THE NARRATIVE FILM
3 units
Preerequisite: Thear 005A/B
Recommended Preparations Thear 006A/B DM/IS 056A; 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, 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
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 careers or a vocational goals. Recommended for all first-time students in Theatre Arts Department. Credit/No Credit Option.

THEAR 005B INTRODUCTION TO FILM MAKING
3 units
Acceptable for credit: University of California, California State University.
This course is for the student who has completed 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
Acceptable for credit: California State University.
An introductory course in script writing for film and television designed to provide students with the skills needed to write various length TV/Film scripts, including commercials, narrative and educational screenplays. Credit/No Credit Option.
THEAR 006B WRITING FOR FILM AND TELEVISION
3 units
Acceptable for credit: California State University.
A continuation of 006A, concentrating on screenwriting techniques, forms and concepts. Development of screenplays and teleplays for various media markets will be examined. Credit/No Credit Option.

THEAR 007A ACTING FOR FILM AND TELEVISION
3 units
Recommended preparation: Thear 040A.
Acceptable for credit: California State University, University of California.
This course is a follow-up course to Acting for TV/Film 7A. It includes continued participation in film acting projects and television production. Students will also learn the terminology of the TV/Film Studio. Credit/No Credit Option.

THEAR 007B ACTING FOR FILM AND TELEVISION
3 units
Recommended preparation: Thear 007A and Thear 040A.
Acceptable for credit: University of California, California State University.
This is an introductory course in 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 007C ADVANCED ACTING FOR FILM AND TELEVISION
3 units
Recommended preparation: Thear 007A or 007B and 040A.
Acceptable for credit: University of California, California State University.
This course provides a continuation of the acting theories and techniques studied in 007A and 007B. It includes continued participation in film acting projects and television production. Credit/No Credit Option.

THEAR 008A INTRODUCTION TO TV PRODUCTION
3 units
Acceptable for credit: California State University.
An introductory course in the technique and skills necessary for basic television production. Study of production process, principles, aesthetics and styles. Television theory and application will be examined and practiced in a studio environment. Credit/No Credit Option.

THEAR 008B TELEVISION PRODUCTION II
3 units
Acceptable for credit: California State University.
This course is designed for the student who has completed Television Production 008A and wants to continue developing skills and techniques used in television production. Lecture, discussion and individual/group projects are combined to help the student acquire a more advanced knowledge of producing, directing, editing and various TV crew positions in television production. Credit/No Credit Option.

THEAR 010 INTRODUCTION TO THEATRE
3 units
Acceptable for credit: University of California, California State University.
A general overview of the world of theatre, including dramatic literature, technical theatre, production techniques and the critical evaluation of productions. Credit/No Credit Option (CAN DRAM 018).

THEAR 014A SURVEY OF FILM
3 units
Acceptable for credit: University of California, California State University.
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in horror, 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
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 cinematographic 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
(Also offered as a television course)
Acceptable for credit: University of California, California State University.
This course is an introduction to 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 readings, 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
Acceptable for credit: University of California, California State University.
This course provides students with study and laboratory exploration in all aspects of play production involving the student actor or student designer/technician in order to develop acting/design/technical capabilities, skills and disciplines in a “summer stock” environment. The audition, preparation and presentational phases of the production process will be explored under the supervision, guidance and direction of faculty directors and designers. Productions will be presented for public performance. Enrollment is for the duration of the “summer stock” season. Credit/No Credit Option.

THEAR 017A INTRODUCTION TO SCENE DESIGN
3 units
Acceptable for credit: University of California, California State University.
An introductory course in theory, methods, and application of scene design. Includes study of originating styles of design, design for differing staging methods (i.e., proscenium, arena, thrust staging), set model construction, working drawings. Credit/No Credit Option.

THEAR 017B INTERMEDIATE SCENE DESIGN
3 units
Recommended preparation: Thear 017A.
Acceptable for credit: University of California, California State University.
Lecture and laboratory practices in advanced scene design. Credit/No Credit Option.

THEAR 018A INTRODUCTION TO STAGE LIGHTING
3 units
Acceptable for credit: University of California, California State University.
An introductory course in theory, methods and application of stage lighting. Includes study of different approaches to light design, study of the physics of stage lighting, color in light, lighting instruments themselves, and practical work in the lighting of staged production. Credit/No Credit Option.

THEAR 018B INTERMEDIATE STAGE LIGHTING
3 units
Recommended Preparation: Thear 018A.
Acceptable for credit: University of California, California State University.
Lecture and lab practices in advanced techniques for lighting the stage. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
THEAR 019A MOVIE MAGIC: CONTEMPORARY SPECIAL EFFECTS
3 units
(Also offered as a television course). Acceptable for credit: University of California, California State University. This course in this study specific film effects, such as sound, blue screen, animation, morphing, and computer digital effects. It also traces the way in which early filmmaking techniques have inspired the creation of special effects by today's filmmakers and screenwriters. This course is West Valley College Degree and GE applicable under Area C. Humanities. Credit/No Credit Option.

THEAR 020 STUDIO THEATRE WORKSHOP
3 units
Acceptable for credit: University of California, California State University. This course provides opportunity for rehearsal and public performance in a limited space. Included will be the study of acting techniques which are required by plays in intimate environments. This course may be repeated three times.

THEAR 021A, B, C REHEARSAL AND PERFORMANCE (TECHNICAL)
1-3 units
Acceptable for credit: University of California, California State University. Courses for students enrolled in stagecraft and involved in the major productions in a technical (crew) capacity. Involves sets construction, lighting, sound, properties, theatre management before, during and after the actual run of the play.

THEAR 022A, B, C REHEARSAL AND PERFORMANCE (COSTUMES/MAKEUP)
1-3 units
Acceptable for credit: University of California, California State University. These courses apply the technical and creative aspects of costume and makeup design concepts in regularly scheduled public productions.

THEAR 026A IMPROVISATIONAL THEATRE WORKSHOP
2 units
Acceptable for credit: University of California, California State University. Exploration of methods and techniques used to develop spontaneous performance skills in the actor. Credit/No Credit Option.

THEAR 026B IMPROVISATIONAL THEATRE WORKSHOP
2 units
Acceptable for credit: University of California, California State University. Verbal and nonverbal exploration of methods and techniques used to develop spontaneous performance skills and theatrical form. Includes study of improvisational tools that aid in understanding and building text. Credit/No Credit Option.

THEAR 027 SELECTED TOPICS FOR THE ACTOR
3 units
This course offers instruction and practical experience in a variety of specialized areas within actor training. Two or more of the following subjects will be covered: audition skills, makeup technique, improvisation, musical comedy, theatre movement, stage combat, period style, stage diction and dialect, scene study, acting for television, and professional theatre practices. This course may be repeated three times. Credit/No Credit Option.

THEAR 030 INTRODUCTION TO PLAYWRITING
3 units
Acceptable for credit: California State University. Principles and practice of writing in dramatic form: plot structure, characterization, content and theme, analyses of plays and exercises in writing.

THEAR 033A STAGE MOVEMENT
2 units
Acceptable for credit: University of California, California State University. Analysis and practice of basic performance skills; character movement, technical and creative aspects of footwork, spatial relationships, rhythms, period movement and circus techniques. This course may be repeated 3 times.

THEAR 033B MUSICAL COMEDY WORKSHOP
2 units
Acceptable for credit: University of California, California State University. Theory, method and practical experience in movement techniques required by theatrical literature which includes straight plays and musical theatre. This course may be repeated 2 times. Credit/No Credit Option.

THEAR 035A VOICE PRODUCTION AND ARTICULATION
3 units
Acceptable for credit: University of California, California State University. Instruction in and study of vocal development and control in standard American stage speech with an emphasis on delivery of contemporary literature, Shakespeare, Scripture and classical prose. Credit/No Credit Option. (CAN DRAM 008)

THEAR 040A BEGINNING ACTING
3 units
Acceptable for credit: University of California, California State University. This course provides an introduction to acting with emphasis on one's personal connection to character and scene. Students will learn how to become comfortable in front of an audience. They will have the opportunity to learn movement and vocal exercises that prepare them for performance and will also study techniques of scene study and improvisation. Credit/No Credit Option. (CAN DRAM 008).

THEAR 040B BEGINNING ACTING
3 units
Recommended preparation: Thear 040A. Acceptable for credit: University of California, California State University. This course provides the study of the external an actor uses to create a role. There is continued training in acting skills with detailed script and character analysis. There will also be work on auditioning and improvisational skills. Credit/No Credit Option. (CAN DRAM 022)

THEAR 041A INTERMEDIATE ACTING
3 units
Recommended preparation: Thear 040B. Acceptable for credit: University of California, California State University. This course provides advanced scene study through detailed work on character and scene analysis, acting theory and technique. Students will be introduced to Shakespearean literature. They will also learn how to prepare a formal audition and actor's resume. Credit/No Credit Option.

THEAR 041B INTERMEDIATE ACTING
3 units
Recommended preparation: Thear 040B. Acceptable for credit: University of California, California State University. This course provides advanced scene study through character and scene analysis, acting theory and technique. Students will be introduced to Shakespearean literature. They will be introduced to another period style. They will begin work with directorial technique, and they will continue work on both formal and informal auditions. Credit/No Credit Option.

THEAR 044A MAKEUP FOR STAGE AND SCREEN
2 units
Acceptable for credit: University of California, California State University. This course is designed to introduce the student to the basic techniques and materials of stage and cinematic makeup. The student will demonstrate his/her understanding through actual makeup application in the classroom environment. Credit/No Credit Option.

THEAR 044B MAKEUP FOR STAGE AND SCREEN
2 units
Recommended preparation: Thear 044A. Acceptable for credit: University of California, California State University. Lecture and laboratory practice in advanced techniques of theatrical makeup. Credit/No Credit Option.

THEAR 045B INTERMEDIATE STAGECRAFT
3 units
Corequisite: Thear 021A or Thear 021B or Thear 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.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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 047A COSTUMES FOR STAGE AND SCREEN
3 units
Acceptable for credit: University of California, California State University.
This course is designed as an introduction to the function of theatrical costume and the contribution to the total aesthetic effect of a dramatic production. Design research and principles, costume organization, pattern and construction techniques, sewing equipment use and maintenance, and the function of costume personnel in production work are introduced as a means of developing the individual student’s design capabilities, skills and discipline in costume. Credit/No Credit Option.

THEAR 047B INTERMEDIATE COSTUMES FOR STAGE AND SCREEN
3 units
Recommended preparation: Thear 047A.
Acceptable for credit: University of California, California State University.
Continuation of 047A with emphasis on designing and planning costumes for productions; experience in costume crew work during a regularly scheduled production. Credit/No Credit Option.

THEAR 059 THEATRE ARTS PRACTICE LAB
1 unit
Acceptable for credit: University of California, California State University.
Laboratory practice applying and utilizing knowledge and techniques gained in theatre arts production and technique classes. This course allows students to work in scene shop, costume shop, lights, sound, properties, makeup, publicity, and house management, as well as attendance and critique of assigned public performances. This course may be repeated 3 times.

THEAR 060 CLASSICAL THEATRE: GREEK/ASIAN
3 units
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Classical Greek, Roman, or Asian Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 061 PRESENTATIONAL EUROPEAN THEATRE: 14-19TH CENTURY
3 units
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the European Theatre (14-19th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 062 REPRESENTATIONAL EUROPEAN THEATRE: 14-19TH CENTURY
3 units
Acceptable for credit: University of California, California State University.
Analysis and dramatization of acting techniques necessary for performance of a specific piece of representational European Theatre, 14-19th Centuries. Participation in rehearsal and regularly scheduled public performances. This course may be repeated 3 times.

THEAR 063 PRESENTATIONAL EUROPEAN THEATRE: 20TH CENTURY
3 units
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational European Theatre (20th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 064 REPRESENTATIONAL EUROPEAN THEATRE: 20TH CENTURY
3 units
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational European Theatre (20th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 065 PRESENTATIONAL AMERICAN THEATRE: 1800-1959
3 units
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational American Theatre (1800-1959). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 066 REPRESENTATIONAL AMERICAN THEATRE: 1800-1959
3 units
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1800-1959). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 068 REPRESENTATIONAL AMERICAN THEATRE: 1960-1979
3 units
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1960-1979). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 069 PRESENTATIONAL AMERICAN THEATRE 1980-PRESENT
3 units
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational American Theatre (1980-Present). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 070 REPRESENTATIONAL AMERICAN THEATRE: 1980-PRESENT
3 units
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1980-Present). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 071 MUSICAL THEATRE
3 units
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of Musical Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

THEAR 072 AVANT-GARDE THEATRE
3 units
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of Avant-Garde Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

THEAR 073 THEATRE ROAD SHOW
3 units
Acceptable for credit: California State University.
Students in this course rehearse and perform a production which will tour throughout venues in Santa Clara County. The course includes a study of the acting techniques and improvisational skills which are applied to a variety of performance spaces and audience temperaments and styles. This course may be repeated three times.
THEAR 080 TELEVISION EQUIPMENT OPERATION
.5 unit
Skills and practical experience required to operate the video equipment for television productions. Credit/No Credit Option.

THEAR 091, 92, 93 DIRECTED STUDIES
1-3 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for Credit: *University of California, California State University
*UC transfer credit 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
Individual work on special topics in Theatre Arts. Credit/No Credit Option.

Women’s Studies

THE FACULTY
Carol Abate, Humanities
Bill Proudfoot, Library Services
Rebecca Cisneros, English
Pauline Clark, Counseling
Susan Schulte, English
Janine Gerzanics, Journalism
Shawn Stuart, Art History
Susan Horton, Educational Transition
Peter Theilin, Economics
Karen Wallace, English
Sandra Ladd, Psychology
Naomi Wagner, Psychology
Julie Maia, English
Siv Wheeler, History
Ann Malmuth-Onn, Dance

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

Tutoring

THE FACULTY
Martin Jue

DIVISION
Student Services

DEPARTMENT CHAIR
Linda Gibson

PHONE
408-741-2311

E-MAIL
martin_jue@westvalley.edu

COUNSELING
408-741-2009

IS 040 TUTOR TRAINING
1, 5 units
Recommended preparation: Math: Faculty recommendation if tutor wishes to assist with Math
Acceptable for credit: California State University

The purpose of this course is to train tutors to help students as peers to maximize their learning potential. However, this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/lecture discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach. Credit/No Credit Only.

LS 110 DIRECTED STUDIES
0 units
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
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)

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 16 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.
Group 2. Foundation Courses in Women's Studies (8-16 units)

These courses focus on women's contributions, experiences, and concerns in various academic fields. While introducing students to the fundamental principles and content of these disciplines, courses with a Women's Studies focus deliver additional knowledge about gender, race, and class—issues that are often ignored in traditional courses. This approach encourages students to develop an interdisciplinary understanding of gender and diversity issues.

**Course** | **Units**
---|---
AJ 016 | Women and Justice 3
Anth 003* | Cultural Anthropology; Women's Studies Emphasis 3
Art 004* | Art Appreciation: Women's Studies Emphasis 3
Couns 024* | Personal Growth: Women's Studies Emphasis 3
Econ 001B* | Principles of Microeconomics: Women's Studies Emphasis 3
Engl 001A* | English Composition: Women's Studies Emphasis 3
Engl 001B* | English Composition: Women's Studies Emphasis 3
Engl 001C* | Clear Thinking in Writing: Women's Studies Emphasis 3
Engl 046* | Contemporary Multicultural Literature: Women's Studies Emphasis 3
French 040A | Woman of France 1
French 040B | Woman of France 1
Hist 004A* | History of Western Civilization: Women's Studies Emphasis 3
Hist 017A* | United States History: Women's Studies Emphasis 3
Hist 017B* | United States History: Women's Studies Emphasis 3
Human 001A* | Human Values in and from the Arts: Women's Studies Emphasis 3
Human 001B* | Human Values in and from the Arts: Women's Studies Emphasis 3
Psych 009 | Psychology of Women 3
Soc 001* | Introduction to Sociology: Women's Studies Emphasis 3

Each semester, only certain sections of these courses are taught with a Women’s Studies emphasis. Students should consult the Schedule of Classes to determine which sections will be offered with this focus.

**Group 3. Elective Courses on Gender and Diversity (0-8)**

Courses in this group are drawn from the Cultural Diversity program at West Valley College. 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 interwoven.

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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 requirement.

**WOMEN’S STUDIES (Certificate)**

The Women’s Studies Program is in the process of developing a 12 unit certificate in Women’s Studies. Students interested in the Certificate should contact the program coordinator.

Women’s Studies is an interdisciplinary program offering general education courses that place women’s contributions, experiences, and concerns at the center of study. Men and women are equally welcome in all Women’s Studies courses. The program welcomes all students who are interested in investigating gender, race, and class issues in their lives and world.

**Philosophy**

Women’s Studies encourages students to think critically about how gender has shaped their ideas about themselves and their sense of power in the world. To do this, we will:
- Explore women’s contributions to the sciences and humanities;
- Question prevailing ideas of human nature that are based on men’s experiences only;
- Examine women’s roles and reasons for those roles;
- Analyze the influence of class, culture, race, ethnicity, and gender on women’s lives;
- Examine women’s access to power;
- Promote dialogue on issues of fairness and justice in gender-related matters.

**Women’s Studies Core Courses**

**WS 001 INTRODUCTION TO WOMEN’S STUDIES: KNOWLEDGE, GENDER, AND POWER** 4 units

Acceptable for Credit: University of California, California State University

This course introduces students to the study of women and gender. Each semester, a faculty team will design the course around an interdisciplinary theme. Students will use this theme to examine how new scholarship is changing fundamental assumptions about women's roles, both globally and locally. Men and women are equally welcome in this course, as all students can benefit from investigating the influence of gender in their lives and world. Students should consult the Schedule of Classes for a description of the theme for the current semester. 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.

**Courses on Women**

**AJ 016 WOMEN AND JUSTICE: NEW TRENDS** 3 units

Acceptable for credit: California State University

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

**CA 065 WOMEN IN TECHNOLOGY** 3 units

Recommended Preparation: CA 010

Acceptable for credit: California State University

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

**FRNC 040A WOMEN OF FRANCE** 1 unit

This course will focus on the lives of ten important French women who lived up to the early 20th century, and will explore their contributions in history, music art and literature to the culture of France. This course is West Valley College degree applicable. Credit/No Credit Option.

**FRNC 040B WOMEN OF FRANCE** 1 unit

This course will focus on the lives of ten important French women of the 20th century, and will explore their contributions in history, music, art and literature to the culture of France. This course is West Valley College degree applicable. Credit/No Credit Option.

**PSYCH 009 INTRODUCTION TO PSYCHOLOGY OF WOMEN** 3 units

Prerequisite: Psych 1 or concurrent enrollment

Acceptable for credit: University of California, California State University

This course introduces the student to the gender-role development of women in terms of the bi-social and cultural factors involved in intellectual and personal-emotional functions. Examination of psychological research and theory will focus on multicultural factors; that is, gender as it relates to race, class, culture and ethnicity in United States society. This course will satisfy the 3-unit Cultural Diversity requirement for an Associate degree. 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 004 English Composition: Gender 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 Major

The college offers an A.A. degree in Women’s Studies. Please see the instructional Programs section of this catalog for a description of the major requirements.

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.

Word Processing

(See Computer Applications)

THE FACULTY
Kelly Carey
Karina Dunbars
Carolee Kahn
Vivian Lock

DIVISION Business
DEPARTMENT Chair Dr. Kenneth Schock
DEPARTMENT Chair Vivian Lock
PHONE 408-741-2442
E-MAIL vivian_lock@westvalley.edu
COUNSELING 408-741-2009

AUTOMATION (A.S. Degree and Certificate)

Major Requirements:
A minimum grade of C (or credit) must be attained in each of the following classes:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 066</td>
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</tr>
<tr>
<td>Bus 078</td>
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</tr>
<tr>
<td>CA 020</td>
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</tr>
<tr>
<td>CA 070</td>
<td>1</td>
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<tr>
<td>CA 031B</td>
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<tr>
<td>JS 002</td>
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<tr>
<td>CA electives</td>
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Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 027</td>
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<tr>
<td>Bus 051</td>
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<tr>
<td>Bus 070</td>
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<td>CA 028</td>
<td>1</td>
</tr>
<tr>
<td>CA 081D</td>
<td>1</td>
</tr>
</tbody>
</table>

It is advisable that the following course(s) be taken before starting the program if skills are lacking.

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.

Work Experience

THE FACULTY
Donette Dake

DIVISION Career Programs
DEPARTMENT Chair Donette Dake
PHONE 408-741-2655
E-MAIL geri_peterson@westvalley.edu
COUNSELING 408-741-2009

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 workexperience may be counted toward the associate degree.

Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit. One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort. Each student participating in Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, develop and write measurable learning objectives in developing short- and long-range career goals. Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities.

Termination of the units is based on the following schedule of hours:

<table>
<thead>
<tr>
<th>UNITS</th>
<th>TOTAL HOURS</th>
<th>AVERAGE HOURS OF CREDIT</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>
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<tr>
<td>3</td>
<td>225</td>
<td>15 - 19</td>
</tr>
<tr>
<td>4</td>
<td>300</td>
<td>20</td>
</tr>
</tbody>
</table>

Students working in non-paid positions need to work 60 hours per unit of credit per semester.
Workplace Success Skills

THE FACULTY
Len Schreibstein

DIVISION
Student Services
DIVISION CHAIR
Linda Gibson
DEPARTMENT CHAIR
Len Schreibstein
PHONE
408-741-2422
E-MAIL
len_schreibstein@westvalley.edu
COUNSELING
408-741-2009

(Certificate)
The workplace success Skills certificate is based on "SCANS" skills, essential in today's workplace

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Couns 026</td>
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<td>Workplace Success Skills</td>
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<tr>
<td>CA 015</td>
<td>2</td>
<td>Document Formatting</td>
</tr>
<tr>
<td>CA 010</td>
<td>1</td>
<td>Computer Keyboarding</td>
</tr>
<tr>
<td>CA 070</td>
<td>1</td>
<td>Using Microsoft Windows OR</td>
</tr>
<tr>
<td>CA 020</td>
<td>1</td>
<td>Introduction to Macintosh</td>
</tr>
<tr>
<td>CA 031B</td>
<td>1</td>
<td>Beginning Word Processing, Microsoft Word</td>
</tr>
<tr>
<td>CA 062B</td>
<td>1</td>
<td>Beg. Spreadsheets, Microsoft Excel</td>
</tr>
<tr>
<td>Couns 018</td>
<td>1</td>
<td>Job Search Methods</td>
</tr>
<tr>
<td>Libr 008/CA 074</td>
<td>1</td>
<td>Using the Internet for Research OR</td>
</tr>
<tr>
<td>CA 073</td>
<td>1</td>
<td>Internet, Hands-On</td>
</tr>
<tr>
<td>Couns 045</td>
<td>1</td>
<td>Study Skills</td>
</tr>
</tbody>
</table>

Zoology

PRINCIPLES OF ZOOLOGY
(See Biology 041)

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
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. Each person who is married or who is 16 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 during 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. 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. Basic skills courses and P.E. courses are not available to concurrent students. 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 designate) 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.

CONCURRENTLY ENROLLED STUDENTS STARTING FALL 2004

Special part-time high school students who are at least 16 years and have completed the 10th grade by the first day of college will need to follow these simple steps:

- Complete an admissions application (not a on line application)
- Complete a concurrent enrollment form (obtained in the Admissions Office)
- Get signatures from principal or counselor
- Get signatures from their parent
- Complete Youth Emergency Card
- Submit high school transcripts along with completed paper work to the Admissions and Records Office
- Show proof of prerequisites completion
- Register in person for classes on the special date given
- Purchase parking permits (if applicable) in the Admissions Office
- Visit the Viking bookstore to purchase required text books

Questions? Call (408) 741-2672

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:
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
- complete orientation and assessment
- choose a specific educational goal
- receive academic advising, counseling and support services
- receive information about assessment and counseling
- provide 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.

TRANSFER STUDENTS-TRANSCRIPTS

Students with prior college work are not required to file transcripts from other institutions, except as noted. Official transcripts (sent directly to the Records Office from the former college) are required for all participants in intercollegiate sports, foreign students, veterans, or if credit toward graduation is desired. Official transcripts may also be required by other offices for various purposes. Such transcripts will be evaluated and made part of the student’s academic record if submitted for credit toward a degree.

It is the student’s responsibility to request that such transcripts be sent to West Valley College as well as to notify the Records Office that an evaluation of such a transcript is desired. For purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the second week of the semester in which such degree requirements will be satisfied. Students are cautioned that even if prior transcripts are not required by the College, other colleges and universities may demand these documents and determine the student’s cumulative grade point average for admission on the basis of all transcripts.

Fee:
There is a one-time $5.00 charge to evaluate transcripts from other institutions. See the Counseling Office for procedures.

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
  - EOPS Students
  - International Students

Contact the Counseling Center, 741-2009, or see the current Schedule of Classes for more information.

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 unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. (Supporting documentation must be provided.)

4) You believe you have the knowledge or ability to succeed in the course despite not meeting the prerequisite. (Supporting documentation must be provided.)

5) Enrollment in the course has been limited to a special group of students, and there are no other courses which would fulfill the requirement. You believe you would be delayed by a semester or more in attaining the degree or certificate specified in your educational plan. (Supporting documentation, including a copy of your educational plan, must be provided.)

6) The pre- or corequisite was established to protect health and safety and despite the fact that you do not meet the pre- or corequisite, you believe you are able to demonstrate that you do not pose a threat to yourself or others. (Evidence must be provided.)

To challenge a pre- or corequisite or other limitation on enrollment, contact the Admissions Office for a challenge form and specific instructions. Submit the completed form and any required supporting documentation to the Admissions Office. Your request will be evaluated 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 procedure is being applied in a discriminatory manner, you may file a complaint. See the current college catalog section on Student Grievances for specific information regarding this process or contact the Director of Human Resources and Employee Relations in the Human Resources Office.

Registration

GENERAL INFORMATION

Students are informed of the registration procedures to be followed in the official Schedule of Classes for each semester. Continuing students will register by priority based upon the number of units completed in District enrollment.

STUDENT IDENTIFICATION

All students are required to have a West Valley College Student ID Card. These cards are provided by the College free of charge. (A fee will be charged to replace lost cards.) ID cards are available in the Admissions Office. Students are required to present ID Cards to transact business and gain access to certain facilities on campus.

REQUIRED NOTE OF AUTHORIZATION

If you are 18 years of age or older and you would like someone else to conduct business for you, you must provide that person with a signed note of authorization. A note must be presented each time a transaction is requested.

SUMMER SESSION

Students wishing to accelerate their academic program, to satisfy course or curriculum requirements, or to enrich their program are able to do so through courses offered in the summer session. Generally, the same standards and policies followed during regular session apply for the summer session.

OPEN COURSES

It is District policy that, unless specifically exempted by statute, every course, section or class, of which the average daily attendance is reported for state aid, whenever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

ADDING CLASSES AFTER THEY ARE CLOSED

You must attend a class in order to add. If the instructor can accept any additional students, s/he will sign a two-part ADD Slip. The instructor will give you a copy for your records and will submit the other copy to the Admissions Office to be processed. You will receive a registration statement showing the class added and your fees due. Payments may be made by credit card (Master card or Visa), over TREG at 741-8734, by mail or in person at the Admissions Office. It is your responsibility to drop the class if you decide not to keep it. Be sure to check deadline dates.

In addition, it is your responsibility to meet all pre and co-requisite requirements. If it is determined that you have not met these requirements or successfully challenged them, you will not be added to the class: Illegal course repeats and time conflicts will also prevent the adding of the course. You will be notified if this is the case.

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 must have the approval of 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 rules, regulations, 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.

FIELD TRIPS
Throughout the semester/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.
$12.00 6 or more units
$6.00 5 to 5.5 units

• ASSOCIATED STUDENT SERVICES CARD (ASSC) FEE
This voluntary membership fee supports a wide range of student services, activities, and programs. All students enrolled are automatically assessed a membership fee of $4.00. Should a student choose not to be a member, the fee is completely refundable. To obtain a complete listing of the benefits available through ASSC membership, please visit the Student Activities Office in the Campus Center.

• HEALTH FEE
A health education/health services fee is required of all students. The fee per semester is:
Fall or Spring  $13.00
Summer Session  $10.00

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 $18.00 per semester unit. The California Legislature is in the process of increasing this fee for the Academic year 2004-2005.
Exemption from the enrollment fee will be allowed for low-income students through the Financial Aid Office.

PARKING FEE
The semester fee is $40.00 for automobiles, or $3.00 per day. The summer session is $20.00 or $3.00 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 2004-2005 college year, the nonresident tuition fee is $157 for Summer 03; $157 for Fall 04 and Spring 05 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:
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.

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 and Mission College.
Students may receive two official transcripts at no charge. A charge of $4.00 will be made for subsequent requests for transcripts. “Rush” transcripts are available within one hour for $20.00 or 24 hours for $15.00, $5.00 for additional ones ordered at the same time as the rush. Transcripts ordered Friday will be available on Monday. “Rush” service is not available on the two free transcripts. Request for other printed documents (such as Grade Reports) are $2.00. A $4.00 service fee for General ED certifications (IGETC). 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 nor will the College forward transcripts or any other records to
other institutions if students have delinquencies on their records. Degrees and certificates will be held until all outstanding fees have been paid or cleared.

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)—Units awarded are not calculated in Grade Point Average
NC: No credit (less than Satisfactory or Failing)—No units awarded in Grade Point Average
I: Incomplete  0
IP: In Progress  0
RD: Report Delayed  0
W: Withdrawal  0
MW: Military Withdrawal  0 (not calculated in progress probation status)
UD: Ungraded Dependant  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 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.

IP — In Progress
The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic semester or term. It signifies that work is "in progress" but that assignment of a letter grade must await its completion.

The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and will appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in a course designated as "open-entry, open-exit" is assigned an "IP" at the end of the stated attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor will assign an evaluative symbol as described above, which shall be recorded on the student's permanent record for the course.

MW — Military Withdrawal
A student who is a member of an active or reserve military service, and who receives orders compelling a withdrawal from courses. Upon verification of such orders, after the end of the non notation drop period and prior to the end of the final examination period, the student's academic record shall reflect the "MW" symbol. The "MW" symbol shall not be counted in progress probation and dismissal calculations. The "MW" shall not be used in calculation of grade point averages. The "MW" symbol will be assigned to those courses for which no academic credit has been awarded.

"W's incurred from January 1, 1991, (the effective date of this policy) to the present and which meet the definition of "MW" may be changed to "MWs." It is the responsibility of the student to petition the Academic Appeals Committee to request the change. Verification of the compelling orders must be provided to the Committee at the time the petition is submitted. The effective date of withdrawal, for record purposes, shall be the actual date the petition is submitted to the Committee.

In lieu of an "MW" symbol, a student may petition his/her faculty for an Incomplete symbol. These students will be subject to complete all required academic work in accordance with existing academic policy. In the case of students who are members of an active or inactive military service and who receive orders compelling a withdrawal from courses, the W/MVCCD shall, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.

RD — Report Delayed
This symbol may be assigned by the Records Office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of either the student or the Records Office. It is a temporary notation to be replaced by an evaluative symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W — Withdrawal
For full-term courses, a student who withdraws during the first four weeks of instruction, no notation, "W" or other, shall be made on the student's academic record.
Withdrawal occurring between the end of the fourth week of instruction and the last day of the fourteenth week shall result in a "W" being entered on the student's record for that course. For other than full-term courses, 75% of a term will be used to determine the last day to withdraw from class.

The academic record of a student who remains in a class beyond the time allowed by District policy must reflect a symbol other than a "W." The "W" shall not be used in calculating grade point averages, but excessive "W's" shall be used as factors in probation and dismissal procedures.

UD — Ungraded Dependant
This symbol is assigned to classes with zero units such as labs. It does not effect academic standings.

CREDIT - NO CREDIT OPTIONS
It is the policy of West Valley College to enable students to enroll in courses on a credit/no credit basis for these reasons: to defined basic skills, to provide educational opportunities for students, to pursue studies not in the usual major field, and to encourage general education.

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 a "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.
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 no later than 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.

Credit/No Credit Option and Credit/No Credit Only courses are indicated in the catalog and the schedule course descriptions.

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.

FINAL EXAMINATIONS
A final examination will be required of all students in all courses during the last week of each regular semester or term. Final examinations will not be given in advance of scheduled times unless special permission to do so is granted by the instructor in exceptional cases.

HONORS AND AWARDS
Honors List - Students in good standing who complete at least 6 units in any semester and who earn a grade point average of 3.00 for the semester will qualify for the Honors List.
Honors Graduate - Graduates who have maintained an overall cumulative grade point average of 3.00 will be designated as Honor Graduates and receive special recognition at commencement.
Valedictorians whose grade point averages place them at the top of their class and who participate in commencement exercises will also be honored.

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 has earned at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed).
2. Progress probation - A student who has enrolled in a total of at least 12 cumulative semester units and who has been assigned final grades of “W,” “I,” 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 progress probation status for any student.

Notification of probationary status will appear on the student's semester grade report and transcript. Students who believe that their placement on academic probation is the result of an error may petition the Academic Appeals Committee for relief.

STANDARDS FOR DISMISSAL
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:
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 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 withdrawing, 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 form with the Admissions Office. A student who withdraws from the College will receive those credits and grade symbols applicable on the date of withdrawal under the District’s grading system described earlier.

Withdrawal from a class
It is the responsibility of the student to withdraw from a class prior to the published deadline in order to insure that a penalty grade will not be awarded for the course.

A student who withdraws from a class during the first 1/6 of short-term classes or through the end of the fourth week for semester-length classes shall have no notation of enrollment in the class posted on the semester 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, address, 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 the 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 announcement of policy remains in effect.

In addition, to provide for security of the student’s information over 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 subject to any 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 groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the District and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual preference, or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the College. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-380).

Attendance under 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 or parental 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 a particular race, sex or age 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 Lea Schreibstein, (408) 741-2422.

5.8.2 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 around 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 or 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 invited 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/or 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 affiliation 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 resources or educational institution 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 Service 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.

5.8.10 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 Service 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.

5.8.12 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.

5.8.13 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.

5.8.14 Distribution Of Literature and/or Soliciting Petition Signatures To Students On District Property
Pursuant to the provisions of California Educational Code, Section 76120, individuals/organizations wishing to distribute literature to and/or solicit petition signatures from students of the District, must file a copy of the petitions or materials to be distributed with the Student Activities Office. The application for such distribution must include the distributor’s name, address, and social security number.

The Director of Student Activities or designated representative will specify the time, place, and manner in which literature is distributed or petition signatures solicited. The distribution period allowed is two days per month unless modified by the CSSO. No materials shall be distributed in, around, or outside any classroom, nor in the halls of any District building.

Distributing literature or soliciting petition signatures at any place or time other than that designated, or in any manner other than that specified by the Student Activities Office is strictly prohibited.

5.9 Student Conduct Policy
It shall be the policy of the district to enforce a student code of conduct of 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 (Education Code 76050).

5.19.2 Prohibited actions that may result in disciplinary action against a student include, but are not limited to, the following:

a. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority, or persistent abuse of, College or district personnel.

b. Assault, battery, or any threat of force or violence upon a student or College District personnel.

c. Physical or verbal abuse or any conduct that intimidates, endangers, or threatens the health or safety of any person (either on campus or at any event sponsored or supervised by the College/District).

d. Theft or damage to property (including College/District property or the property of any person while s/he is on the college campus).

eh. Intoxication (such as cheating, plagiarism, or knowingly furnishing false information to the College or to a College/District official).

f. Disorderly conduct or lewd, indecent, or obscene conduct or expression on any College-owned or controlled property or at any College-sponsored or supervised function.

g. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.

k. The manufacture, possession, sale, distribution, or use of narcotics or other dangerous or illegal drugs, as defined in California statutes, on College/District property or at any function sponsored or supervised by the College.

l. Possession or use of alcoholic beverages on College/District property or at any function sponsored or supervised by the College/District.

m. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College/District property or at College/District-sponsored or supervised activities.

n. Smoking in classrooms or other unauthorized areas on College/District property as designed by the District non-smoking policy (See Chapter 2.9).

o. Failure to satisfy College/District financial obligations (including fines, loans, borrowed property, etc.)

p. Failure to comply with verbal directions or posted regulations of College/District officials, faculty, staff, or District Police officers who are acting in performance of their duties.

q. Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.

r. Gambling in any form.
Materials of college or district policies or regulations concerning the registration of student organizations, the use of College/District facilities, or the time, place and manner of public expression.  

t. Acts of physical, verbal, or sexual harassment.  

u. Acts of discrimination based on sex, color, religion, age (for individuals 40 years and over), physical or mental disability, ancestry, national origin, race, creed, medical condition, marital or parental status, or sexual orientation.  

v. Violation of other applicable federal and state statutes and district and College policies.  

5.20 Student Discipline Policy  
5.20.1 The District shall maintain and enforce a fair, uniform, and confidential student discipline process, the purpose of which is to promote the orderly conduct of a responsible student body in a manner compatible with the District and College function as an educational institution (Education Code 66300).  

5.20.2 The Chancellor or designee will ensure that administrative disciplinary procedures as well as a uniform system of student grievances and appeals are maintained and made known to all students by prominent inclusion in College publications and on Web sites. When a complaint is filed with an officer or supervisor of Student Services he/she shall make a determination to refer the matter to the college Student Intervention Committee, meet with the student directly in a discipline hearing, or forward the matter directly to the College Hearing Board. Any disciplinary action taken, including warnings, temporary exclusion, censure, and cancellation of registration will be consistent with Education Code provisions.  

5.21 Student Grievances and Appeals Policy  
5.21.1 It shall be the policy of the District to maintain a uniform stem of student grievances and appeals, which shall afford procedural due process to students in the review and appeal of College and District decisions or actions. The Chancellor or designee will ensure that the system for student grievances and appeals is made known to all students by prominent inclusion in College publications and on Web sites.  

5.21.2 A student may file a grievance when he or she believes that a faculty or staff member, or an administrator has violated College rules, policies or procedures, or other local, State, or Federal laws.  

a. Academic Grievance  

An academic grievance may be filed when a student feels that a faculty member has violated State or Federal law, or College or district policies and procedures relative to grading or other academic areas. All grade appeals are first handled with the specific instructor, then in order with the Department Chair, the Division Chair, the vice President of Instruction, the College President, the chancellor, and the board of Trustees. The Education code provides that all grades awarded by the instructor of record shall be final. The California Code of Regulations, Title 5 Section 55760, permits a grievance to be filed with respect to grading only in situations where a grad was assigned due to mistake, fraud, bad faith, or incompetence.  

b. General Student Grievance  

A general student grievance may be filed by a student who feels an action of a faculty or staff member, administrator, office, or group violates existing College or district rules, policies, or procedures; or other local, State, or Federal laws.  

5.21.3 An explanation of the procedures for submitting student grievances and appeals shall be made available to students in the Student Handbook of each College and shall set forth the appropriate procedure at the respective College, district, and Board levels.  

5.15.2 Discipline Timelines  
5.15.2.1 Working days to notify the Chief Student Services Officer of a complaint or violation of the Student Code of Conduct.  

15 working days to hold hearing by Chief Student Services Officer  
5 working days for a written decision  
5 working days to initiate a written appeal to the Hearing Board  
2 working days to File a formal appeal  
10 working days for Hearing Board to meet on appeal or referral of item  
2 working days for 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  
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.  

5.16 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 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.  

gh. 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.  

ej. 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 discredits 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.  

5.17 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.
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 plagiarizing, or knowingly furnishing false information to College staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned:

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student’s work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one’s own for a grade or points.

c. Plagiarism: unauthorized use of expression, 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 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 grievance.

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.

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 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 with whom the student has conflict. The student must notify the 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. This informal meeting must 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 contact, the grievant may directly contact the department chair.

The grievance process may be initiated by the student. 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) the specific details of the grievance, e.g., chromol-
ogy 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 outcome.

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 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 work 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 the 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 staff member, 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 or to rejection of such conduct is used as a basis for employment or educational 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. Imposing or withholding support for an appointee, promotion, or change of assignment, suggesting poor performance report will be prepared; or suggesting probation will be failed. Within the educational environment, imposing 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.
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 55334, 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)

5.8.20.5 Complaints Against Other Students
Sexual harassment is a violation of the Student Code of Conduct, and students are subject to disciplinary sanction for this behavior. Complaints are filed with the CSSO at each campus.

5.8.21 Discrimination Grievance Procedures
It is the policy of The District to maintain an environment that is free from discrimination on the basis of race, ethnic background, national origin, sex, age, sexual preference, or physical or mental handicap.
Any student may file a complaint against a student or staff member under the provisions of this procedure. As with other grievances, there are both formal and informal complaint levels. The complaining student may, however, file a formal complaint directly with the Director of Human Resources and Employee Relations at any time.

a. Informal Level
   1. The lowest level of complaint is informal (Step 1), which is with the individual who caused the complaint. At this level the student informally attempts to resolve the situation to his/her satisfaction.
   2. The Step 2 level begins the formal process with the discrimination complaint. At this level the student places the complaint in writing and meets with the supervisor of the employee who has created the complaint.

b. Formal Level
   1. The Step 3 level is directly with the Director of Human Resources and Employee Relations.

c. Timeline
   1. Formal complaint must be filed in writing within 60 days of occurrence in the Office of Human Resources and Employee Relations.
   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 59338)
   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) 741-3060.

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 Health Services for students and the Personnel Office for employees.

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

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.

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.

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.

Legal Sanctions:

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:
• Alcoholes Anonymous (408) 374-8511
• Narcotics Anonymous (408) 998-4200
• National Council on Alcoholism, Santa Clara County (408) 292-7292
• For a more comprehensive listing of off-campus referrals, contact the West Valley College Health Services.

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.

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, o orientacion sexual en todo aspecto de sus programas educacionales y actividades. El Distrito se dedica a mantener un ambiente libre de acoso sexual e intimidación.

WEST VALLEY COLLEGE NON-DISCRIMINATION STATEMENT

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

• For complaints of sexual harassment or discrimination:
  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 student seeking a reasonable accommodation under Section 504 or the ADA Act, see:
  Len Schreibstein, Coordinator
  West Valley College, Building 17
  Disability and Educational Support Program (DESP)
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2010

LEN SCHRIBSTEIN, COORDINATOR
WEST VALLEY COLLEGE, BUILDING 17
DISABILITY AND EDUCATIONAL SUPPORT PROGRAM (DESP)
14000 FRUITVALE AVENUE
SARATOGA, CA 95070-9698
(408) 741-2010

LEN SCHRIBSTEIN, COORDINATOR
WEST VALLEY COLLEGE, BUILDING 17
DISABILITY AND EDUCATIONAL SUPPORT PROGRAM (DESP)
14000 FRUITVALE AVENUE
SARATOGA, CA 95070-9698
(408) 741-2010
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 diverse 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 research 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, the Career 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, including career counseling, and guidance for resume writing, cover letter composition, and interviewing techniques. Appointments are encouraged. The Career Advisor can be reached at (408) 741-2508. 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. 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 counseling.

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. For more information call, (408) 741-2098. Career Programs Resources

Information on the following Career Programs is available:

- Accounting Clerk
- Administration of Justice
- Architecture
- Business Administration

Business Transfer/AA
- Business with International/Foreign Language Emphasis
- Administrative Assistance
- Administrative Coordination
- Administrative Management
- Management Careers
- Marketing Careers
- Retail Management
- Small Business Careers
- Child Studies
- Early Childhood Education
- School Age Child Care
- Infant-Toddler Child Care
- Family Childcare Program
- Parent Education
- Early Childhood Education Program Director
- ECE-Certificate of Proficiency
- Child Development-Certificate of Proficiency II

Computer Applications
- Computer Applications
- Microsoft Office

Computer Information Systems
- CIS-Business Application Option
- CIS-Programming Option
- CIS-Programming Emphasis

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

Digital Media/Internet Services
- Desktop Publishing-Level 1
- Desktop Publishing-Level 2
- Digital Media Design and Production-Level 1
- Digital Media Design and Production-Level 2
- Internet Services-Level 1
- Internet Services-Level 2
- Web Design and Production-Design Emphasis-Level 1
- Web Design and Production-Design Emphasis-Level 2
- Web Design and Production-Production Emphasis-Level 1
- Web Design and Production-Production Emphasis-Level 2
- Web Design and Production-Development Emphasis-Level 1
- Web Design and Production-Development Emphasis-Level 2
- Desktop Publishing Level 1
- Desktop Publishing Level 2
- Internet Services
- CIS-Internet Services
- CIS-Programming Option
- Web Design and Production-Level I
- Web Design and Production-Content Design-Level II
- Web Design and Production-Web Production Emphasis-Level I
- Fashion Design & Apparel Technology
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. Services include personal and crisis counseling, limited medical treatment, contraceptive counseling, screenings for blood pressure, vision, hearing, pregnancy and tuberculosis, health assessment, education and referrals to community resources. 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.

Telephone advice to off-campus students is also available.

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 directors who are provided with practical leadership training and education in the functions of government and leadership. In addition, the Associated Student Body elects its own student trustee to the District Board of Trustees. The Student Senate is afforded a variety of opportunities to participate in various College-wide committees and task forces. All these activities serve to provide students with opportunities to participate in the 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.

DISABILITY and EDUCATIONAL SUPPORT PROGRAM

The primary purpose of the Disability and Educational Support Program (DESP) at West Valley College is to integrate all disabled students into classes and programs beside their fellow students. A variety of services and special classes are provided in an effort to equalize educational opportunities for students with disabilities as they move toward their educational or vocational goals. Course offerings are listed under Disability and Educational Support Program in this catalog.

Services include:
- Interpreters
- 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 other 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 Disability and Educational Support Program (DESP) contact the Coordinator in the Learning Services Building or by telephone at (408) 741-2010.

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 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 and can be reached at 741-2022.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) and COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

EOPS offers educational and financial support services to students who have historically experienced language, social and economic barriers. Students must meet the state mandated educational and financial disadvantage criteria to be considered eligible. The intent, purpose, and resources of EOPS 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. All CARE students are also EOPS eligible.
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 90S 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 workshops), may call: Maria Garcia-Scheper (counselor), in the Counseling Center at (408) 741-4038, or, Rebecca Cárdenas (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 90S and 1A courses, Counseling 1, 5 and 12B
- Encourages enrollment in History 12
- English 12, counseling 50
- Provides intensive and proactive counseling.
- Provides students with college, peer and community mentors.
- Connects students with support services on campus and with transfer institutions.
- Provides cultural, social, or work experiences.

For further information, contact Carolyn Nash, Counseling Center, 741-2608 or Paulette Boureaux, 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.

Program and Services
- Adjunct Program
- Content based tutorial program to promote academic success supporting selected classes on campus.
- Individualized instruction in writing, speaking, reading, and writing.
- Peer tutors provide assistance in all math courses.
- Diagnosis of reading problems—individual instruction in reading skills.
- Individualized self-paced instruction in study skills, reading, and writing.
- Students tutoring other students in academic and vocational subjects.
- 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 Library offers a wide variety of resources and services. These include reference assistance, orientations, classes in how to use the library and do research. Online databases and a library catalog are accessible 24/7. Internet stations and printing are available for course-related work. The Library collection includes books, periodicals, pamphlets, reference materials, online databases, ebooks and audiovisual media. Current students may use their student ID card to borrow materials from both the West Valley College and the Mission College collections, as well as the many LINK+ consortium libraries. Library hours are posted at the front entrance to the Library and on the Library website: http://www.wvmccd.cc.ca.us/wvc/library/lib-main.html

Phone 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 imprinted 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, fitness area, and student art gallery can be found on the lower level. The upper level contains the main information counter, as well as the many LINK+ consortium libraries.

The Library offers a wide variety of resources and services. These include reference assistance, orientations, classes in how to use the library and do research. Online databases and a library catalog are accessible 24/7. Internet stations and printing are available for course-related work. The Library collection includes books, periodicals, pamphlets, reference materials, online databases, ebooks and audiovisual media. Current students may use their student ID card to borrow materials from both the West Valley College and the Mission College collections, as well as the many LINK+ consortium libraries. Library hours are posted at the front entrance to the Library and on the Library website: http://www.wvmccd.cc.ca.us/wvc/library/lib-main.html

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 Café, 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 8:00 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 is determined based on family size, gross monthly income, and reason for needing child care. This program is an integral part of our Child Studies Department Early Childhood Teacher Training Program and provides an exemplary opportunity for Child Studies students to observe and participate in a model early childhood classroom. The Child Development Center core staff are fully qualified teachers in early childhood education. For more information on availability and hours, contact the Child Development Center office or stop by Room 50 in the Applied Arts and Sciences building.
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 courses 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.
Call for more information (408) 741-2024.

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 GOVERNOR’S WAIVER (BOGW)
The Board of Governor’s Waiver (BOGW) is one of the financial aid programs available at the college. This program waives the enrollment fee and health fee for eligible students. It also waives a portion of the parking fees. Applicants must be California residents and meet other criteria:
Interested applicants should stop by the Financial Aid Office prior to registering for courses and complete a one (1) page Board of Governors Waiver (BOGW) application form.

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.

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 Schedules 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 mid October, through mid February. The awards will be announced in May for the following year. (i.e., Feb. 2004 deadline for the 2004/2005 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.

WVC's Community Service Learning Program: A Center for Community
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/wvc/csl
or visit the office across from the club room in the Campus Center.
Board of Trustees

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GAGAN SINGH, Student Trustee

Chancellor

West Valley/Mission Community College District, STAN ARTERBERRY, Chancellor
B.A. from Whittier College in California and an M.A. in Sociology from Atlanta University in Atlanta, Georgia, as well as a certificate from Harvard University’s Institute for Educational Management. He is also a community college alumnum, having graduated from Imperial Valley College, Imperial, California.

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.

DUARTE, ANGELINA, 1987
Vice President, Student Support Services
B.A. in Sociology, University of California, Berkeley; M.A. in Counseling, University of Santa Clara

FISHBAUGH, 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.

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 UC San Francisco

PELTZ, STEPHEN K., 1976
Instructional Technology/Distance Learning Coordinator
B.A. in Photography and Graphic Design, San Jose State University; M.A. in Instructional Development and Design, San Jose State University; Vocational Credential, University of California, Berkeley; additional graduate study at University of California, Berkeley, and University of California, Santa Cruz.

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

CONROY, MARYJANE, 2001
Foster Kinship Care Education, CalWorks Program
Bus Manager/Development Specialist
MSW San Jose State University

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).

KULBIR, SINGH, 2004
Small Business development Center
Bus Manager/Development Specialist

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, Wisconsin; Credential in Educational Administration, California State University, Los Angeles.

VACANT
Director, Silicon Valley Center for International Development (CITD)
<table>
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<th>Faculty</th>
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| **ABATE, CAROL, 1979**  
Instructor in English & Humanities  
B.A. in English, University of California, Berkeley;  
M.A. in English, San Jose State University; M.A. in Liberal Arts, Stanford University; Additional graduate study, San Jose State University; University of California at Santa Cruz; and Stanford University. |
| **ACCONERI, MARC, 1998**  
Instructor in Spanish, Italian & Music  
Certificate de Estudios-Spanish: University of Madrid, Spain; B.S. in Spanish: University of California, Los Angeles; M.A. in Spanish and Latin American Literature, University of California, Berkeley; Certificate in German Art song, Franz-Schubert-Institut, Baden-bei-Wien, Austria; Vocal Studies at the San Francisco Conservatory of Music; Candidacy for the Ph.D. in Romance Languages and Literatures, University of California, Berkeley. |
| **AITKEN, SALLY S., 1989**  
Instructor Fashion Design and Apparel Technology  
B.S. Design, University of California, Davis.  
Professional Certification with the Academy for Leadership Training and Development.  
Additional graduate study, University of Nebraska, Lincoln.  
Experience developing industry/education partnerships, workforce preparation and integrated curriculum. |
| **ALLEN, GREGORY, 1999**  
Instructor in Mathematics  
B.S. in Mathematics, San Jose State University.  
M.A. in Mathematics, San Jose State University. |
| **ANDERSON, JOANE, 1980**  
Instructor in Mathematics  
B.A. in Mathematics, University of New Hampshire; M.A. in Mathematics, University of California, Berkeley. |
| **ANDREWS, PATRICIA, 1990**  
Instructor in Political Science  
Division Chair, Social Science  
B.A. in Social Science, San Jose State University;  
M.A. in Social Science, San Jose State University; M.A. in Political Science, San Jose State University. |
| **ANTHONY, ROBERT, 2000**  
Instructor in Digital Media  
B.F.A. in Advertising Design, Art Centre College of Design. |
| **AQUIOLONIUS, CHRISTINA B., 1984**  
Instructor in Mathematics  
B.A. in Mathematics, University of California, Santa Cruz;  
M.A. in Mathematics, University of California, Santa Barbara;  
Ph.D. candidate in Education, University of California, Santa Barbara; additional graduate study at University of California, Berkeley. |
| **ARAGON, GINNY, 1988**  
Counselor  
B.A. in Social Science, Colorado State University;  
M.A. Guidance and Counseling, Adams State College. |
| **AUFHAUSER, KIM, 1991**  
Instructor and Department Chair  
Park Management  
B.S. in Wildlife Management, Humboldt State University; M.A. in Experienced-Based Leadership Training and Program Development, Prescott College. National Park Service Ranger (16 years); EMT; Extensive experience in mountaineering and technical climbing, wilderness travel, providing extended medical care in remote settings, ground search and technical rescue. |
| **BARTA, GAIL ANN, 1991**  
Instructor in English as a Second Language  
B.A. in French, Eastern Illinois University; Diplome Annuel, University of Paris; MATESL, University of Illinois, Champagne-Urbana; Certificate in Management Effectiveness, University of Southern California. |
| **BENKOSKI, STANLEY J., 1999**  
Instructor of Mathematics  
B.A. in Mathematics, University of California, Riverside; M.A. in Mathematics, California State University, San Diego; Ph.D. in Mathematics, The Pennsylvania State University. |
| **BERLANI, ROBERTA, 1993**  
Instructor in Biology  
B.S. in Biology, Yale University; Ph.D. in Biological Sciences, Columbia University. |
| **BLASBERG, STEVEN, 1980**  
Instructor in Mathematics  
B.S. in Mathematics, Stanford University; M.S. in Mathematics, M.A. in Education, M.S. in Computer Science, Stanford University; additional graduate study, San Jose State University. |
| **BONNET, JANICE M., 1977**  
Librarian  
B.A. in English and Education, University of Oregon; M.L.S. in Librarianship, University of California, Berkeley; M.A. in Education-Instructional Technology, San Jose State University; Ed.D in Higher Education, Administration, University of Southern California. |
| **BOUDEAUX, PAULETTE, 1990**  
Instructor in English  
B.A. in Journalism, Northeastern University, Boston; M.F.A. in English and Creative Writing, Mills College. |
| **BOWERS-GACHESA, WENDY, 1999**  
Instructor in Nutrition Studies  
Bachelor's in General Studies (BGS), University of Michigan; Master of Public Health Nutrition (MPH), University of North Carolina, Chapel Hill; Registered Dietitian (RD), American Dietetic Association. |
| **BRUECKNER, HEIDI, 2000**  
Instructor in Art  
B.A. Art History and B.A. Studio Art, University of Santa Cruz; M.S.A., University of Kansas. |
| **BUENDIA-BANGLE, ANGELICA E., 1993**  
Counselor/Instructor  
B.S. in Organizational Behavior, University of San Francisco; M.A. in Counseling, San Jose State University; additional doctoral study, Organization and Leadership, University of San Francisco. |
| **BURRILL, LEIGH, 2004**  
Instructor, English  
B.A. in English, St. Mary's College; M.A. in English, University of Vermont. Taught two years at UVM and have been at WVC 4 years. |
| **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/Instructor  
A.A., Liberal Arts, Orange Coast College; B.A., Journalism, Public Relations Emphasis, Humboldt State University; M.S.W. Master of Social Work, Clinical Concentration, Children, Youth and Families Emphasis, San Diego State University. Licensed Clinical Social Worker. |
| **CALLNER, JAMES, 1986**  
Instructor in Theatre Arts  
B.A. in Radio/TV/Film, M.A. in Theatre Arts, San Jose State University. |
| **CAREY, KELLY, 1996**  
Instructor in Computer Applications, Digital Media and Internet Services  
B.A. in Organizational Behavior, MPHCD 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. |
| **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. |
| **CIRIULO, DON, 1995**  
Instructor in Philosophy  
B.A. in Philosophy and English, San Jose State University; M.A. in Philosophy, San Jose State University. |
| **CISNEROS, REBECCA, 1999**  
Instructor in English  
B.A. in English, St. Mary’s College; M.A. in English, University of Vermont. Taught two years at UVM and have been at WVC 4 years. |
| **CLARK, ALYSON, 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 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 DESP, Learning Specialist
A.A. in Social Science, Canada College; B.A. in Liberal Arts, California State University Chico; M.A. in Education with emphasis in Special Education, Santa Clara University.

CORNEJO, ROBERT, 2002
Instructor in Music
B.A. Music, in Composition, University of British Columbia; Professional Development Program, Teacher Certification, Simon Fraser University; M.A. Mus. In Choral Conducting, Central Washington University.

CROSBY-LUNDIN, ANNE, 2001
Lab Faculty Specialist, SEP
B.A. in History, Oberlin College; B.A. in East Asian Studies, Oberlin College; MIS in Information Science Indiana University at Bloomington.

CRUMLEY, MAXWELL, 1991
Instructor in Photography/Lab Faculty Specialist
M.A. in Instructional Technology, San Jose State University.

CRUZ, CHRISTOPHER, 1998
Instructor in Park Management
B.A. Spanish Culture and Civilization, Indiana University; M.A. Environmental Studies, Prescott College; Additional Graduate work in Public Administration, Florida International University; 22 years as National Park Resource Protection Ranger; 2 years with Miami-Dade County parks.

CRIER, CHRISTOPHER, 1997
Instructor in Art
B.A. in Art, C.S.U. Stanislaus, M.F.A. in Computers in Fine Art, San Jose State University.

CUBIE, MICHAEL, 1993
Counselor
B.A. in Philosophy, San Jose State University; M.S. in Clinical Psychology, San Jose State University; Ph.D. in Psychology, Wright Institute at Berkeley, California Community College Credentials in Basic Education, Psychology, Counseling, and Supervision.

DE BARLING, ANA MARIA, 1994
Department Chair
Instructor in Foreign Language
Undergraduate Studies in Spanish, Universidad Complutense de Madrid, Spain; B.A. in Spanish Language, San Jose State university; MA in Spanish American Literature, San Jose State University, 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.

DEDEN, TOM, 2002
Instructor in Sociology
B.S. in Business Administration, University of Southern California; M.A. in Sociology, University of Michigan, Ann Arbor.

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.

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.; Counseling (concentration P.P.S. and M.F.C.C.); M.S. in Marriage, Family and Child Counseling for M.F.C.C. Licensure, 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.

FINCH, JEAN, 2004
Counselor, Disability and Education Support Program
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.

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, Saint Mary's College of California; Certifed Medical Assistant (CMA), Registered Medical Assistant (RMA) and Nationally registered Phlebotomy Technician (NRP).

GARCIA-SCHEPER, MARIA 1999
Counselor
B.S. in Business Administration, concentration in Management; San Jose State University; M.A. in Counseling Education, San Jose State University.

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.

GARRY, MICHELLE, 2004
Instructor in Biology
B.A. in Biology (Botany concentration) Sonoma State University; Ph.D. in Plant Biology, University of California, Davis.

GEORGE, FRED, 1996
Instructor in Computer & Information Systems
B.S. in Engineering with an emphasis in Computer Science, San Jose State University; M.S. in Engineering, Santa Clara University.

GERZANICS, JANINE, 2000
Instructor in Journalism/English

GIBSON, LINDA, 1990
Instructor in Adapted Computer Technology, DESP
B.A. and M.A. in Speech-Language Pathology, San Jose State University; additional Graduate work, University of Nebraska, Lincoln.

GIBSON, TOMMY, 2001
Instructor in Photography/Dept. Chair
A.S in Photography, West Valley College; additional work San Jose State University; Additional course work in Photography and Instructional Technology at San Jose State University and University of California, Santa Cruz.

GOLAW, TINA, 1999
Instructor in English
B.A. in English, Santa Clara University; M.A. in American and British Literature with a minor in Jewish American and Holocaust Literature, Kansas State University; Credential in Technical Writing, Kansas State University.

GOLBETZ, TOM, 1998
Counselor
B.A. in Psychology, UC Santa Barbara; M.A. in Counseling, San Diego State University; additional graduate study, University of California, San Diego.

GRAY, DULCE, 2004
Instructor in English
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.

GUZMAN, RON, 2002
Instructor in Art
B.A. in Studio Art/Art History, Sonoma State University; M.A. in Pictorial Arts, San Jose State University; M.F.A. in Pictorial Arts, San Jose State University.

HANCE, 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.

HANNIGAN, JOHN, 2002
Instructor in Communication Studies

HARRIS, LENORE, 2002
Instructor in English
B.A. in Social Science, University of California, Berkeley; M.A. in Writing, University of San Francisco.
JAVAN, FARANEH, 1998
Instructor in Health Care Technologies
MD, Tehran
Tehran University, Tehran/Iran

JUAREZ, STEPHEN, 2002
Instructor in History
A.A. In History, Riverside Community College;
B.A. in European History, University of California,
Riverside; M.A. in European History, University of
California, Berkeley; ABD in U.S. History, Stanford
University; additional graduate study in European,
U.S. History at Yale University.

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.

KEA, JANIS Y.F., 2002
Instructor in Economics/Dept. Chair
B.A. with Distinction in Economics, University of
Hawaii, Manoa; M.A. in Economics, University of
Hawaii, Manoa; Ph.D. in Economics, University of
Hawaii, Manoa.

KELLY, TIMOTHY, 2002
Instructor in History and Political Science
B.A. in History, University of California, Irvine;
M.A. in U.S. Area Studies (Politics and Foreign
Policy), Institute of United States Studies,
University of London; Ph.D. in U.S. History,
University of California, Irvine.

KENSTOWICZ, JOSEPH A., 1970
Instructor in Mathematics
B.A. in Mathematics, San Jose State University;
M.S. in Mathematics, California State University,
Hayward.

KERWIN, JENNIFER, 1996
Instructor in Physical Education,
Soccer Coach
B.S. in Physical Education and Athletic Training,
Cal State Fullerton, Buffalo, New York; M.S. in
Physical Education and Health, University of
New Mexico.

KIM, YANGHEE, 1997
Librarian
B.A. in Education, Yonsei University (Seoul,
Korea);
M.L.S. in Library Science, Kent State University

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.

LAXIER-FARELL, MEG, 1994
Instructor in Communication Studies
B.A. in Speech Communication with Minor
in Broadcast Journalism, San Diego State
University; M.A. in Communication Studies, San
Jose State University.

LILY, JANE, 2004
Instructor in Interior Design
B.Sc. in Design with Interior Design
Concentration, University of California at Davis;
Master of City and Regional Planning - Urban
Design Option, College of Architecture and
Environmental Design, California Polytechnic
State University.

LIN, LUNG-YEE, 2004
Instructor in Physics
B.S. in Physics and M.S. in Physics, State
University of New York, Albany.

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.

LOUDEBACK, PATRICIA, 2001
Instructor in Health Education
B.S. in Health Science and Physical Therapy,
California State University, Northridge; Master
in Public Health (MPH) in Health Education,
San Jose State University; Registered Physical
Therapist (PT), American Physical Therapy
Association; Certified Health Education Specialist
(CHES), National Commission for health
Education Credentialing.

LOWRY, JULIE, 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.
MAIA, JULIE, 1990
Instructor in English
B.A. in Language Arts, Laney College; B.A., M.A. and C.Phil. in English Literature, University of California, Berkeley.

MALTHUS-ONN, ANN, 1981
Coordinator, Honors
Instructor in Physical Education and Dance
B.A. in Anthropology, Stanford University; M.A. in Education—Dance, Stanford University; additional graduate study, Tel Aviv University, University of California, Santa Cruz.

McCANN, STEVEN, 1997
Instructor in Physical Education
Martial Arts
B.S. in Business Administration with a concentration in Accounting, San Jose State University; M.A. in Physical Education with a concentration in Biomechanics, San Jose State University.

MCGINLEY, LEANN, 2001
Assessment Coordinator
B.A. in Psychology, Goucher College; M.A. in Psychology, University of Delaware; Ed.D. in Organization and Leadership, University of San Francisco; additional graduate study at California State University, Hayward.

McINTOSH, JEAN, 2002
Instructor in Digital Media/Internet Services
B.A. in Sociology, University of Saskatchewan, Canada; B.F.A., in Digital Graphics, Hayward State University.

MENDELSONH, 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; CTRI & AGI, Federal Aviation Administration; additional graduate study in Mechanics, MIT, Cambridge, Massachusetts; Santa Clara University, Planetarium Professional, Alexander F. Morrison Planetarium at the California Academy of Sciences, Charles F. Hagar Planetarium at San Francisco State University, Holt Planetarium at the Lawrence Hall of Science, Minita Planetarium at De Anza College.

MILLER, CHERYL, 1995
Instructor in DEEP, Learning Specialist
B.A. in Speech Pathology and Audiology, University of Vermont; M.A. in Speech and Language Pathology, Northwestern University.

MILLS, MARYANNE, 2004
Librarian

MIN, KYUNGH (KAE), 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 Wayne State University, Detroit, Michigan. Additional graduate study, Pacific Oaks College.

MORGAN, ALEX, 1997
Instructor in Computer Applications
Lab Faculty Specialist
B.S. in Business and Computer Science, Roosevelt University.

MURPHY, DON B., 1968
Instructor in Sociology
B.A. in Sociology, San Jose State University; M.S. in Sociology, San Jose State University; additional graduate study in Anthropology and Education, San Jose State University; University of Colorado; and University of California, Santa Cruz. Fuel Consultant with the United States Government.

NASH, CAROLYN, 1981
Counselor
B.A. in Social Science, San Francisco State University; M.S. in Counseling, California State University, Hayward; additional graduate study, University of California, Berkeley; Golden Gate University.

NORRIS, NATHAN, 1996
Instructor in Biology
B.S. in Aeronautics, San Jose State University; M.A. in Biology (Physiology), San Jose State University; additional graduate study, University of Washington.

OGLE, DAVID, 1973
Instructor in Art
A.A. in Art, Contra Costa College; B.A. in Art, Ceramics, San Jose State University; M.A. in Art, Sculpture, San Jose State University; additional graduate study, San Jose State University, San Francisco State University.

ORTEGA, PABLO, 2002
Counselor
B.A. in Government, Saint Mary's College of California; M.A. in Education, University and College Counseling, San Jose State University; Pupil Personnel Service Credential, San Jose State University.

ORTEGA, SYLVIA, 2004
Instructor in Art
B.A. in Spanish, Special Emphasis in Ethnic Studies, Santa Clara University; M.A. in Teaching English as a Second Language, San Jose State University.

OVERSTREET, SUZANNE, 1995
Department Chair
Instructor in English as a Second Language
B.A. in English, Texas A & M University; M.A. in Teaching ESL, University of California, Los Angeles.

PANO, LESLIE, 1996
Instructor in Child Studies
A.A., Early Childhood Education from West Valley College B.A., Computer Mathematics from San Jose State University, M.A. Human Development from Pacific Oaks College.

PAPE, RONALD, 2001
Instructor in English
Antelope Valley College; B.A., California State University, Northridge, M.F.A., Louisiana State University; Ph.D. A.B.D., Louisiana.

PAVAN, CAROL, 2001
Counselor
A.A., 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.

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, CELINE, 1998
Instructor in Interior Design
B.Sc. P. and M. Sc. A., University of Montreal, Ph.D. Architecture, University of Wisconsin-Milwaukee, Certified Interior Designer, IDEC, IIDA, ACADIA.

PIROFSKI, FLORENCE, 1981
Instructor in Child Studies
B.A. in Anthropology and Sociology, Queens College of the City University of New York; M.A. in Early Childhood Education, Columbia University, Teacher's College; Ph.D. in Psychological Studies in Education, Stanford University.

PROUDFOOT, BILL, 1994
Librarian
B.S. in Business Administration/Industrial Management, California State University, Sacrament; M.L.S. San Jose State University; TESL Certification, University of California Extension, Santa Cruz; additional graduate study in Geographic Information Science, San Jose State University.

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 Psychology, University of San Francisco; additional graduate study, University of California, Santa Cruz; University of California, Berkeley; Certification in Advanced Relapse Therapy (RPT).

ROMER, NANCY, 1996
EOPS Coordinator
B.A. in English, Cal Poly, San Luis Obispo; M.S. in Therapeutic Recreation, San Jose State University; Certified Family Wellness Instructor.

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

RYAN, DAVID, 2004
B.A. in Comparative Literature, minor in French, University of California, Irvine; M.A. in English, Certificate in Teaching English as a Second Language, Holy Names College; adult teaching credential in ESL/Basic Skills.

SCHLUTER, SUSAN, 1997
Instructor of English
B.A. in Literature, University of California; Santa Cruz; MFA in English, University of Massachusetts Amherst Teacher Consultant for San Jose Area Writing Project.

SELLECK, SYLVIA A., 1975
Counselor
B.A. in Journalism, California State University, Fresno; M.S. in Rehabilitation Counseling, California State University, San Francisco.

SHAGOURY, RICHARD, 1995
Instructor in Chemistry
A.S. in Chemical Engineering, Franklin Institute of Boston; B.S. in Chemistry, Suffolk University; M.S. in Organic Chemistry, Boston College; M.S. in Medicinal Chemistry, Northeastern University; additional graduate study at University of the Pacific, Stockton.

SHIN, O0 KYUNG, 2000
Department Chair/Instructor in Fashion Design and Apparel Technology
B.A. in Fashion Design, ChungNam National University, Korea; M.A. in Fashion Merchandising, California State University, Los Angeles.

SHUE, TERRY, 1997
Instructor and Department Chair, Child Studies
Master of Human Resource and Organizational Development, University of San Francisco; B.A. in Speech Pathology and Audiology, San Diego State University.

SILVEIRA, GASPAR, 2002
Instructor in Physical Education
B.S. in International Business, Chico State University; M.S. in Physical Education, Saint Mary’s College of California

SKAIFE, LINDA, 2001
Instructor in Foreign Languages
B.A. in History, University of California, Davis; One year undergraduate study, Université de Bordeaux, Bordeaux, France; M.A. French, California State University, Sacramento; additional graduate study, Claremont Graduate School.

SMITH, JAMES E., 1993
Instructor in Administration of Justice
A.A. in Administration of Justice, Moorpark College; B.S. in Public Administration, Pepperdine University; M.A. in Communications, Pepperdine University; Malibu, Retired Los Angeles County Sheriff’s Department.

SMITH, SUSAN, 2000
Instructor in Reading
B.A. in English and minor in French, Butler University, Indianapolis, Indiana; M.Ed. in Education with an emphasis in reading, Kutztown University, Kutztown, Pennsylvania; additional graduate work in English, Indiana University.

SVENSSON, PETER, 2000
Instructor of Biology
B.S. in Biology, University of Lund (Sweden), M.A. in Biology, University of California, Santa Cruz.

THELIN, PETER, 1970
Instructor in Economics
B.S. and M.S. in Agricultural Resource Economics, University of California, Berkeley; additional graduate study, San Jose State University; University of California, Santa Cruz. Extension. Doctoral coursework completed in ARE, University of California, Berkeley.

TORRES, CARMEN, 1990
Instructor in English
B.A. in English, San Jose State University; M.A. in English, University of California, Berkeley; postgraduate studies at Stanford University, University of California, Santa Barbara, University of California, Santa Cruz; additional studies abroad in Spain at the Fundacion Jose Ortega Gasset, University of Minnesota.

WAGNER, JENNIFER, 2002
Instructor in English
B.A. in English, University of California, Los Angeles; M.A. in Teaching of Writing, Humboldt State University; M.A. in Literature, Humboldt State University (forthcoming).

WALLACE, KAREN, 1985
Instructor in English
B.A. in English, Pacific Union College; M.A. in English, Loma Linda University; additional graduate study in Women’s Studies at Stanford University and the University of California, Santa Cruz; in Theology at the Graduate Theological Union.

WASSERBAUER, ANN MARIE, 1994
Instructor in English as a Second Language
B.A. in History and German, Xavier University; German Studies, Universität, Augsburg, Germany; M.A. in TESOL, Monterey Institute of International Studies.

WATSON, BRUCE, 1990
Instructor in Physical Education, Aquatics Director, Water Polo and Swimming Coach
B.S. in Physical Education, San Jose State University; M.A., in Education, National University; graduate study in Human Performance, San Jose State University.

WEINER, SUSAN A., 1970
Instructor in Chemistry
B.S. in Chemical Engineering, Technical University of Budapest, Hungary; M.S. in Physical Chemistry, New York University; additional graduate study; San Jose State University.

WEISBERG, BRAD, 1997
Instructor in Theatre Arts
A.A. in theatre Arts, Crafton Hills College; B.A. in Dramatic Literature/Theatre Arts, CSU San Bernardino; M.A. in Theatre History, San Diego State University. Professional Affiliation with the La Jolla Playhouse and Repertory Company.

WEISS, BETTY, 1994
Instructor in Mathematics
B.S. in Mathematics, Carnegie-Mellon University; M.S. in Mathematics, New York University; additional graduate study, University of California, Los Angeles.
WHITNEY, WILLIAM E., 1966
Instructor in Political Science
B.A. in Political Science, University of California, Berkeley; M.A. in Government, West Texas State University.

WILCZAK, JAMES, 1984
Instructor in Mathematics
B.S. in Mathematics, University of Illinois; M.S. in Mathematics, DePaul University; M.S. in Statistics, Stanford University; M.A. in Higher Education, U.C. Berkeley.

WONG, REBECCA, 1994
Instructor in Mathematics
B.A. in Mathematics and Psychology, University of California, Santa Barbara; M.S. in Teaching Mathematics, Santa Clara University; additional graduate study, University of California, Santa Barbara.

YUKAWA, PATRICIA A., 1989
San Jose State University.

YOKAWA, DANNY, 2004
San Francisco State University.

WONG, WANDA, 1980
B.A. in Home Economics/Psychology, San Jose State University; M.Ed. Counseling and Psychology, San Francisco State University; National Certified Counselor; additional graduate study, Fielding Institute.

WORLEY, JOAN, 1984
Instructor in Physical Education (for Physical Therapy), University of California, Berkeley; M.A. in Counseling, San Francisco State University.

WONG, WANDA, 1980
A.A., Canada Community College; B.S. in Physical Education and Psychology, San Jose State University; M.A. in Special Education, San Francisco State University.

YOKAWA, DANNY, 2004
Instructor in Physical Education, Basketball Coach
A.A. in International Relations and Japanese, University of California, Davis; M.S. in Kinesiology, San Jose State University.

YUKAWA, PATRICIA A., 1989
Counselor/Instructor
B.A. in Home Economics/Psychology, San Jose State University; M.Ed. Counseling and Guidance, University of Arizona; M.S.W. Social Welfare, University of California at Berkeley; additional graduate study at the University of Essex, England.

## Emeriti Administration and Faculty

(Dates indicate year of employment and year of retirement)

ANDERSON, VERONESE M.
Counselor/Instructor/Transfer (1976-2002)

ALLMAN, WILLIAM
Counselor (1969-1992)

ARNOLD, R. E.
Dean of Campus Facilities (1963-1971)

AUMACK, GORDON
Dean of Instruction (1964-1976)

BARNIKEL, FREDERICK G., 1970-2002

BARRETT, GORDON E.
Instructor in English (1970-2003)

BENNETT, PATRICIA
Dean of Human Resources Mgmt. (1967-1993)

BENSON, BART
Instructor in English (1967-2001)

BERRY, SANDRA M.
Instructional Computer Lab Faculty (1966-1992)

BLAIR, JOAN
Instructor in Home Economics (1975-1994)

BLANKENSHP, DON M.
Instructor in English (1965-1996)

BONE, LANA
Instructor in Accounting (1968-2003)

BONIFILIO, JOSEPH F.
Counselor (1969-1992)

BONNET, PAUL
Instructor in Accounting (1969-1999)

BORDI, STEPHEN W.
Instructor in Physical Education (1968-2002)

BRADLEY, JACK
Instructor in Psychology (1964-1984)

BRAINARD, DAVID G.
Instructor in Business (1981-1993)

BULLOCK, TOM
Instructor in Astronomy (1969-1998)

BURNS, WESLEY A.
Instructor in Art (1971-2002)

BURTON, ROBERT

CADENA, AL
Instructor in English (1969-1989)

CAMPBELL, DOUGLAS

CAMPBELL, WILLIAM H.

CASPER, MARY H.
Instructor in English (1968-1992)

CEFALONI, DONALD
Instructor in Mathematics (1969-1993)

CHAMPION, GEORGE W.
Instructor in Music (1977-2003)

CHAO, TERENCE T
Instructor in Art (1980-2000)

COLSON, KENNETH M.
Instructor in Anthropology (1967-2003)

CONSTANT, GWENDOLYN
Instructor in English (1969-1994)

CORRIGAN, PHYLLIS
Instructor in English (1964-1991)

CRANDALL, JERRY R.
Instructor in English (1964-1991)

CUMMINS, LOWELL W.
Instructor in History (1966-1993)

CURRAN, HENRY G.
Instructor in English (1970-1992)

DAKE, DONETTE
Instructor in Computer Application and Digital Media/Internet Services (1965-2004)

DAVIS, JOE E
Instructor in Music Education (1966-2001)

DONNE, MARY C.

DOUGHERTY, KATHRYN
Instructor in Music (1969-2002)

DREYFOUS, LEW
Instructor in Business and Accounting (1966-1983)

DUQUETTE, WILLIAM

EATON, JUDITH
Instructor in Court Reporting (1967-2000)

EDMAN, ARNOLD
Dean of Guidance and Counseling (1964-1974)

ESCOTT, CHARLES

EWING, DAVID
Instructor in Court Reporting (1977-1997)

FISH, DUANE W.
Instructor in Chemistry (1969-1995)

FLEMING, JOHN
Instructor in English (1964-1986)

FOERSTER, DONALD
Instructor in Chemistry (1984-1994)

FOGGIATO, RUTH
Instructor in Medical Records Technology (1974-1982)

FONTAN, LYDIA C.
Instructor in English (1981-2003)

FREE, JOY
Instructor in Physical Education (1969-1999)

FRICKE, ROBERT G.
Instructor in History and Political Science (1964-2003)

GALLUP, THOMAS

GANDEL, FRED J.
Instructor in Music (1975-2001)

GARDNER, KATHRYN M.
Instructor in Reading (1977-1993)

GARREL, HOWARD
Instructor in Chemistry (1967-1998)

GEREDES, THEADORE DEAN
Instructor in History (1963-1993)

GOSS, JAMES H.
Instructor in Mathematics, DePaul University; M.S. in Mathematics, DePaul University; M.S. in Statistics, Stanford University; M.A. in Higher Education, U.C. Berkeley.

GRANT, ROBERT
Instructor in History (1967-1993)

GRAY, WILLIAM D.
Instructor in Business (1971-1993)

GRISHAM, KATHLEEN
Instructor in Accounting (1969-1995)

GREEN, JAMES A.
Instructor in Business Administration (1968-1994)

GRIFFITH, STEVEN
Instructor in Business Administration (1969-1995)

GRUBB, GEORGE
Instructor in Physical Science (1965-1979)
emeriti administration and faculty

Haley, Barron R
Instructor in Biology (1967-2000)

Hall, Hugh
Librarian (1964-1982)

Hampton, CLO ANN

Hansen, James D.
Instructor in Sociology (1969-2001)

Harris, Kent
Instructor in Mathematics/Physics (1980-2003)

Harris, Lydia
Instructor in Child Studies (1976-2000)

Hawks, Doris
Instructor in Vocational Nursing (1969-1979)

Hearn, Lester C.

Herman, Theodore C.
Instructor in Geology (1967-2000)

Hernandez, Josephine
Counselor (1975-1996)

Hopper, Diana,
Instructor in History (1981-1997)

Howard, Laura, M.
Instructor in Court Reporting (1979-1998)

Huls, Harriett N.
Instructor in Biology (1968-1996)

Huston, Vivian
Counselor (1966-1979)

Hunter, Glenna
Instructor in Allied Health and Business (1977-1993)

James, Jane
Instructor in Art (1965-1988)

Jewell, Kenneth
Instructor in Music (1964-1985)

Johnson, Donald M.
Instructor in Psychology (1965-2000)

Johnson, Walter E.
Instructor in English (1965-1991)

Kahn, Carolee
Instructor in Computer Application and Digital Media/Internet Services (2000-2003)

Kanner, Lee C.
Instructor in Mathematics (1981-1995)

Kelkenberg, Sharon
Coordinator, Student Health Center (1977-1999)

Keremitsis, Dawn K.
Instructor in History (1965-1991)

King, Linda B.
Instructor in Anthropology (1971-2004)

Kingsley, Weston H., Jr.
Instructor in Technical Drafting (1964-1993)

Kursar, Edward R.
Instructor in Foreign Languages (1968-1996)

Law, Virginia L.
Instructor in English (1970-1992)

Lawlor, Joann
Instructor in Speech (1968-2002)

Lea, Barbara

Leary, Michael
Instructor in Photography (1972-2003)

Ledwith, Beverly E.
Instructor in Information Systems (1968-2000)

Lewis, Carolyn
Instructor in Reading (1979-1998)

Livingstone, Joseph T.
Counselor (1964-1998)

Lianides, Sylvia P.
Instructor in Biology (1975-1996)

Lorimer, Michael

Lorson, Katherine
Instructor in Allied Health (1974-1995)

Lodi, Edward A
Instructor in Mathematics (1965-1998)

Lunde, Arne
Instructor in Foreign Languages (1969-1987)

Mandell, Joseph D.

Markum, Joseph A. Jr.
Instructor in Electronics (1965-1990)

Martinez, MAC
Instructor in Spanish (1964-1986)

McCracken, Betty
Instructor in Business (1966-1988)

McGoldrick, Larri
Student Health Coordinator (1979-1987)

Miller, George
Instructor in Real Estate (1969-1994)

Mich, Edward C.
Instructor in Business (1976-1998)

Mortensen, Gwenna
Counselor (1965-1987)

Morris, L. Ronald
M.S., Instructor in Biology (1968-1999)

Mounteer, K. Gene
Instructor in English (1969-1994)

Mowatt, William D
Instructor in English (1969-1998)

Neremberg, Lillian
Instructor in Political Science (1965-1999)

Nyquist, Gene
Instructor in Physical Education (1967-1989)

O'Brien, Betty
Instructor in Reading (1985-1994)

O'Brien, Paul
Instructor in Chemistry (1978-1998)

Orrett, Kenneth
Instructor in Art (1964-1986)

Orton, George
Instructor in English (1970-1993)

Ott, Bill
Counselor (1965-1997)

Parsons, Alice
Instructor in Physical Education (1966-1980)

Pearce, Frank
Instructor in Biology (1981-1999)

Pease, Jack G.
Instructor in Mathematics (1964-1992)

Peckham, Donald
Instructor in Physical Education (1969-1988)

Perry, William J.
Instructor in Business (1976-1993)

Peters, Edward
Instructor in Chemistry (1965-1987)

Plutynski, Linda
Instructor in English (1993-2003)

Poley, George
Instructor in Chemistry (1964-1978)

Pomposo, Tom
Instructor in Foreign Languages (1966-1993)

Prucha, Isabel
Librarian (1975-1996)

Rankin, John
Instructional Lab Faculty (1982-1992)

Reasons, Don
Instructor in Geography (1964-1987)

Reed, Judy
Instructor in Court Reporting (1978-1995)

Ricksecker, Earl
Counseling (1978-2000)

Rinehart, Ann
Instructor in Art (1975-1988)

Rivera, Michael
Counselor (1969-1987)

Roizen, Moises
Instructor in Art (1971-2002)

Root, James F.
Instructor in Physical Education (1972-2002)

Rose, Richard G.

Russell, Robert G.
Instructor in Mathematics (1964-1993)

Sabin, Peter S.
Instructor in Architecture (1975-1993)

Schwendinger, Dick
Instructor in Physical Education (1964-1987)

Scott, Marvin
Instructor in Music and Humanities (1965-1977)

Seefeldt, Gunter
Instructor in Foreign Languages (1969-1993)

Sequist, Jack

Sendeney, Jack C.

Sherwood, Patricia, 1978
Instructor in Art (1978-1998)

Simms, Claudine H.
Instructor in Physical Education (1969-1996)

Smith, DeBoy D.
Instructor in Biological Science (1964-1978)

Smith, Thomas A.
Instructor in Park Management (1964-1991)

Smith, Jim

Smith, Lester
Instructional Dean (1969-1985)

Soins, Fiona I.
Instructor in English (1968-2003)

Staley, Hugh
Counselor (1964-1976)

Stewart, Toshiko
Librarian (1974-1997)

Stewart, William E.
Instructor in English (1970-1996)

Stillwell, Donald F.

Stoner, Donald A.
Instructor in Biology (1964-1992)

Stranggaard, Torben
Instructor in Interior Design (1976-1988)
Staff

ARAGON, SHAUNA, 2001
Office Coordinator, Child Studies Office, Child Development Center and the Foster Kinship Care Education Program
B.S. Organizational behavior, University of San Francisco; A.S. in Child Studies, West Valley College; Early Childhood Certificate of Merit, Early Childhood Education Certificate of Proficiency I and II, Early Childhood Program Director Certificate, West Valley College.

AUSTIN, BONNIE, 2001
Business Manager/Development Specialist, Small Business Development

BABAKAN, AZAR, 2001
Senior Administrative Assistant, Admission and Records, Student Services Office

BALDWIN, DANIEL, 1998
Student Services Technician, Financial Aid

BATEH, CHRIS, 2001
Mobility Assistant/Tram Driver, Disability Education and Support Programs

BECK, RITA, 1998
Student Services Technician, Admissions & Records

BERTANI, DIANE, 2001
Student Services Technician, Admissions and Records

BROSAMER DONNA, 1986
Supervisor, Counseling Office

BROWDER, PATTI, 1990
Instructional Assistant, Adaptive, Physical Education B.S. San Francisco State University

BUTTERFIELD, COLLEEN, 1995
Office Coordinator, Senior, Student Services, Disability Education and Support Programs

CANTARERO, MARITZA, 1995
Financial Aid Supervisor, Financial Aid

CARDENAS, ALICIA, 2002
EOPS Specialist
B.S. Administration of Justice and Minor in Sociology, San Jose State University; M.A. Counseling Education, San Jose State University

CARREIRO, MICHELLE, 2004
Library/ Media Technician, AA in Library Technology Science, Foothill College

CARTER, GERALD, 1989
Performing Arts Technical Director, Theatre Arts

CARTER, SANDRA, 2000
Administrative Assistant, Budget and Planning

CASTROGIOVANNI, ANN, 1986
Office Coordinator, Senior, Language Arts

CHAIMES, VICTORIA, 1998
Child Development Center, Specialist, III

CHOU, JULIE, 2002
Financial Analyst, Budget and Planning

CIPOLLA, PAM, 1978
Senior Administrative Assistant, Library

CLARK, PAULA, 1978
Administrative Specialist, Instruction A.A. in Business, West Valley College

CLOMAN, GARY, 1998
Server Systems Administrator, Information Technology & Services

CRUMB, LINDA, 2001
Senior Administrative Assistant, CPTAC

CUMMINGS, CECILE, 2000
Career Placement Advisory, Career Education

DALEY, STACI, 2001
Senior Office Coordinators, Physical Education

DAY, JAY, 1974
Maintenance Custodial Worker, Campus Center

DE LOS SANTOS, CAROLYN, 2001
KSAR 15 Community Access Coordinator/TV Producer; Learning Resources A.A. in Liberal Arts, West Valley College; B.A., Radio & Television, San Francisco State University.

EPPELY, TERRY, 2001
Program Specialist, Counseling A.A. in Math and A.S. in Physics, West Valley College

FRANKLIN, MARTA, 2000
Student Services Technician, Financial Aid

GAGLIASSO, LAURA, 1998
Specialist III, Child Development Center 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

GUTIERREZ, LUIS, 2002
Microcomputer Technical Specialist

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.

HAWKINS, RANDAL, 1988
Instructional Assistant-Music B.M. Furman University; D.M.A. in Music, Peabody Institute of the Johns Hopkins University.

HAYSILP, BARBARA, 1987
Executive Assistant, Instruction Office A.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

Hazen, Grace, 1984
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. Program Attendant

Johnson, Kenneth, 2002
Instructional Lab Technician, Art

Johnson, Michael, 1999
Instructional Lab Technician, Art
B.S. in Engineering Mathematics, Tulsa University; M.S. in Applied Mathematics, North Carolina State University; Postgraduate study in Art, University of California, Santa Cruz.

**JONES, CARL, 1989**  
Graphic Designer, Instructional Development  
B.A. Rhetoric/Communications, University of California Davis; M.A. in Special Education, San Jose State University; M.A. in Educational Counseling, San Jose State University; Additional Extension courses in Graphic Design, University of California, Santa Cruz

**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**  
Office Coordinator, Campus Center

**LANE, PETER, 1994**  
Instructional, Lab Technician, Science Biology  

**LANGWORTHY, TERESA, 1995**  
Office Coordinator, Senior, Fine Arts

**LAPLANTE, KIMBERLY, 2001**  
Office Coordinator, ECPS

**LAUTERMILCH, JANE, 1996**  
Student Services Technician, Admissions & Records

**LEE, DEREK (RICK), 1992**  
Senior 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

**LOPEZ, MARIA, 1995**  
Admission & Records, Financial Aid Advisor, Financial Aid

**LUDWIG, SCOTT, 2000**  
TV/AV Operations Coordinator, Television Operations  
B.A. in Journalism, San Francisco State University; Additional graduate study, California College of Arts and Crafts, Oakland; University of California Extension, Santa Cruz.

**MACIEL, ELIZABETH A., 1998**  
Senior Administrative Assistant, Community Education  
B.S. in Business, University of Phoenix

**MACIEJ, DENNIS, 1992**  
Coordinator of Equipment for Athletics and P.E.  
A.A. Degree, Los Angeles Pierce College; B.A. in Geography, California State University Northridge.

**MAGELES, GEORGE, 2002**  
Community Resource Coordinator, Student Health Services. Program Coordinator, C-DAAP Program, Community Education.  
B.A. in Psychology, University of Southern Maine Certificate in Alcohol and Drug Studies, San Jose City College. Certified Addiction Treatment Specialist (CATS), by California Association of Alcohol and Drug Educators (CAADE).

**MARANDINO, CORA, 1989**  
Administrative Specialist-Personnel, Presidents Office

**MASSEY, JOANNE, 1999**  
Student Services Technician, Counseling

**MCCONNELL, REBECCA, 1995**  
Senior Administrative Assistant, Small Business Development Center

**McDEVITT Jr., JOSEPH MICHAEL, 1998**  
Student Recruitment-Supervisor, Student Support Services  
B.A. in Spanish Literature and Government, Skidmore College

**MCMAHON, LORETA, 2001**  
Student Services Technician, Community Education

**MORAN, MARGERY, 1983**  
Graphic Designer, Printing Services

**MURRAY, CAL, 1995**  
Instructional Lab Technician, Chemistry/Physics, Science

**NAVA, ELISA, 1998**  
Specialist III, Child Development Center  
A.A. in Early Childhood Education.

**NAVARRO, JILL, 2003**  
Program Assistant, Community Education

**NERNEY, JEFFERSON, 2001**  
Director, Student Activities, Student Services  
B.A. Management, Saint Mary’s College; M.S. Counseling, California State University; Hayward; M.A. Clinical Psychology, The Wright Institute, Berkeley; Psy.D. Clinical Psychology, The Wright Institute, Berkeley; Post-Doctoral placement, San Mateo County Juvenile Hall Hillscrest.

**NGUYEN, THUONG, 1987**  
Offset Printer, Printing Services

**OGILVIE, BARBARA, 1998**  
Supervisor, Admissions & Records

**OLMOS, SHERRY, 2001**  
Senior Office Coordinator, Business

**ORTIZ, SANDRA, 2002**  
Instructional Lab Assistant, Language Arts  
B.A., in English, San Jose State University

**OWEN, CASSANDRA, 1988**  
Office Coordinator, Senior, Applied Arts and Sciences  
B.A. in Journalism, University of Montana

**PECH, CHENG, 1996**  
Custodian, Campus Center

**PETERSON, GERI, 1997**  
Senior Administrative Assistant, Career Education

**PHAM, LIEN, 1998**  
Financial Aid Advisor, Financial Aid  
A.S. in Biological Science, West Valley College, Saratoga

**POMPOSO, SIGLINDA, 1988**  
Instructional Assistant, Foreign Language, Language Arts

**PRITCHETT, PAULA, 1975**  
Director of Admissions and Records  
A.A. Degree, West Valley College; Certificate Supervision and Management

**QWN, DIANE W., 1979**  
Library/Media Technician, Library

**RAMIREZ, ELIZABETH, 1990**  
Student Services Technician, Admissions and Records

**REEVES, MARK, 2002**  
Custodian, Campus Center

**REEVES, VICKIE, 2001**  
Educational Testing Specialist, Counseling

**RHoads, CAROLYN, 1991**  
Office Coordinator, Senior, Science/Math  
A.S. in Office Administration, West Valley College

**ROBERTS, KENNETH, 1999**  
Office Assistant, Social Science

**ROBERTSON, MARSHA, 2002**  
Specialist II, Child Development Center  
B.A. in Childhood Development.

**ROBINSON, SHIRLEY, 1971**  
Student Records Advisor, Admissions and Records  
A.S. Secretarial and Office Administration/ Clerical, West Valley College

**ROGERS, BRENDA, 1999**  
Senior Executive Assistant, President’s Office

**RODRIGUEZ, CYNDI, 2001**  
Student Services Account Technician, Admissions and Records.

**SADAT-KHAVI, NASROLLAH, 1992**  
Offset Printer, Printing Services  
B.A. in Microbiology, San Jose State University  
A.S. Printing Technology, Mission College  
A.S. Photography, West Valley College

**SCALETTE, MICHAEL, 1994**  
Program Specialist, Disability and Educational Support Program, Student Services  
B.A. Interdisciplinary Studies.

**SHELBON, SHARON, 2001**  
Office Assistant, Disability and Educational Support Program, Student Services.

**STARKS, PAUL, 1999**  
Assistant Athletic Trainer, Physical Education  
A.A. in Liberal Arts, West Valley College; B.S. in Kinesiology, Cal Poly, San Luis Obispo; M.A. in Kinesiology (Movement Science) San Jose State University; Certified as an Athletic Trainer (ATC) by National Athletic Trainers’ Association; Licensed Physical Therapist Assistant (PTA), and Certified Strength and Conditioning Specialist (CSCC) by National Strength and Conditioning Association.

**SUSELLA, JAYDE, 2001**  
Specialist II, Child Development Center

**SWALES, MARY, 1994**  
Instructional Assistant, Court Reporting

**SYTT, IRINA, 1980**  
Administrative Assistant, Community Education.

**TECHERIA, ELIZABETH, 2003**  
Administrative Assistant, CITD

**TELCH, MELISSA, 2001**  
Program Specialist, Advanced Transportation Technology

**TOM, DAVID, 1989**  
Institutional Research Analyst, Office of Instruction
M.A. in Education and Curriculum Development; M.A. in Social Psychology

TRAN, THUY, 2001
Student Services Accountant Technician, Admissions and Records.

TRINH, TU-LAN, 1997
Student Records Advisor, Student Support Services
A.A. in Business, West Valley College

WALKER, BERNADETTE, 1999
Office Coordinator, Education Transition
A.A. West Valley College; A.S. Mission College, Graphic Design

WATKINS, CYNTIA, 1997
Office Assistant, Office of Budget and Planning
B.S. Community Service and Public Affairs, University of Oregon;

WORLEY, STEVE, 1978
Instructional Assistant, Disability and Educational Support Program, Student Services

ZIPPERER, CECELIA, 1994
Office Coordinator, Senior, Social Science
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