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

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

Board of Trustees
ADRIENNE GREY
President
NICK HEIMLICH
JACK LUCAS, Ph.D
ROBERT T. OWENS
BUCK POLK
CHRIS STAMPOLIS
CHAD WALSH

Chancellor
West Valley/Mission Community College District
PATRICK SCHMIDT, Ph. D.

Catalog Production
Coordinator: Thuy Tran - Production: Max Gault - Cover/Photography: Carl Jones
Dear Students,
I welcome you to West Valley College at the most exciting and challenging time in our history. You have at your fingertips a guide to the academic process and the undertakings of one of the educational jewels of the Bay Area. This guide will help you to better understand our curriculum and majors, graduation requirements, and academic policies and procedures.

However, you will encounter only a glimpse of what makes West Valley College special in this catalog. As you walk through our beautiful campus, meet our talented faculty, sit in our classrooms with fellow students who you will come to call friends, you will sense what is truly the heart and soul of this college. Beyond our vision and values, you will find a community of educators seeking to guide you on your quest for answers and direction. They wait beyond these pages to assist you in your journey to success.

Our campus is at the center of the diverse and rich learning laboratory known as Silicon Valley. Our outstanding faculty have a transformational effect on the social, economic, cultural, and political life of the region and the state and most importantly, on the lives of thousands of students. Our staff and administrators are dedicated to helping you strive for excellence in all your endeavors here and beyond.

As West Valley College president, I am committed to continuing the growth and evolution of this expanding college—increasing its academic quality and reputation, enhancing philanthropy, growing and modernizing the physical campus, and playing a leadership role in the economic success of the city and the region.

I look forward to sharing the journey with you as we both shape our tomorrow from the West Valley College of today.

Sincerely,

Bradley J. Davis, J.D.
President, Interim
# Table of Contents

- Academic Programs 4
- Academic Regulations & Standards (Board Policies) 174
- Admission to the College 174
- Advisory Boards 15
- Advanced Placement Program 14
- Assessment 5, 189
- Associate Degree 11
- Basic Skills/Pre-Collegiate Courses 6
- Calendar 2
- California State University (CSU) 7, 12
- Career Programs 15
- Certificates 8, 9
- Challenges 5
- Complaints 188
- Conduct Code 182
- Counseling 189
- Course Repetitions 15
- Descriptions Of Courses 17
- Faculty 194
- Fees & Charges 173
- Financial Assistance 190
- Graduation Requirements for the Associate Degree 11
- Index 204
- Intersegmental General Education Transfer Curriculum (IGETC) 13
- Matriculation 175
- Pre- and Corequisites 5
- Rights & Responsibilities 181
- Student Support Services 189
- Telephone Numbers 206
- Transfer 4, 5
- Transfer Degrees 10
- University of California (UC) 6
- West Valley College—General Information 3
- West Valley-Mission CCD—General Information 172

**PHOTOGRAPHS:** West Valley College, a non-profit educational institution, reserves the right to use photography, video, and audio recordings of students and visitors, aged 18 and older, taken or recorded on our property or at college-sponsored events for marketing and promotional purposes. Requests and permission to use specific photographs should be made in writing to the attention of: Graphics/Marketing Dept., West Valley College, 14000 Fruitvale Avenue, Saratoga, CA 95070-5698

This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/.
Attention all students: IMPORTANT FEE INFORMATION: Enrollment fees for community colleges are set by the state of California. A fee increase is in effect beginning summer 2012.
West Valley College
Mission Statement
The West Valley College community supports students along their pathways to reach transfer and career goals in an environment of academic excellence.

West Valley College Sustainability Strategic Plan
Our vision is a culture of responsible stewardship.
Our mission is to educate and inspire the West Valley College community to embrace and implement sustainable practices campus wide.

I. Goal I – Educate and Inspire
   a. Objective I – Engage the West Valley College campus community; involve all divisions, departments, staff, faculty, students
   b. Objective II – Invite every department to develop an actionable sustainable mission statement
   c. Objective III – Identify opportunities to implement goals of strategic plan
   d. Objective IV – Develop a feasibility study for certifying every existing building on campus under a recognized certification criteria such as LEED – EBOM category (Existing Building Owning and Maintenance)
   e. Objective V – Carbon counting campus wide
   f. Objective VI – Legislation

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

III. Goal III – Identify Sustainable Practices
   a. Objective I – Navigate and clear competing rules, regulations and policies that affect implementation of sustainable practices
   b. Objective II – Identify the easily implementable practices, i.e., “Pick Low Hanging Fruit”
   c. Objective III – Identify systemic changes that have high visibility

West Valley College Goals 2012 - 2013
GOAL 1
Focus institutional efforts on improving pathways of support to aid in students’ identification and realization of their educational goals.
Objectives
a. Develop and implement comprehensive outreach plan to reduce potential barriers to student success and goal attainment
b. Develop and implement a plan to assess, promote, and strengthen student readiness for college-level coursework.
c. Create structured and international pricication processes and systems extending from pre-application through goal attainment.
GOAL 2
Reduce disparity in student success across ethnic groups.
Objectives
a. Develop a campus action plan to address the achievements gap.
b. Write a Land Corp grant to form a relationship with USC’s Center for Urban Education.
GOAL 3
Organize and align resources to support and sustain an environment of academic excellence.
Objectives
a. Align technology and facility resources to support the college’s 2012-2013 goals, objectives, and implementation strategies.
b. Assess and create a staffing plan to address high need areas and support gaps.
c. Fund a broad professional development program through the collaborative leadership of the staff and faculty development coordinators/committees.
GOAL 4
Complete accreditation self study preparation by December 2013.
Objectives
a. Achieve ACCJC’s standard of sustainable continuous quality improvement for program review by Fall 2012.
b. Achieve ACCJC’s standard of sustainable continuous quality improvement for planning by Fall 2012.
c. Achieve ACCJC’s standard of proficiency for student learning outcomes by Fall 2012.
d. Engage in college-level dialog about and strengthen awareness of accreditation.
e. Complete draft accreditation self study by June 2013.
f. Improve the curriculum review process to ensure currency, compliance with regulations, sound record keeping, and integration of standards of effective curricular practice.

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

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

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

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

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

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

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

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

VIII. Creative Problem Solving
   The student will be able to:
   A. Produce an original creative response that synthesizes research, planning, and practice.
Continuing students, the general education and major requirements for the second degree are those listed in the College catalog for the academic year in which the student first takes courses for the first degree or any subsequent catalog thereafter.

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

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

Catalog Rights for Degree Consideration
Students who maintain continuous enrollment, meaning they attended at least one semester or summer session during the academic year, may choose to graduate under the catalog in effect at the time they first enrolled at West Valley College or any catalog up to the time of graduation. Students who are considered returning students meaning those who did not attend for a year or more before returning to college, must follow the catalog requirements in effect at the time of re-enrollment. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session.

Associate Degree Reciprocity
The West Valley-Mission Community College District has entered into a mutual agreement with seven other community colleges to accept the General Education of these colleges as completed. The participating colleges are West Valley College (Saratoga), Gavilan College (Gilroy), San Jose City College (San Jose), Evergreen Valley College (San Jose), De Anza College ( Cupertino), Foothill College (Los Altos Hills), Chabot College (Hayward) and Las Positas College (Livermore), Ohlone College (Fremont). Students who obtain a "certification of completion of Associate Degree General Education" or complete an Associate Degree at any one of the participating colleges will have both their General Education course work and graduation proficiencies accepted as completed at any of the participating campuses. No additional course work will be required if the certification is officially presented. Students will still be required to complete all courses or prerequisites needed for a major. The agreement also means that the other colleges will accept the General Education pattern of West Valley College if a certification is presented to the member colleges. The agreement will be reviewed periodically.

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

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

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

Many students who plan to earn a university degree first 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 appropriate to the major. 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.

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

Guaranteed Admission to Four Year Colleges
West Valley College participates in "Transfer Admission Guarantee (TAG)," which guarantees qualifying students admission to many of the University of California and California State University campuses and to Santa Clara University. To be eligible, students must have completed a minimum number of 70 transferable units and have a grade point average that meets the acceptable admission requirements at the university of their choice. For more information and/or to apply for a Transfer Admission Guarantee, the student should contact a counselor, the Transfer/Career Advisor or the Transfer Center Director.

Requirements for Transfer
The following information is general in nature. Students are advised to consult a counselor and/or the Transfer Center and the catalog of the institution to which they intend to apply. West Valley College participates in "Transfer Admission Guarantee (TAG)," which guarantees qualifying students admission to many of the University of California and California State University campuses and to Santa Clara University. To be eligible, students must have completed a minimum number of 70 transferable units and have a grade point average that meets the acceptable admission requirements at the university of their choice. For more information and/or to apply for a Transfer Admission Guarantee, the student should contact a counselor, the Transfer/Career Advisor or the Transfer Center Director.

Lower Division Transfer Requirements
Admission as a lower division is extremely competitive and students are strongly encouraged to see a Counselor to explore transfer options. If you have completed fewer than 60 transferable semesters (84 quarter) units, you will qualify for admission if you have a minimum grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet the admission requirements for first-time freshmen. SAT or ACT entrance exam will be required as part of the admission criteria. See the qualifiable eligibility index on assist.org.

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

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

**General Education Certification for Transfer Students**

Careful educational planning will enable students to complete not only the general education requirements for transfer, but also the general education required for the associate degree awarded by West Valley College. Consult a counselor for assistance in correlating these requirements. In order to be eligible for transfer general education certification, students must complete a minimum of 39 units in 5 categories. A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. “Certification” or “Partial Certification” may be requested on a Transcript Request Form available in the Admissions and Records Office. Please note that certification of a student’s CSU general education or IGETC requirements are not WVC graduation requirements, and thus are not governed by catalog rights. Students requesting GE certification may use courses taken at any given time and at any accredited institution so long as they appeared on the general education list at the time they were completed.

**Transfer Admission Guarantee (TAG)**

West Valley College participates in “Transfer Admission Guarantee (TAG),” which guarantees qualifying students admission to select University of California and California State University campuses and to Santa Clara University. One of the best things about the TAG is that meets the acceptable admission and major requirements at the university of their choice. For more updated information and participating campuses through a Transfer Admission Guarantee, the student should contact a counselor, the Transfer/Career Advisor, or the Transfer Center Director.

**Transfer Alliance Program (TAP)**

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

**Santa Clara University**

Santa Clara University accepts a number of transfer students, principally at the Sophomore and Junior levels. Since applicants exceed the number of students who can be accommodated, no specific statement can be made about the quality of work (GPA) which will enable a transfer applicant to be accepted. Consistency of performance and course selections are considered along with the quality of work. Pending a review by Santa Clara University.

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

Coursework taken at accredited community colleges and universities is generally acceptable if similar to courses listed in the Santa Clara University Bulletin. The University accepts a maximum of 60 semester units of acceptable course work.

**Challenge of Pre- or Corequisites**

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

- Copy of pertinent section(s) of the college catalog
- Copy of pertinent section(s) of the schedule of classes
- Copy of the course outline (available from the appropriate division office or the Office of Instruction)
- Copy of the course syllabus (available from the appropriate division office or the Office of Instruction)
- Copy of high school and/or college transcript
- Documentation of work or other related experience
- Doctor’s statement
- Personal written statement

**Assessment**

New students are expected to complete assessment, college orientation, and educational planning BEFORE registering for classes. Students who complete assessment and attend an orientation will receive counseling assistance when scheduling their classes. Assessment is the process to evaluate skills in Reading, Writing, Math, and English as a Second Language (ESL). After completion assessment, a student will receive counseling assistance in the interpretation of assessment results and selection of courses.

**Students exempt from assessment:**

- Anyone who has completed Advanced Placement in English Literature, English Language or Mathematics AB and/or BC, Statistics.
- Students who are only taking classes that do not require English or Math as prerequisites or for personal enrichment.
- Students who have completed an Associate Degree or higher from an accredited American college or university.
- Students who have completed English, Math, and/or Reading at another college or university.

**Explanation of Prerequisites and Corequisites**

A **PREREQUISITE** is a course or skill which is required before you can enroll in a particular course. For example, Chemistry 001A with a grade of C or credit or better is required before Chemistry 001B. If you successfully completed a prerequisite course at WVC, you will be eligible to enroll in the subsequent course as stated in the Catalog and Schedule of Classes.

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

A **COREQUISITE** is a course which you must take at the same time as another course as a condition of enrollment. For example, if you want to take Engineering 24, you must concurrently enroll in Math 04A. You may not be permitted to enroll in a class for which you cannot demonstrate you have met the prerequisite or are enrolled in the corequisite. If you are blocked from enrolling in a class on this basis, contact the Assessment Office for information on equivalencies and challenges.

**RECOMMENDED COURSE PREPARATION**

There are two categories: basic skills levels and courses. Although recommended skills levels are advisory only, they are important because college level courses which apply to the AA/AS degree require that you be able to:

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

**Exempt Pre- or Corequisite Clearance Process**

Clearance of a pre- or corequisite requires documentation that verifies previous course completion or skill level attained to register for a specific class. A “C” or better grade is required to clear pre- or corequisites. Unofficial transcripts are used for clearing prerequisites.
Basic Skills or pre-collegiate courses are designed to prepare students for college-level work. Students may be advised to take certain basic skills courses if the assessment process indicates they will benefit from this special preparation for college-level courses.

The following courses have been designated as basic skills or pre-collegiate courses, and they may not be used to satisfy requirements for an Associate Degree.

For further information, contact the Counseling Center.

**Basic Skills**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL*903</td>
<td>Basic Grammar &amp; Sentence Structure</td>
</tr>
<tr>
<td>ESL*65GW</td>
<td>Composition In English As A Second Language</td>
</tr>
<tr>
<td>ESL*65LS</td>
<td>Academic Listening &amp; Speaking</td>
</tr>
<tr>
<td>ESL*108E</td>
<td>Pronunciation Skills</td>
</tr>
<tr>
<td>ESL*91GW</td>
<td>Basic Grammar &amp; Writing</td>
</tr>
<tr>
<td>ESL*91LS</td>
<td>Basic Listening &amp; Speaking</td>
</tr>
<tr>
<td>ESL*91RV</td>
<td>Basic Reading &amp; Vocabulary</td>
</tr>
<tr>
<td>ESL*92GW</td>
<td>Basic Grammar &amp; Writing</td>
</tr>
<tr>
<td>ESL*92LS</td>
<td>Basic Listening &amp; Speaking</td>
</tr>
<tr>
<td>ESL*92RV</td>
<td>Basic Reading &amp; Vocabulary</td>
</tr>
<tr>
<td>ESL*93GW</td>
<td>Sentence Development</td>
</tr>
<tr>
<td>ESL*93LS</td>
<td>Oral Communication 1</td>
</tr>
<tr>
<td>ESL*93RV</td>
<td>Intermediate Reading &amp; Vocabulary 1</td>
</tr>
<tr>
<td>ESL*94GW</td>
<td>Paragraph Development</td>
</tr>
<tr>
<td>ESL*94LS</td>
<td>Oral Communication 2</td>
</tr>
<tr>
<td>ESL*94RV</td>
<td>Intermediate Reading &amp; Vocabulary 2</td>
</tr>
<tr>
<td>MATH*103</td>
<td>Elementary Algebra</td>
</tr>
<tr>
<td>MATH*103R</td>
<td>Elementary Algebra</td>
</tr>
<tr>
<td>MATH*902</td>
<td>Arithmetic Functions</td>
</tr>
<tr>
<td>MATH*902P</td>
<td>Pre-Algebra</td>
</tr>
<tr>
<td>READ*960</td>
<td>Reading Fundamentals</td>
</tr>
</tbody>
</table>

**Pre-Collegiate Course**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL*905</td>
<td>English Fundamentals - A Preparatory Course For ENGL 001A</td>
</tr>
<tr>
<td>ESL*65RV</td>
<td>Academic Reading &amp; Vocabulary</td>
</tr>
<tr>
<td>MATH*104</td>
<td>Plane Geometry</td>
</tr>
<tr>
<td>MATH*106</td>
<td>Intermediate Geometry</td>
</tr>
<tr>
<td>MATH*106R</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>READ*961</td>
<td>Effective Reading</td>
</tr>
</tbody>
</table>

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

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

**University of California Admission Requirements**

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

**UC Transfer Student Admission Eligibility**

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

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

b. Complete a course pattern requirement to include:
   - two transferable college courses (3 semester or 4-5 quarter units each) in English composition; 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, social and behavioral sciences, the physical and biological sciences.

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

**Nonresidents**

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

**California State University (CSU)**

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

**CSU Transfer Student Admission Eligibility**

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

a. complete at least 60 transferable semester (90 quarter units),

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

NOTE: Units granted by examination may be subject to fees. Check with the Records Office.

Credit by examination is available for select courses to encourage self-study and to permit students to pursue programs at an accelerated rate. The following conditions must be met:

1. Each department will designate which courses within the department are available for credit by examination.
2. The student must be enrolled at West Valley College.
3. No more than twelve (12) semester units can be earned through challenged courses.
4. A student may take an examination only once and the grade received on the examination will be recorded on the permanent record of the student.
5. Each course for which credit is granted by examination will be so annotated on the student’s permanent record.
6. The units earned through such examination shall not count toward the minimum 12 semester hours of credit in residence required for earning an associate degree.
7. Students may not petition for credit by examination for a course in which they have previously enrolled and received a grade at WVC or any other College or University.
8. Examinations can only be given when an instructor is available.

A student wishing to challenge a course for credit by examination must be enrolled for the term they are requesting the credit but not enrolled in the class for which they will take an exam. The Foreign Language Department has a slightly different procedure. See Admissions Office. All students must file an application with the Records Office.

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

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

College Level Examination Program (CLEP)

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

Students are advised that if they transfer to another college or university, CLEP scores may not be recognized for credit by that institution. At this time, the University of California system does not accept CLEP examinations. CSU institutions have a uniform policy. Note that CLEP examinations may not be used to certify CSU GE or IGETC subject requirements. Students are advised to contact an academic counselor or check college catalogs for other schools’ CLEP policies. To request an official CLEP transcript, write to: Educational Testing Services, PO Box 6600, Princeton NJ 08541-6600.

Military Credit

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

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

Credit for Certified Professional Secretary Rating

Students who hold the Certified Professional Secretary (CPS) or the Certified Administrative Professional (CAP) rating and wish to receive 24 units of academic credit, it must meet the following criteria before applying:

1. The applicant must have successfully completed 12 units at West Valley College.
2. The applicant must hold the CPS rating either by having been certified or recertified within the last five years.
3. The score report on the national exam verifying successful completion of the test must be sent directly from the test sponsor to the Records Office at the College and must contain the applicant's name, test title, and test score.
4. The 24 units of credit may be granted only once.

Limitations

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

Directed Studies

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

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

All Directed Studies 091, 092, 093

Directed Studies are courses which provide students the opportunity to individually pursue advanced work of special interest which is related to, but not included in, regular courses offered by the College. Directed Studies are intended to provide challenge for the advanced student and are generally open only to students who have satisfactorily completed introductory level courses. It is expected that the material covered in Directed Studies goes beyond the treatment in an approved course or series of courses. Under the direction of an instructor, Directed Studies may include field experience, research, or development of skills and competencies.

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

Distance Learning

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

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

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

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>AA-T, AS-T*</th>
<th>AA</th>
<th>AS</th>
<th>CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (Business Administration)</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Accounting Clerk</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Administration of Justice (Law Enforcement)</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Anthropology</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Architecture</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Historic Preservation</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Art</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Computer Arts: Animation</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Biological Science</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Business/ Business Administration</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Administrative Management</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Business Administration</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Business Communication</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Business Leadership Skills</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Business Management</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Human Relations in Business</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Professional Selling</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Project Management</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Retail Management</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Small Business Startup</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Child Studies</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Communication and the Arts Specialization</td>
<td></td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Early Intervention</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Director Specialization</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Studies</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Applications</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Technologies - Online</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Technologies - Level 1</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Technologies - Level 2</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publishing with Microsoft Office</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Applications Option</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science Option</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS Programming Emphasis</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Court Reporting and Related Technologies</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Secretarial Studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Transcription Technologist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note Reading and Scoping Technologist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Assistant/Transcription Technologist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Media/Internet Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Media Design and Production: Level 1</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fashion Design/Apparel Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apparel Design - Level 1</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Apparel Design - Level 2</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Apparel Production - Level 1</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Apparel Production - Level 2</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* AA-T = Associate in Arts Degree Transfer (CSU)
AS-T = Associate in Science Degree Transfer (CSU)
Illegal Distribution of Copyrighted Materials

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

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

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

For information on the West Valley/Mission Community College District Mission and Goals, see page 172.
Associate Degree for Transfer

The Student Transfer Achievement Reform Act (SB 1440 – Padilla), signed into legislation on September 20, 2010, enables the California Community Colleges and California State University to collaborate on the creation of Associate in Arts Degree (AA) and Associate in Science (AS) Degree transfer programs. This new law requires community colleges to grant associate degrees for transfer to a student once a student has met specified general education and major requirements for the degree. Upon completion of the associate degree, the student is eligible for transfer with junior standing into the California State University (CSU) system. Students are given guaranteed admission into the California State University (CSU) system, and further are given priority consideration when applying to a particular program that is similar to the student’s community college major. The law prohibits the CSU from requiring a transferring student to repeat courses similar to those taken at the community college that counted toward their associate degree for transfer. It is expected that community college students will be able to declare an interest in pursuing specific transfer AA/AS degrees beginning the Fall 2011-12 academic year.

Communication Studies AA-T Associate in the Arts for Transfer

The Associate in Arts in Communication Studies for Transfer is a 60 unit program which provides lower division education to students planning to transfer to a four year institution and major in Communication Studies. Students completing the program will be able to describe the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology; apply the scientific method and critical thinking skills to formulate valid hypotheses, operationally define constructs, and evaluate claims; analyze data by selecting the appropriate methods, accurately evaluate and interpret the results, and communicate the results including the proper use of tables and graphs; describe the anatomy and function of the major components of the nervous system, and the physiological basis of neurological communication, including how drugs, stress, nutrition, interpersonal attraction and other exogenous factors affect the function of the nervous system, specify how psychological principles are applied to real-life situations in business, industry, child rearing, and social interactions; and explain how psychosocial factors influence behavior and attitudes, and recognize the complexity of sociocultural and international diversity. Students must complete 60 units including 18 units in the major, 34-39 units of Intersegmental General Education Transfer Curriculum or California State University General Education-Breadth Requirements, and additional CSU transferable units to total 60 units. Students must obtain a minimum overall grade point average of 2.0 and earn a C or better in all courses required for the major. Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 001 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 004 Small Group Discussion</td>
<td>3</td>
</tr>
<tr>
<td>COMM 008 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 020 Argumentation and Debate</td>
<td>3</td>
</tr>
</tbody>
</table>

List A Any two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 010 Persuasive Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 010H Honors Persuasive Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 012 Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units 21

List C Any 2 of the following courses or any course not already used above:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 003H Honors Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 001 Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units 21

Psychology AA-T Associate in Arts for Transfer

The Associate in Arts in Psychology for Transfer is a 60 unit program which provides lower division education to students planning to transfer to a four year institution and major in Psychology. Students completing the program will be able to describe the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology; apply the scientific method and critical thinking skills to formulate valid hypotheses, operationally define constructs, and evaluate claims; analyze data by selecting the appropriate methods, accurately evaluate and interpret the results, and communicate the results including the proper use of tables and graphs; describe the anatomy and function of the major components of the nervous system, and the physiological basis of neurological communication, including how drugs, stress, nutrition, interpersonal attraction and other exogenous factors affect the function of the nervous system, specify how psychological principles are applied to real-life situations in business, industry, child rearing, and social interactions; and explain how psychosocial factors influence behavior and attitudes, and recognize the complexity of sociocultural and international diversity. Students must complete 60 units including 18 units in the major, 34-39 units of Intersegmental General Education Transfer Curriculum or California State University General Education-Breadth Requirements, and additional CSU transferable units to total 60 units. Students must obtain a minimum overall grade point average of 2.0 and earn a C or better in all courses required for the major. Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 001 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 002 Experimental Psychophysiology</td>
<td>4</td>
</tr>
<tr>
<td>MATH 010 Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

List A Required: Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID 010 Introduction to Biology</td>
<td>3</td>
</tr>
<tr>
<td>BID 011 Human Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

List B Select one of the following courses or any List A course not previously selected:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH012 Human Growth &amp; Development</td>
<td>3</td>
</tr>
</tbody>
</table>

List C Select one of the following courses or any course not used above:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH009 Psychology of Women: A Multicultural</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 017 Introduction to Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 025 Introduction to Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 030 Psychology of Addiction and Substance</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units 18

Sociology AA-T Associate in Arts for Transfer

The Associate in Arts in Sociology for Transfer is a 60 unit program which provides lower division education to students planning to transfer to a four year institution and major in Sociology. Students completing the program will be able to recognize major dimensions of the diversity of human social experiences, distinguish scientific from non-scientific discourse on human social behavior, distinguish the sociological perspective from the perspectives within sociology and contrast the merits and limitations of various social science research methodologies with emphasis on the role of sampling and surveys in sociological research. Students must complete 60 units including 18 units in the major, 34-39 units of Intersegmental General Education Transfer Curriculum or California State University General Education-Breadth Requirements, and additional CSU transferable units to total 60 units. Students must obtain a minimum overall grade point average of 2.0 and earn a C or better in all courses required for the major. Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 002 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>MATH 010 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 010H Honors Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

List B Any two of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 003 Social Psychology: A Sociological Approach</td>
<td>3</td>
</tr>
<tr>
<td>SOC 020 American Race Relations</td>
<td>3</td>
</tr>
<tr>
<td>SOC 040 Marriage and Family</td>
<td>3</td>
</tr>
</tbody>
</table>

List C Any 1 of the following courses or any course not used above:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 045 Sociology of Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 003 Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 002 Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units 18
ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE CURRICULUM
2012-2013 PLANNING WORKSHEET (Revised 7.5.12)

The associate degree may be sought as either a final educational goal or a major step toward a baccalaureate degree elsewhere. The successful completion of the A.A./A.S. degree may also result in preparation to enter an occupation. A minimum of 60 transfer units with a 2.0 grade average or better are required. A minimum of 25 general education units are required. Students must also declare a major and satisfy those requirements. For courses in the major, a “C” or better is required. Proficiency in Reading, Writing, Mathematics and Information Competency is required for graduation.

A. – LANGUAGE AND RATIONALITY

3 units minimum - (Writing - English Composition)
Engl 1A (with a “C” or better)
Course from other college ______________________________________ AP test and score ________________

3 units minimum - Communication and Analytical Thinking
CIS 2, 4A, 4A1; Comm 1, 1(H), 1D, 10(H), 20, 20(H); Econ 10; Engl 1B, 1C, 1C(H); Math 103/103R, 104, 106, 106R, D.G. 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10(H), 12, 14; Econ 10; Phil 2, 3, 17; Read 53
Course from other college ______________________________________ AP test and score ________________

B. – NATURAL SCIENCES

3 units minimum - (Must include inquiry into physical universe and its life forms)
Anthr 1; Astro 1, 1H, 2, 2H, 10, 11, 14, 20, 21, 30; Bio 2, 10, 11, 11H, 12, 13, 14, 15, 15B, 21H, 22, 23, 24, 34, 36, 37, 38, 41, 42, 43, 45, 46, 47, 48, 50, 55, 56, 57; Chem 1A, 1B, 2, 10, 30A, 30B; Geog 1; Geol 1A, 1AH, 1B, 2B, 15, 20, 30; HTech 4; NS 15; Ocean 10; Pkmg 14; Psci 10, 20, 40; Phys 1, 2A, 2B, 4B, 4B, 4C, 4D, 10; Psych 2, 2H, 7
Course from other college ______________________________________ AP test and score ________________

C. – HUMANITIES

3 units minimum - Arts and Humanities
Arab 1A; Art 1A, 1AH, 1B, 1B(H), 1D, 1D(H), 1E, 1G 4, 4(H), 7, 10, 12A, 12B, 13, 14, 15A, 15B, 21H, 22, 23, 24, 34, 36, 37, 38, 41, 42, 43A, 45, 46, 47, 48, 50, 55; Chin 50A; DMIS 2, 99; Engl 2H; IS 5A, 5B, 6A, 6A(H), 6B, 6B(H), 7A, 7B, 10, 12, 13, 14, 15, 41, 43, 43(H), 44, 46, 46(H), 47, 48, 48(H), 49, 49(H), 70, 71, 72; FD 32; Frnch 1A, 1B, 2A, 2B, 30A, 30B, 50A, 50B, 62; Germ 1A, 1B, 2A, 2B, 50A, 50B, 51A, 51B; Greek 50A; Hist 32, 34; Human 1A, 1AH, 1B, 1B(H), 2, 3; Ital 1A, 1B, 2A, 2B, 30A, 50A, 50B, 51A, 51B; Jpn 1A, 1B, 2A, 2B, 50A, 50B, 51A, 51B; Latin 50A; Music 1, 1H, 2, 2H, 3A, 3B, 4A, 4B, 5, 6, 9, 10, 20, 22, 27, 30A, 30B, 31A, 31B, 33A, 33B, 33B, 36B, 40, 41, 42, 43A, 43B, 49, 51B, 54, 55, 60, 61, 63A, 63B; Phys 1, 3, 4, 4(H), 5, 6, 12, 22; Photo 10, 101, 20A, 20B, 21A, 21B, 43A, 45B, 45C, 72, 73, 74, 102; PE 3.1 – 3.24; PE Th 51, 51G; Port 1A, 1B; Russ 1A, 1B, 50A, 50B; SD 30A, 30B; Span 1A, 1B, 2A, 2B, 3A, 3B, 30A, 50A, 50B, 51A, 51B; Theor 1A, 2A, 3A, 3B, 5A, 5B, 6A, 6B, 7A, 7B, 7C, 8B, 9, 10, 10(H), 11A, 11B, 11C, 14A, 14B, 14C, 15, 15(H), 18A, 19A, 20, 21A, 21B, 22B, 22C, 30, 33B, 35A, 40A, 40B, 41A, 41B, 44A, 47A, 47B, 70, 72; WS 1, 2
Course from other college ______________________________________ AP test and score ________________

D. SOCIAL SCIENCE

Series 1: Social and Behavioral Sciences - 3 units minimum - Cannot count any one class for both Series 1 and Series 2 – Must be from different disciplines.
AJ 1; Anthr 2, 3, 3(H), 4, 5, 5S; CHS 5; Comm 12; Econ 1A, 1AH, 1B, 1B(H), 2A, 2B, 41, 45; Geog 2, 6; HEd 10; Hist 4A, 4AH, 4B, 4B(H), 5A, 5B, 8B, 12, 14, 16, 20, 32, 34; Libr 100B; Polit 2, 3, 3(H), 4; Psych 1; Soc 1, 40
Series 2: American History and Institutions
3 units minimum (with a “C” or better) - Or, complete the CSU American History and Institutions requirement
Hist 17B, 17B(H); Polit 1, 1(H)
Course from other college ______________________________________ AP test and score ________________

E. LIFELONG UNDERSTANDING AND DEVELOPMENT

Option 1: 3 units from Area A, B, C or D which are not part of the student’s major OR Option 2: 3 units from courses listed below.
Bus 61; CA 17; CHS 53; Comm 4, 8; Couns 5, 12, 12C, 24; FD 27; HED 8, 10, 12, Lead 20A, 20B, 30A; LS 1; Libr 4; PE 12, 11, 12, 20, 12, 21, 12, 22; PETH 42; Psych 12, 25, 30; Soc 2, 2H(H), 20, 40, 45
Course from other college ______________________________________ AP test and score ________________

F. CULTURAL DIVERSITY

3 units are required - A course used to fulfill this requirement may not be used to fulfill another associate degree general education requirement.
Art 1E, 10; CHS 5; Comm 12; Couns 50; Engl 12, 13, 18, 46 46(H); Hist 3; NS 20; Phil 4, 16, 21; Photo 10; PETH 51, 51(H); Psych 9; Soc 20; WS 1, 2
Course from other college ______________________________________ AP test and score ________________

G. PHYSICAL EDUCATION ACTIVITY

1 unit is required - A course used to fulfill this requirement cannot be used to fulfill another associate degree requirement.
ATH 908, 9, 18; PE 108 – 11.10

PROFICIENCY REQUIREMENTS FOR GRADUATION

A grade of “C” or better or qualifying placement score is required for the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Reading 53</td>
</tr>
<tr>
<td>Writing</td>
<td>Engl 1A</td>
</tr>
<tr>
<td>Math</td>
<td>Math 106, 106R, G or higher.</td>
</tr>
<tr>
<td>Information</td>
<td>Library 4</td>
</tr>
</tbody>
</table>

Articulation Officer / ABB 6/29/12
CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION TRANSFER CURRICULUM
2012-2013 PLANNING WORKSHEET (Revised 7.5.12)

Students must complete a minimum of 39 units in the 5 categories listed below for transfer to CSU. Areas A1, A2, A3, and B4 must be completed with a grade of "C" or better. A course may only be counted once in areas A-E. "Full Certification" or "Partial Certification" may be requested on a Transcript Request form available in the A & R office or on the web.

<table>
<thead>
<tr>
<th>DIRECTIONS: Indicate courses using Completed (C), Planned (P), In Progress (IP) or list courses taken at other colleges. Indicate Advanced Placement (AP) score of 3 or higher where appropriate. Proof of AP and official transcript(s) will be required for transcript evaluation. Note: An “H” notation indicates Honors courses.</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>CSU – 3 courses required: one each from Group A, Group B, and Group C (3 semester or 4-5 quarter units from each group)</th>
</tr>
</thead>
</table>

A1: Oral Communication (CSU requirement only)
- Communication Studies 1, 1(H), 10, 10(H), 20, or 20(H)

Course(s) from another college(s) _____________________________________________________________________________ AP ____________

A2: English Composition
- ENGLISH 1A

Course(s) from another college(s) _____________________________________________________________________________ AP ____________

A3: Critical Thinking – English Composition
- English 1B, 1C, 1C(H), Philosophy 3, 17

Course(s) from another college(s) _____________________________________________________________________________ AP ____________

### AREA B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

<table>
<thead>
<tr>
<th>9 semester or 9-12 quarter units - One course from Physical Science and one course from Biological Science. At least one course must include a laboratory (indicated by &quot;L&quot; in parentheses). Astronomy 2 Lab with Astronomy 01, 10, OR 11 qualifies for Lec/Lab Credit.</th>
</tr>
</thead>
</table>

B1: PHYSICAL SCIENCES:
- Astronomy 1, 1(H), 2(L), 2H(L), 10, 11, 14, 20(L), 21(L); Chemistry 1A(L), 1B(L), 2(L), 12A(L), 12B(L), 30A(L), 30B(L);
- Geography 1; Geology 1A(L), 1A(H), 1B, 15; Oceanography 10(L); Physical Science 10, 20; Physics 1, 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L)

Course(s) from another college(s) _____________________________________________________________________________ AP ____________

B2: BIOLOGICAL SCIENCES:
- Anthropology 1; Biology 10(L), 11(L), 11H(L), 12(L), 18(L), 22(L), 24, 36, 37, 41(L), 42(L), 43(L), 45(L), 46(L), 47(L), 48 (L); Psychology 2(L), 2(H), 7

Course(s) from another college(s) _____________________________________________________________________________ AP ____________

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

B4: Economics
- 10, 10A (with Econ 10); Math 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10H(H), 12, 19

Course(s) from another college(s) _____________________________________________________________________________ AP ____________

### AREA C – ARTS AND HUMANITIES

<table>
<thead>
<tr>
<th>9 units minimum – must complete one course from areas C1 and one from Humanities (C2), then a third course from either.</th>
</tr>
</thead>
</table>

C1: ARTS:
- Art 1A, 1A(H), 1B, 1B(H) 1D, 1D(H), 1E, 1G, 4, 4(H), 7, 10, 12A, 12B, 13, 14; Music 1, 1(H), 2, 2(H), 3A, 3B, 4A, 4B, 5, 9, 10, 54, 55;
- Physical Education 51, 51(H); Theatre 10, 10H(H), 14A, 14B, 14C, 15, 15(H)

Course(s) from another college(s) _____________________________________________________________________________ AP ____________

C2: HUMANITIES:
- English 5A, 5B, 6A, 6A(H), 6B, 6B(H), 7A, 7B, 12, 13, 14, 41, 43, 44, 46, 46(H), 47, 48, 48(H), 49, 49(H); French 10, 2A, 2B, 3A, 3B; German 1B, 2A, 2B; History 3, 4A, 4A(H), 4B, 4B(H), 5A, 5B, 6A, 6B, 12, 14, 16, 17A, 17B, 17B(H), 20, 32, 34; Humanities 1A, 1A(H), 1B, 1B(H); Italian 1B, 2A, 2B, Spanish 1B, 2A, 2B, 3A, 3B; Women’s Studies 1, 2

Course(s) from another college(s) _____________________________________________________________________________ AP ____________

C3: Third course from either Arts or Humanities

### AREA D – SOCIAL SCIENCES

<table>
<thead>
<tr>
<th>9 semester or 12-15 quarter units: The 3 courses are required from at least two different disciplines.</th>
</tr>
</thead>
</table>

Anthropology 2, 3, 4, 5(H), 45; Child Studies 5; Communication Studies 12; Economics 1A, 1A(H), 1B, 1B(H), 2A (with Econ 1A), 2B (with Econ 1B) Geography 2, 6; Health Ed 10; History 12, 14, 16, 17A, 17B, 20, 32, 34; Political Science 1, 1(H), 2, 3, 3(H), 4; Psychology 1, 9, 12, 17, 25;

Course(s) from another college(s) _____________________________________________________________________________ AP ____________

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

<table>
<thead>
<tr>
<th>3 units minimum - only 1 unit of PE allowed. CHS 2; Comm. Studies 4, 8, 12; Couns 5, 12, 12C, 24, 25, 50; H ED 8, 10, 12; Nutritional Sci 15; PE activity courses 1.29-12.10; PETH 44; Psych 9, 12, 30; Sociology 2, 2(H), 20, 40, 45</th>
</tr>
</thead>
</table>

Course from other college ___________________________________________________________________________________________ Advanced Placement _______________________

### CSU GRADUATION REQUIREMENTS:

The American Institutions requirement may be met by one of the following pairs:

- Hist 12 & Politi 1, 1(H); Hist 14 & Politi 1, 1(H); Hist 16 & Politi 1, 1(H); Hist 18 & Politi 1, 1(H); Hist 17A & 20; Hist 17A & Politi 1, 1(H); Hist 17B, 17B(H) & Politi 1, 1(H)

Course(s) from another college(s) _____________________________________________________________________________ AP ____________
Completion of IGETC will permit a student to transfer to the UC or CSU systems with lower division general education requirements met. A minimum grade of C or better is needed to meet requirements. Certification completion can be either full or partial but areas 1 & 2 must be completed. “Certification” may be requested on a Transcript Request form available in the A & R office or on the web.

### INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM
#### 2012-2013 PLANNING WORKSHEET
(Revised 7.5.12)

#### DIRECTIONS:
Indicate courses using Completed (C), Planned (P), In Progress (IP) or list courses taken at other colleges. Indicate Advanced Placement (AP) score of 3 or higher where appropriate. Proof of AP and official transcript(s) will be required for transcript evaluation.

#### AREA 1 – ENGLISH COMMUNICATION

| CSU | 3 courses required: one each from Group A, Group B, and Group C (3 semester or 4-5 quarter units from each group) |
| UC | 2 courses required: one each from Group A and Group B (3 semester or 4-5 quarter units from each group) |

**Group A:** English Composition  **ENGLISH 1A**

**Course(s) from another college(s)**

**AP**

**Group B:** Critical Thinking – English Composition  **English 1B, 1C, 1C(H); Philosophy 3, 17**

**Course(s) from another college(s)**

**AP**

**Group C:** Oral Communication (CSU requirement only)  **Communication Studies 1, 1(H), 10, 10(H), or 20, 20(H)**

**Course(s) from another college(s)**

**AP**

#### AREA 2 – MATHEMATIC CONCEPTS and QUANTITATIVE REASONING

1 course of at least 3 semester or 4-5 quarter units:

- Economics 10, 10A (with Econ 10)
- Math 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 10H, 12, 19

**Course(s) from another college(s)**

**AP**

#### AREA 3 – ARTS and HUMANITIES

3 courses required: 9 semester or 12-15 quarter units. At least one from Arts and one from Humanities and a third from either Arts or Humanities.

**ARTS:**  Art 1A, 1A(H), 1B, 1B(H), 1D, 1D(H), 1E, 1G, 4, 4(H), 4A, 4B, 4C, 4(D), 5, 9, 10, 15, 15A, 15H;
- Physical Education Theory 51, 51(H);
- Theatre 10, 10H, 14A, 14B, 14C, 15, 15H

**Course(s) from another college(s)**

**AP**

**HUMANITIES:**  English 5A, 5B, 6A, 6A(H), 6B, 6H(B), 7A, 7B, 12, 13, 18, 41, 43, 44, 46, 46A, 47, 48, 48H, 49, 49H;
- French 1B, 2A, 2B, 3A, 3B;
- German 1B, 2A, 2B;
- History 3, 4, 4A(H), 4B, 4B(H), 5A, 5B, 8A, 8B, 12, 14, 16, 17A, 17B, 17H, 20, 32, 34;
- Humanities 1A, 1A(H), 1B, 1B(H);
- Italian 1B, 2A, 2B;
- Japanese 1B, 2A, 2B;
- Philosophy 1, 4, 4(H), 5, 6, 12, 15, 17H, 21, 22;
- Portuguese 1B;
- Russian 1B;
- Women’s Studies 1, 2

**Course(s) from another college(s)**

**AP**

#### AREA 4 – SOCIAL and BEHAVIORAL SCIENCES

3 courses required: 9 semester or 12-15 quarter units. At least two different disciplines.

**Anthropology** 2, 3, 3(H), 4, 4A, 4B, 55;
- Child Stds 5: Communication Stds 12;
- Economics 1A, 1A(H), 1B, 1B(H), 1A, 1B(H), 2A (with Econ 1A), 2B (with Econ 1B);
- Geography 2, 6;
- Health Ed 10;
- History 12, 14, 20, 32, 34;
- Political Science 1, 1H, 2, 3, 3H, 4;
- Psychology 1, 9, 12, 17, 25;
- Sociology 1, 2, 2H, 3, 20, 40, 45

**Course(s) from another college(s)**

**AP**

#### AREA 5 – PHYSICAL and BIOLOGICAL SCIENCES

2 courses required: 7-9 semester or 9-12 quarter units. One course from Physical Science and one course from Biological Science. At least one course must include a laboratory (indicated by “L” in parentheses). Astronomy 2 Lab with Astronomy 1, 10, 11 or 11L qualifies for Lec/Lab Credit.

**PHYSICAL SCIENCES:**  Astronomy 1, 1(H), 2(L), 2H(L), 10, 11, 14, 20(L), 21(L);
- Chemistry 1A(L), 1B(L), 2(L), 12A(L), 12B(L), 30A(L), 30B(L);
- Geology 1: Geology 1A, 1AH, 1B, 15;
- Oceanography 10(L);
- Physical Science 10, 20;
- Physics 1, 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L)

**Course(s) from another college(s)**

**AP**

**BIOLOGICAL SCIENCES:**  Anthropology 1;
- Biology 10(L), 11(L), 11H(L), 12(L), 18(L), 22(L), 24, 36, 37, 41(L), 42(L), 43(L), 45(L), 46(L), 47(L), 48(L);
- Psychology 2(L), 7

**Course(s) from another college(s)**

**AP**

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

Proficiency equivalent to two years of high school study in the same language or complete (If completed in high school, submit official transcripts.)

**French 1A, German 1A, Italian 1A, Japanese 1A, Portuguese 1A, Russian 1A, Sign Language 60A, Spanish 1A**

**Course(s) from another college(s)**

**AP**

#### CSU GRADUATION REQUIREMENTS:

The American Institutions requirement may be met by one of the following pairs:

- Hist 12 & Polit 1, 1(H);
- Hist 14 & Polit 1, 1(H);
- Hist 16 & Polit 1, 1(H);
- Hist 16 & Polit 1, 1(H);
- Hist 17A & 20; Hist 17A & Polit 1, 1(H);
- Hist 17B, 17B(H) & Polit 1, 1(H)

**Course(s) from another college(s)**

**Advanced Placement**

**Physical Education:** Two (2) units of PE from different activities or course(s) from another college(s)
West Valley College will grant college credit toward an AA/AS degree to students who earn scores of 3, 4, or 5 on advanced placement examinations given by the College Entrance Examination Board (CEEB).

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

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

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

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

Date approved: 2002
Course Repetitions

It is the intention of the Governing Board that students shall have reasonable opportunity to repeat courses when such repetition furthers achievement of the student’s 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, C or P. Course repetition is permitted for standard work, extenuating circumstances and/or significant lapse of time as described below.

Substandard Work

A student may repeat any course in which a substandard final grade (D, F or NP) was earned. If the course is offered at both colleges within the district, the student may repeat the course at either college. A course may be repeated only ONCE under this policy. If a student fails the same course twice, he or she must submit an Academic Appeals petition in order to register for a third time.

The student’s permanent academic record shall contain all work attempted and depict a legible, true and complete academic history. In course repetition for substandard work the grade earned in the last enrollment shall be exclusively in determining the units attempted, completed and grade points earned. However, the original substandard grade will remain on official records, though annotated as a repeated course. No assurance can be provided that the repeated courses will be treated in this manner by other institutions.

Extenuating Circumstances (for successfully completed courses)

Students who have successfully completed a course but wish to repeat it, must submit a petition to the Academic Appeals Committee and provide substantial evidence of extenuating circumstances (i.e. verified case of accident, illness or other emergency situations) for granting such a repetition. Grades awarded for courses approved for such repetition shall not be included in calculating a student’s grade point average.

Career Programs

Degrees and Certificates

West Valley College offers programs leading to an Associate of Science Degree or Associate of Arts Degree and programs leading to a Certificate of Achievement. Programs provide instruction in the skills and knowledge needed to enter or to make progress in an occupation. The student who wants to pursue a career-oriented program must be eligible to enroll at West Valley College. The Associate of Science Degree programs require completion of a series of general education courses in addition to courses which are career-oriented. Please refer to the Graduation Requirements for the Associate Degree in this catalog. Career programs are developed by the College in close cooperation with advisory committees composed of representatives from business, industry and the College. These advisory committees review course content to make certain that the instruction and curriculum provide current skills, and recommendations are made to update the curriculum. In this manner, students in these programs receive the most current information and skills to prepare them for employment in their chosen field.

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

The Career Programs Center, located in the Applied Arts and Sciences building, provides resource information on all Career Programs, as well as Work Experience.

Certificate Recognition at Graduation

Students earning a certificate approved by the California Community College State Chancellors Office will be included in the graduation ceremony. Note: State approved Degrees and Certificates will appear on the student’s official transcript.
Pat Stubbins, West Valley College
Bard Williams, Tivo
Jim Woolever, Menlo College
Charles Yun, Stanford Fed. Credit Union
Lale Yurtseven, Small Business Experts
Chris Zlig, West Valley College

Computer Applications Advisory Board
Ed Bangle, Intero Real Estate
Tom Bleier, IBM (retired)
Michael Burke, Colliers International
Robert Cline, Novellus
Margus Ricke, Bay Area Brazil
Heidi Diamond, West Valley College
Wayne Diamond, Diamond Capture Group
Karina Dunurs, West Valley College
Paul Hammond, Virtual PBE
Jim Henderson, West Valley College
Frank Kobayashi, West Valley College
Brian McNary, Cisco
Lance Shemak, West Valley College
Pat Stubbins, West Valley College
Jim Woolever, Menlo College
Lale Yurtseven, Small Business Experts
Chris Zlig, West Valley College

Fashion Design and Apparel Technology Advisory Board
Jill Alexander, Jill Alexander Design
Max Cohn, Illusions Active Wear
Joseph Domingo, Joseph Domingo Studio
Rizz Fannemore, Fannemore Design
Joyita Ghose, POSHAQ
Kimo, Ellie’s Heart
Ray Klopff, Palm & Granite
John Nite, Under Armor
Nancy Orton, Rebecca Raggs
Tirs Parrish, Fox Racing, Inc.
Alyce Parsons, Universal Style International
Sandra Patri, Live Oak High School
Kathy Ruben, Wilcox High School
Amy Williams, California College of the Arts

Health Care Technologies Advisory Board
Francine Arnette, Kaiser San Jose
Rubinder Bajwa, Valley Medical Center
Cynthia Chacon, Palo Alto Medical Group
Virginia Chapman, Kaiser San Jose
Beverly Cobb, Kaiser Santa Clara
Gail Depinna, Kaiser Hospital
Nicole Faria, Kaiser Santa Clara
Debbie Harris, Pediatrics Associates
Karla Maniati, Kaiser San Jose
Dr. Nelly Mangarova, Heald College
Lex McKee, Kaiser San Jose
Adam Salinger, Pro-Med Billing
Dr. Stanford Shorr, Kaiser Hospital
Ernie Walenstein, San Jose Medical Group

Interior Design Advisory Board
Jim Crawford, James Crawford, Architect
Sharon Daroca, Design Mart Silicon Valley
Terry de la Cuesta, One Workplace
Joseph Hittinger, Joseph Hittinger Designs
Barbara Jacobs, Barbara Jacobs Interior Design
Lisa Kohler, Reel Grobman Associates
Dale Leman, Frank Leman, Palm
Teri Pollard, Designworks
John Scouffas, Gensler Associates
Lisa Welty-O’Hara, Colorworks

Paralegal Advisory Board
Marekja Behman, Artisan Printing
Moore Law Firm
Katie Bennett, Career Programs Counselor
Hon. Franklin Bondocono, Santa Clara County Superior Court
Rahidka Emans, Carr McClean
Lynn Ferrari, Hopkins & Carley
John Furr, Esq.
Frank Kobayashi, Dean, Career Education & Workforce Development
Eva Martin Long, State Farm
Christine Ojeda, Santa Clara District Attorney’s Office
Mary Okeley, Cisco Systems
Suzy Papazian, Esq., San Jose Water Company

Engineering Advisory Board
Thomas Sanford, P.E. Cskl, P.E. Mech.
Ronald Garula, P.E. Mech.
Nik Djordjevic, Lockheed
Yung Feng, former Intel employee
Chris Martin, Mission College
Jim Castaigne, British Aerospace Engineering

STEPHENIE RICKARD, Esq.
Julie Ross, Esq., I.R.S.
Angela Yess, ACP, FreemanFirm; President, PASCCO

Park Management Program Advisory Committee
Matt Anderson, Santa Clara County Parks
Kim Aufhauser, Full-time Faculty Park Management Department
Chris Cruz, Park Management Instructor, Dept. Chair
William Dall, California Department of Parks and Recreation
Dennis Danielson, Mid-Peninsula Regional Open Space District
Michael Durfee, U.S. Fish & Wildlife Service
Susan Fritzke, Adjunct Faculty, National Park Service (Golden Gate NRA)
Elizabeth Hammack, California Department of Parks and Recreation
Kurt Hay, Vice President of Instruction - West Valley College
Pam Helmske, City of San Jose Regional Parks
Diane Hurst, Chair, Division of Applied Arts and Sciences
Kathleen Jones, City of Palo Alto Parks & Open Space
Felipe Jauregui, California State Parks
Frank Kobayashi, Dean of Career Programs & Workforce Development
Alex Leman, Adjunct Faculty, Loma Prieta Fire
Eric McFarland, Adjunct Faculty - Santa Clara County Parks
Heidi McFarland, Adjunct Faculty - Santa Clara County Parks
Tadashi Moody, Adjunct Faculty
Dave Moore, San Mateo County Parks
Derek Neumann, Adjunct Faculty, Santa Clara Open Space Authority
Jeff Panetta, Bay Area Battalion Chief-National Park Service
Matthew Price, Santa Clara County GIS
Teresa Rogoway, Adjunct Faculty, Santa Clara Open Space Authority
David Sangunetti, Mid-Peninsula Regional Open Space District
Jim O’Connor, Santa Cruz Parks
Bern Smith, Independent Land Management Consultant
Tom Smith, Park Management Program - Faculty Emeritus

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 WKRREX 301G, 302G, 303G may be earned during one enrollment period
Students may repeat the following classes for a maximum of 12 units total:

CTR 301-304 Cooperative Work Experience Education
How To Read Course Descriptions

1 Subject
2 Course number
3 Course Title
4 Course Number of Units
5 Course hours per week (see note below)
6 Necessary course and /or skills to take this class
    Concurrent: may be taken at the same time
7 Co requisite must be taken at the same time
8 Acceptable for credit to university/ies
9 Course description

PSYCH 002  EXPERIMENTAL PSYCHOPHYSIOLOGY

4 4 units
5 Lecture 2 hours; lab 3 hours, lab 3 hours by arrangement
6 Prerequisite: Psych 001
7 Corequisite: Math 010
8 Acceptable for credit: University of California, California State University
9 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...

Description of Courses

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

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

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

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.

Acceptable for credit: University of California, indicates that the class will 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 4 “Transfer Credit” and to consult a counselor. Refer to assist.org for up-to-date articulation.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
**Accounting**

**THE FACULTY**

Randy R. Castello  
Nancy Ghodrat  
Jim Henderson

**DIVISION**  
Business

**DIVISION CHAIR**  
Heidi Diamond

**DEPARTMENT CHAIR**  
Randy R. Castello

**PHONE**  
408-741-2427

**EMAIL**  
randy.castello@westvalley.edu

**COUNSELING**  
408-741-2009

**Learning Outcomes**

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

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

**ACCOUNTING**

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

**ACCOUNTING CLERK (Certificate of Achievement)**

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 060A</td>
<td></td>
</tr>
<tr>
<td>Accounting Fundamentals I</td>
<td>Quickbooks</td>
</tr>
<tr>
<td>ACCTG 060B</td>
<td></td>
</tr>
<tr>
<td>Accounting Fundamentals II</td>
<td>Quickbooks</td>
</tr>
<tr>
<td>BUS 062</td>
<td></td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 072</td>
<td></td>
</tr>
<tr>
<td>Office Communications</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BUS 076</td>
<td></td>
</tr>
<tr>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CA 031B</td>
<td></td>
</tr>
<tr>
<td>Beg. Word Processing-WORD</td>
<td>1</td>
</tr>
<tr>
<td>CA 062B</td>
<td></td>
</tr>
<tr>
<td>Beg. Spreadsheets-Excel</td>
<td>1</td>
</tr>
<tr>
<td>Computer Applications Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Units**  
16

**ACCTG 010 ACCOUNTING FUNDAMENTALS FINANCIAL**

5 units  
Lecture 5 hours; lab 0 hours

**Recommended preparation:**  
MATH 092

**ACCTG 011 ACCOUNTING FUNDAMENTALS MANAGERIAL**

5 units  
Lecture 5 hours; lab 0 hours

**Prerequisite:**  
ACCTG 010

**Recommended preparation:**  
MATH 092

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

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

**ACCTG 050 ACCOUNTING FOR SMALL BUSINESS**

1 unit  
Lecture 1 hour; lab 0 hours

**Recommended preparation:**  
MATH 092

This course is designed as a non-theoretical, practical approach to accounting with special emphasis on accounting for the smaller business establishment. Pass/No Pass Option

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

3 units  
Lecture 3 hours; lab 0 hours

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

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

3 units  
Lecture 3 hours; lab 0 hours

**Prerequisites:**  
ACCTG 060A or ACCTG 050 or ACCTG 010

This is a course designed for the student with prior accounting knowledge. The course will be devoted to learning the steps in the accounting process for a merchandising organization and specifically, the handling of receivable and payable transactions using the computerized accounting software package, Quickbooks. The course will also cover the handling of basic payroll transactions using Quickbooks software. Pass/No Pass Option

**Recommended Preparations in Basic Skills:**

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 095 AND reading competency by completing Reading 970, or Reading 055. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.

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

**Administration of Justice**

**THE FACULTY**

James E. Smith  
Renée Paquier

**DIVISION**  
Applied Arts and Sciences

**DIVISION CHAIR**  
Diane Hurd

**DEPARTMENT CHAIR**  
Renée Paquier

**PHONE**  
408-741-2180

**EMAIL**  
renée.paquier@westvalley.edu

**COUNSELING**  
408-741-2009

**Learning Outcomes**

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

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

**ADMINISTRATION OF JUSTICE**

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

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

**Major Requirements:**

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

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

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

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

WEST VALLEY COLLEGE  
2012 • 2013 CATALOG

18
3. Nine units of any Administration of Justice electives from the Recommended List.

Recommended List:
AJ 006, 008, 014, 015, 026, 030A, 031, 032, 033, 034, 036, 041, 091, 092, 093

AJ 001 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE
3 units
Lecture 3 hours; lab 0 hours
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 roles expected of law as reflected in justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system.

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

This course covers historical development, philosophy of law and constitutional provisions; definitions; classifications of crime and their applications to the system of administration of justice; legal research; study of case law; methodology; and concepts of law as a social force. This course explores crimes against persons, property, and the state as a social, religious, and historical ideology.

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

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

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

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

AJ 005 CRIMINAL INVESTIGATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for Credit: California State University

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

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

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

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

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

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

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

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

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

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

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

AJ 023 POLICE REPORT WRITING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

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

AJ 026 ORGANIZED CRIME
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

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

AJ 030A INTRODUCTION TO ADMINISTRATION OF JUSTICE AGENCIES
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: Must be 18 years of age or older
Acceptable for credit: California State University

This is a course for students, police officers, sheriffs, probation and parole officers, and interested citizens. This course is designed to update and upgrade skills in law enforcement interpretation, crime prevention, and related topics through lectures, guest speakers, and field visits to law enforcement agencies, police academies, courts, juvenile halls, and State and Federal prisons (Level III and IV security). Students are subject to justice institution security clearances, and those convicted of a Felony may be excluded. Students must be age 18 or older to visit Penal Institutions. Pass/No Pass Option

AJ 031 ACADEMY ORIENTATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

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

AJ 032 MOTORCYCLE, PRISON & STREET GANGS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course is designed for pre-service students or in-service officers to enable them to become familiar with the history, recruitment, training methods, purpose, and infrastructures of various gangs currently operating in California. Pass/No Pass Option
AJ 033 INTRODUCTION TO PROBATION & PAROLE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This introductory course is designed to orient students to possible careers in probation, parole, and corrections. This course covers historical and present day functions of the probation and parole systems of the United States. Pass/No Pass Option

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

AJ 036 FIREARMS TERMINOLOGY & SAFETY
3 units
Lecture 3 hours; lab 0 hours
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. Firearms safety is addressed. Pass/No Pass Option

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

AJ 091 DIRECTED STUDIES
1 unit (See department for schedule)
Lecture 0 hours; lab 0 hours
Acceptable for credit: California State University
Directed studies of special interest to the student which are related to but not included in regular courses offered by the college. Registration by contact with and only upon consent of the instructor.

AJ 092 DIRECTED STUDIES
2 units (See department for schedule)
Lecture 0 hours; lab 0 hours
Acceptable for credit: California State University
Directed studies of special interest to the student which are related to but not included in regular courses offered by the college. Registration by contact with and only upon consent of the instructor.

AJ 093 DIRECTED STUDIES
3 units (See department for schedule)
Lecture 0 hours; lab 0 hours
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 160G ADVANCED OFFICER TRAINING
25 – 5 units
Lecture 1 hour (over 4 weeks) - 5 hours; lab 0 hours
This is a variable unit course designed to meet state mandated standards and agency training requirements for currently employed law enforcement personnel. Course content includes refresher material and re-certification in all areas of law enforcement responsibility such as: tactical firearms, arrest and control, patrol procedures, officer safety, incident command, communications, new laws, ethics, and civil liability. This is a variable unit course and may be taken for a total of four times. Pass/No Pass Option

AJ 160J STANDARDS AND TRAINING FOR CORRECTIONS
.5 – 3 units
Lecture .5 - 3 hours; lab 0 hours
Prerequisites: Class participation is limited to employees of an agency/department eligible for participation in Standards and Training for Corrections (STC).
This course covers topics that meet education and training objectives for probation officers and adult and juvenile institution staff. Topics are categorized according the following content: legal, procedural, communication, safety and security, medical and mental/emotional issues, casework, and management and supervision. This is a variable unit course.

AJ 160K FIELD TRAINING FOR OFFICERS
1 – 10 units
Lecture 1 - 10 hours; lab 0 hours
This course is designed to provide the opportunity for practical application of patrol services for peace officers who have completed a Regular Basic Course (Academy). This is a variable unit course and may be taken for a total of four times. Pass/No Pass Option

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

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

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

**DIVISION** Language Arts  
**DIVISION CHAIR** Leigh Burrell  
**DEPARTMENT CHAIR** Anna Brichko  
**PHONE** 408-741-4011  
**EMAIL** anna.brichko@westvalley.edu  
**COUNSELING** 408-741-2009

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

**SL 060A, B AMERICAN SIGN LANGUAGE (AMESLAN)**  
3 units each  
Lecture 3 hours; lab 0 hours  
**Prerequisite:** SL 060A with a grade of C or better is prerequisite to SL 060B.  
Acceptable for credit: University of California, California State University

A course in manual communication emphasizing the vocabulary and syntax, finger spelling and introduction to American Sign Language (AMESLAN) to equip the student to communicate with the deaf on a conversational level. Some stress placed on the educational, social, psychological, and economic problems of deafness. Pass/No Pass Option

**Anthropology**

**THE FACULTY**  
Andrew Kindon

**DIVISION** Social Science  
**DIVISION CHAIR** Stephen Juarez  
**DEPARTMENT CO-CHAIR** Andrew Kindon  
**PHONE** 408-741-2554  
**EMAIL** andrew.kindon@westvalley.edu  
**DEPARTMENT CO-CHAIR** Joe Hasty  
**PHONE** 408-741-2521  
**EMAIL** joseph.hasty@westvalley.edu  
**COUNSELING** 408-741-2009

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

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

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

**ANTHR 001 INTRODUCTION TO PHYSICAL ANTHROPOLOGY**  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University

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

**ANTHR 002 INTRODUCTION TO ARCHAEOLOGY**  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University

A survey of cultural development from the Stone Age to early civilizations of the Old and New World. Archaeological methods, concepts and perspectives. The prehistory and archaeology of the Ice Ages, rise and fall of the Maya, Aztec and Toltec cultures, Easter Island, and Egypt will be highlighted. Pass/No Pass Option

---

**AIR FORCE R.O.T.C.**  
(See Military Science)

**Anatomy and Physiology**  
Human Anatomy (See Biology)  
Human Physiology (See Biology)

---

- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 5 for specific information.  
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.  
- **RECOMMENDED** preparations are ADVISORY.  
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
ANTHR 003 INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is a study of culture and social behavior as developed through the anthropological study of contemporary peoples. Comparative survey of the range of cultures of the world with emphasis upon social organization, economics, religion, kinship systems, cultural patterns, values, ethics, and ecology. Pass/No Pass Option

ANTHR 003H HONORS INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 units
Lecture 3 hours; lab 0 hours
Honors Introduction to Cultural Anthropology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a study of culture and social behavior as developed through the anthropological study of contemporary peoples. Comparative survey of the range of cultures of the world with emphasis upon social organization, economics, religion, kinship systems, cultural patterns, values, ethics, and ecology.

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

ANTHR 055 ANTHROPOLOGY OF MAGIC, WITCHCRAFT & RELIGION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is a cross-cultural study of the forms and functions of supernatural beliefs and associated rituals in various contemporary societies of Africa, Asia, aboriginal Australia, Oceania, South America, native North America and elsewhere. The course is designed to introduce anthropological approaches to the understanding of cultural beliefs in the supernatural. This course considers the forms and functions of supernatural beliefs and rituals in various societies to develop insights into the functional aspects of religious beliefs and institutions in our lives. Pass/No Pass Option

Arabic

DIVISION Language Arts
DEPARTMENT CHAIR Leigh Burrill
PHONE 408-741-4011
EMAIL anna.brichko@westvalley.edu

Learning Outcomes
See World Languages

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

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

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

Architecture

See also Landscape Architecture

THE FACULTY

Dr. Soroush Ghahramani, Registered
Architect, Italy; International Associate
A.I.A.

DIVISION Applied Arts and Sciences
DEPARTMENT CHAIR Diane Hurd
PHONE 408-741-4097
EMAIL soroush.ghahramani@westvalley.edu

Degree
A.S., Architecture

Certificates
Architecture
Historic Preservation

Associate of Science in Architecture

Learning Outcomes
After completing an A.S. degree in Architecture, a student will be able to:

- Communicate effectively and professionally in the architectural environment through proper use of verbal, written and graphic techniques.
- Apply mathematical skills to solve technical problems associated with architectural drawings.
- Develop architectural drawings including construction drawings, and presentation drawings.
- Use computer graphics applications associated with architectural projects.
- Select construction materials based upon their properties and methods of installation.
- Apply principals of structural design.
- Apply building codes, zoning codes, and ADA (Americans with Disabilities Act).
- Demonstrate creativity and problem-solving abilities in designing residential and commercial buildings.
- Use standard dimensions for space planning and human occupancy using Architectural Graphic Standards.
- Identify professional, ethical and societal responsibilities including respect for diversity.

Certificate in Architecture

Learning Outcomes
After completing a certificate in Architecture, a student will be able to:

- Communicate effectively and professionally in the architectural environment through proper use of verbal, written and graphic techniques.
- Apply mathematical skills to solve technical problems associated with architectural drawings.
- Develop architectural drawings and presentation drawings.
- Use computer graphics applications associated with architectural projects.
- Select construction materials based upon their properties and methods of installation.
- Demonstrate creativity and problem-solving abilities in designing residential and commercial buildings.
Architecture

Certificate in Historic Preservation

Learning Outcomes
After completing a certificate in Historic Preservation, a student will be able to:

- Communicate effectively and professionally in the historic preservation environment through proper usage of verbal, written, and graphic techniques.
- Apply mathematical skills to solve technical problems associated with restoration drawings and site measurements.
- Develop restoration drawings including construction drawings, and presentation drawings.
- Use computer graphics applications associated with restoration projects.
- Select restoration materials based upon their properties and methods of installation.
- Analyze structural systems of existing historic buildings.
- Apply building code and ADA (Americans with Disabilities Act) to existing historic buildings.
- Apply historic preservation guidelines and recommendations by Using "The Secretary of Interior's Standards".
- Identify professional, ethical and societal responsibilities including respect for diversity.

ARCHITECTURE

The Architecture Program at West Valley College is primarily transfer oriented. It prepares students to enter 4- and 5-year architecture programs at the university level. Most students transfer to U.C. Berkeley, Cal Poly San Luis Obispo, Cal Poly Pomona, the University of Southern California, and to a variety of public and private institutions, nationwide.

While it is generally possible to enter the field of Architecture directly with either a Certificate or A.S. Degree from West Valley, the transfer orientation of our program and the nature of internship within the Architecture profession limit that option.

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

Students, upon completion of this certificate, may qualify for the following career paths as well as transfer to a 4 or 5 year program:

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

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

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

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

ARCHITECTURE (A.S. Degree)

Major Requirements: (40 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 045 Architectural Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 050 Construction Materials &amp; Methods</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 051 Architectural Graphics: Drawing &amp; Sketching</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 052 Architectural Graphics: Color Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 053 Intro to Architectural and Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 056 Basic Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 057 Architectural Model Making</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 058 Intro to Revit Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 059 3D Studio Max: 3D Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 060 Green Building &amp; Sustainable Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 061 Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 062 Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 063 Architectural Design III</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 066 Advanced Revit Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

Required Electives: Select 20 units from below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 040 Fundamentals of Historic Preservation</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 041 Science of Materials in Historic Preservation</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 042 Architectural Restoration &amp; Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 043 Styles in Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 046 History of Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 047 History of Modern Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 072 History of Landscape Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 084 Sustainability in Landscape Architecture</td>
<td>3</td>
</tr>
<tr>
<td>MATH 003A Analytical Geometry and Calculus 3</td>
<td>3</td>
</tr>
<tr>
<td>MATH 003B Analytical Geometry and Calculus 3</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 004A Engineering Physics 3</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 004C Engineering Physics 3</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 60

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

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

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

HISTORIC PRESERVATION (Certificate of Achievement)

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

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

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

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

ARCHITECTURE (Certificate of Achievement)

Course                              | Units |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH 045 Architectural Building Codes</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 046 History of Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 047 History of Modern Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 050 Construction Materials &amp; Methods</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 051 Architectural Graphics: Drawing &amp; Sketching</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 052 Architectural Graphics: Color Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 053 Intro to Architectural and Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 056 Basic Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 057 Architectural Model Making</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 058 Intro to Revit Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 059 3D Studio Max: 3D Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 061 Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 062 Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 063 Architectural Design III</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 066 Advanced Revit Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 40

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

Required Electives (4 Units):

ARCH 029A Architectural History 2
ARCH 031A Architectural Graphics: Drawing & Sketching 2
ARCH 045 Architectural Building Codes 3
PKMGT 014 Conservation of Our Natural Resources 3
PKMGT 018 Park Planning & Design 2

Total Units 17

To be awarded a certificate, a student must:

1. Complete all the major requirements.
2. Earn a grade of “C” or better for all required courses.

ARCH 040 FUNDAMENTALS OF HISTORIC PRESERVATION 2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: California State University
This course is a study of historic preservation theories and philosophies, various definitions for different types of preservation planning: Preservation, Restoration, Rehabilitation, and Reconstruction. It includes the study of the recommendations and guidelines of the Secretary of Interior’s Standards for the treatment of historic properties. Pass/No Pass Option

ARCH 041 SCIENCE OF MATERIALS IN HISTORIC PRESERVATION 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is a study of traditional and modern materials, including use and properties, the diagnosis of the causes of deterioration, preservation, and restoration methods. This course also covers the mechanical stress effects on rigid materials, the study of corrosive chemicals on porous materials, the atmospheric pollution effects, the settlement of masonries, and the vibrations on the structures as well as the effects of road traffic on the buildings. Pass/No Pass Option

ARCH 042 ARCHITECTURAL RESTORATION & REHABILITATION 3 units
Lecture 2 hours; lab 3 hours
Prerequisites: ARCH 040, ARCH 041, ARCH 058
Acceptable for credit: California State University
This course is a study of different restoration philosophies and procedures. Course topics include: acquiring research skills for the collection of historic documents from various archives; investigating historic building; preparing field measurements; drawing plans, elevations, and sections of the historic building; following zoning and building code restrictions and requirements for restoration and rehabilitation of an existing historic building when subject to a new use of occupancy; reporting the diagnosis of deterioration causes; and presenting the final restoration and rehabilitation proposal with specifications. Pass/No Pass Option

ARCH 043 STYLES IN ARCHITECTURE 2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: California State University, University of California
This course is a study of styles in architecture from pre-history to present. This course covers cultural, political, and social influences in architectural styles; a general overview of different architectural styles including each style’s date of origination, its life period, main characteristics, and features; differences between similar styles, and eclecticism. This course covers also the architectural styles of the American house. Pass/No Pass Option

ARCH 045 ARCHITECTURAL BUILDING CODES 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course covers the building permit process and definition of building codes as described in the International Building Code. The course emphasizes use and occupancy, special use and occupancy, building heights and areas, type of construction, fire-resistive construction, interior finishes, fire-protection systems, means of egress, accessibility, interior environment, energy efficiency, exterior walls, roof assemblies, structural provisions, building materials and systems, and existing structures. Pass/No Pass Option

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

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

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

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

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

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

ARCH 056 BASIC ARCHITECTURAL DESIGN 3 units
Lecture 2 hours; lab 4 hours
Acceptable for credit: University of California, California State University
This course is a study of the architectural design principles and methodologies. Students apply these principles to studio problems of increasing complexity. Various representation techniques are utilized, including sketching, manual drafting, computer graphics, and architectural model making. Pass/No Pass Option
ARCH 057 ARCHITECTURAL MODEL MAKING
1 unit
Lecture .5 hours; lab 1.5 hours
Acceptable for credit: California State University
This course covers all aspects of the materials, tools, and skills required to build architectural models. Pass/No Pass Option

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

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

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

ARCH 061 ARCHITECTURAL DESIGN I
3 units
Lecture 2 hours; lab 3 hours
Prerequisite ARCH 056 and ARCH 058
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: University of California, California State University
This course is an intermediate level architectural design studio. Students have opportunities to study environmental and visual phenomena through architectural design exercises. The theories of building design and problem solving methodologies are introduced and used as a basis for the design process. Pass/No Pass Option

ARCH 062 ARCHITECTURAL DESIGN II
3 units
Lecture 2 hours; lab 3 hours
Prerequisite ARCH 058
Corequisite ARCH 056 or ARCH 061
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: University of California, California State University
This course is an intermediate-advanced level architectural design studio. Students have opportunities to study environmental and visual phenomena through architectural design exercises. Additional topics include the introduction to structure and materials, and their relationships to form, function, and design intent. Students have opportunities to design a complex building by performing case studies relating to the specific building type prior to undertaking the design project itself. Pass/No Pass Option

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

**PREREQUISITES AND COREQUISITES are MANDATORY.** See page 5 for specific information.

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

**RECOMMENDED preparations are ADVISORY.**

**This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
ARCH 066 ADVANCED REVIT ARCHITECTURE
3 units
Lecture 2 hours; lab 4 hours
Acceptable for credit: California State University
This course is an advanced Autodesk: Revit Architecture software specifically designed for use by architecture, landscape architecture, interior design, and civil engineering professionals. This course familiarizes both novice and experienced 3D artists with the process and capabilities of the Revit tool set. The course focuses on the process of developing projects with Revit. This course emphasizes the creation of a set of construction documents and advanced rendering perspectives from a 3D model of a building project and its context. Pass/No Pass Option

ARCH 072 HISTORY OF LANDSCAPE ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University, University of California
This course is a study of world landscape architectural history from prehistory to present. Pass/No Pass Option

ARCH 076 LANDSCAPE CONSTRUCTION TECHNOLOGY
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: California State University
This course is a study of the landscape architecture technical implementation with an emphasis on basic principles of site layout, grading and drainage, earthwork computations, irrigation systems, landscape construction materials, and details. Pass/No Pass Option

ARCH 081 LANDSCAPE PLANTS: SUMMER & AUTUMN
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and groundcovers during the summer and autumn seasons. Emphasis is placed on growth habits, cultural requirements, maintenance, suitability for landscape use, and the ecology of plant communities. Pass/No Pass Option

ARCH 082 LANDSCAPE PLANTS: WINTER & SPRING
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and groundcovers during the winter and spring seasons. Emphasis is placed on growth habits, cultural requirements, maintenance, suitability for landscape use, and the ecology of plant communities. Pass/No Pass Option

ARCH 083 PLANT COMPOSITION
2 units
Lecture 1 hour; lab 3 hours
Prerequisite ARCH 081
Corequisite ARCH 082
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of the design placement of ornamental trees, shrubs, vines, and groundcovers in the environmental landscape. Emphasis is on the aesthetic and functional relationship of plant combinations, forms, and the scale of plants to structures and outdoor spaces. Pass/No Pass Option

ARCH 084 SUSTAINABILITY IN LANDSCAPE ARCHITECTURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course covers the topic of sustainability in landscape architectural design studio. Students have opportunities to study sustainable environmental and visual phenomena through landscape architectural design exercises. Additional topics include Firescaping, green roof, plant restoration, habitat restoration, and Brownfield. Students have opportunities to apply sustainable design to a specific site. Pass/No Pass Option

ARCH 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
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.

ARCHITECTURE

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

DIVISION Fine Arts
DIVISION CHAIR Chris Cryer
DEPARTMENT CHAIR Kathy Arnold
PHONE 408-741-2510
EMAIL kathy.arnold@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 Art Computer lab
• Integrated learning opportunities in Fine Arts – Art, Music, Theater Arts, Film
• Professional teaching faculty who actively produce and exhibit their artwork
• Lost-wax, ceramic shell, bronze casting facility
• Art History and Art Appreciation courses in distance format
• Opportunities to explore artistic expression in a wide variety of media
• Faculty scheduled trips to museums and galleries
• Focused workshops for community artists

Learning Outcomes
After completing a certificate, or Associate of Arts degree in Art, a student will be able to:

• Analyze a variety of artists, artistic styles, and historical periods;
• Create works of art that represent technical skills and good craftsmanship;
• Evaluate works of art created by self and others.

Career Options
• Art Conservator
• Art criticism
• Art Curator
• Art Director
• Art Education/Teaching

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

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

1. History should be advised that there may be a foreign language requirement. Please consult a counselor.
   
2. Transfer students planning to concentrate in Art should be advised that there may be a foreign language requirement. Please consult a counselor.
   
   Note: Some career options require more than two years of college study.

**Degree**

A.A. degree with an emphasis in:

Art History

Ceramics

Computer Animation

Drawing

Painting

Sculpture

Graphic Design

**Certificates**

- Computer Arts: Animation
- Two Dimensional Design Certificate

**ART: Transfer:**

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

**ART (A. A. Degree)**

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

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001AB</td>
<td>Survey of Western Art</td>
</tr>
<tr>
<td>ART 001E</td>
<td>Design in Society</td>
</tr>
<tr>
<td>ART 031A</td>
<td>Beginning Drawing</td>
</tr>
<tr>
<td>ART 031B</td>
<td>Expressive Drawing</td>
</tr>
<tr>
<td>ART 031C</td>
<td>Representational Drawing</td>
</tr>
<tr>
<td>ART 033A</td>
<td>Two-Dimensional Design</td>
</tr>
<tr>
<td>ART 033C</td>
<td>Color Design</td>
</tr>
</tbody>
</table>

Additional units to meet the college graduation requirements.

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

**ART 001A HONORS SURVEY OF WESTERN ART I**

3 units
Lecture 3 hours; lab 0 hours
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 events of the time, emphasizing aesthetic, cultural and historical values. Pass/No Pass Option

**ART 001B SURVEY OF WESTERN ART II**

3 units
Lecture 3 hours; lab 0 hours
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 events of the time, emphasizing aesthetic, cultural and historical values. Pass/No Pass Option

**ART 001B HONORS SURVEY OF WESTERN ART II**

3 units
Lecture 3 hours; lab 0 hours
Preapproval into Honors Program

This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, emphasizing the evolution of the changing attitudes toward form and content. Honors Survey of Art II uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. Pass/No Pass Option

**COMPUTER ARTS: ANIMATION**

(A.A. Degree and Certificate of Achievement)

Recommended - CA 020, 070 Introduction to Mac or Introduction to PC

**Major Requirements:**

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

Total Units: 24

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

1. All the major requirements

2. Additional units to meet the college graduation requirements.

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

**ART 001A HONORS SURVEY OF WESTERN ART I**

3 units
Lecture 3 hours; lab 0 hours

Honors Survey of Western Art I uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a general survey of painting, sculpture, and architecture in the western world from 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. Pass/No Pass Option

**ART 001B SURVEY OF WESTERN ART II**

3 units
Lecture 3 hours; lab 0 hours

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 events of the time, emphasizing aesthetic, cultural and historical values. Pass/No Pass Option

**ART 001B HONORS SURVEY OF WESTERN ART II**

3 units
Lecture 3 hours; lab 0 hours

Preapproval into Honors Program

This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, emphasizing the evolution of the changing attitudes toward form and content. Honors Survey of Art II uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. Pass/No Pass Option

**Computer Arts: Animation**

(A.A. Degree and Certificate of Achievement)

Recommended - CA 020, 070 Introduction to Mac or Introduction to PC

**Major Requirements:**

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

Total Units: 24

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

1. All the major requirements

2. Additional units to meet the college graduation requirements.

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

**ART 001A HONORS SURVEY OF WESTERN ART I**

3 units
Lecture 3 hours; lab 0 hours

Honors Survey of Western Art I uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a general survey of painting, sculpture, and architecture in the western world from 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. Pass/No Pass Option
ART 001D ART OF THE 20TH CENTURY
3 units
Lecture 3 hours; lab 0 hours
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 Impressionists to the present day, emphasizing the evolution of changing attitudes toward form and content. Pass/No Pass Option

ART 001DH HONORS ART OF THE 20TH CENTURY
3 units
Lecture 3 hours; lab 0 hours
Honors Art of the 20th Century uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a general survey of painting, sculpture, and architecture in the western world from the Impressionists to the present day, emphasizing the evolution of changing attitudes toward form and content. This is an information competency infused course. Pass/No Pass Option

ART 001E DESIGN IN SOCIETY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course provides a thematic and chronological introduction to major types of design around the globe from prehistory to the present. It considers the cultural role of design in finding creative solutions to basic human needs such as shelter, clothing, utilitarian objects, transportation, and communication for social, political, religious, informational, and other purposes. Works by designers from many diverse cultures are studied within their historical and cultural contexts including issues of economic and social class. Pass/No Pass Option

ART 001G HISTORY OF PHOTOGRAPHY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California (proposed), California State University
The technical developments and aesthetic trends in photography are traced from its invention in the nineteenth century to the present day. This course includes image presentations, discussions and viewing exhibitions. Pass/No Pass Option

ART 003A WORKSHOP IN ART GALLERY & ART MUSEUM OPERATIONS
1 unit
Lecture 0 hour; lab 3 hours
Acceptable for credit: California State University
Lab to provide workshop experience in various phases of preparation and execution of art exhibits on campus. Pass/No Pass Option

ART 004 ART APPRECIATION
3 units
Lecture 3 hours; lab 0 hours
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. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

ART 004H HONORS ART APPRECIATION
3 units
Lecture 3 hours; lab 0 hours
Honors Art Appreciation uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This is an introductory overview to general trends and concepts of visual expression. Art objects under study are considered both as aesthetic entities in themselves and as crystallization of thoughts and beliefs during different periods of history. Students have the opportunity to gain greater awareness of processes and media required to create art. Pass/No Pass Option

ART 007 ART OF ASIA
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
A general survey of arts and culture of Asia. Emphasis on painting, sculpture, ceramics and architecture of India, China and Japan. Development of artistic ideas and expressions based on cultural interactions from prehistory to the present will be studied. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Pass/No Pass Option

ART 010 AMERICAN ART: A MULTICULTURAL APPROACH
3 units
Lecture 3 hours; lab 0 hours
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. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
ART 012A ART OF PRE-HISPANIC MEXICO  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
This course is 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. Pass/No Pass Option

ART 012B ART OF COLONIAL & MODERN MEXICO  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
This is 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. Pass/No Pass Option

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

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

ART 031A BEGINNING DRAWING  
3 units  
Lecture 2 hours; lab 4 hours  
Acceptable for credit: University of California, California State University  
This is a beginning drawing course for students with no former drawing experience. Students draw natural and human-made forms from observation directed toward realistic rendering of objects. Students receive an introduction to pictorial composition and perspective and an introduction to drawing media: pencil, charcoal, conte, and pen and ink. Studio practice emphasizes basic shading principles, techniques and development of “line” qualities of graphic presentation. Students have the opportunity to learn skills which enable them to develop an aesthetic vocabulary leading to independent critical judgment. Pass/No Pass Option

ART 031B EXPRESSIVE DRAWING  
3 units  
Lecture 2 hours; lab 4 hours  
Recommended preparation: ART 031A  
Acceptable for credit: University of California, California State University  
Refinement of basic drawing and composition skills are explored with an emphasis on creative expression and conceptualization. A variety of drawing materials are used including color media. Pass/No Pass Option

ART 031C REPRESENTATIONAL DRAWING  
3 units  
Lecture 2 hours; lab 4 hours  
Acceptable for credit: University of California, California State University  
In this course, students will have the opportunity to expand their understanding of rendering a physical likeness of three-dimensional form in black and white media. Concepts such as planar relationships, value/contrast, modeling with light and shade, proportioning and scale, linear and atmospheric perspective, multiple vanishing points, and surface texture will be emphasized. Pass/No Pass Option

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

In this course, students have the opportunity to study the fundamentals of the human figure by drawing from life in a variety of black and white media. Familiarization with the human form in terms of mass, weight, dimension, and structure are emphasized through a variety of assignments stressing contour, gesture, surface modeling, light, and proportion. Pass/No Pass Option

ART 035A BEGINNING LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours
Acceptable for credit: University of California, California State University

In this course, students have the opportunity to study the fundamentals of the human figure by drawing from life in a variety of black and white media. Familiarization with the human form in terms of mass, weight, dimension, and structure are emphasized through a variety of assignments stressing contour, gesture, surface modeling, light, and proportion. Pass/No Pass Option

ART 035B INTERMEDIATE LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours
Acceptable for credit: University of California, California State University

This course gives students the opportunity to refine basic figure drawing skills through an emphasis on creative expression. This course also gives students the opportunity to gain an expanded understanding of proportion, structure, modeling, movement, and description of the human form. A variety of drawing materials is used including color media. Pass/No Pass Option

ART 035C INTERMEDIATE-ADVANCED LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours
Acceptable for credit: University of California, California State University

This course gives students the opportunity to explore an expanded variety of drawing media used in combination with traditional approaches to develop a personal style of life drawing. Expanded theories of composition and color are covered through studio practice and research of the history of life drawing. Pass/No Pass Option

ART 035D ADVANCED LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours
Acceptable for credit: University of California, California State University

This course gives students the opportunity to intensify their study of personal artistic direction through developing a cohesive and connected body of life drawings. Projects focus on use of multiple figures, theme development, and refinement of personal style. Studio work is supplemented with research of representations of the human figure in the art of various cultures and eras. Pass/No Pass Option

ART 047A BEGINNING WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours
Recommended preparation: ART 033A
Acceptable for credit: University of California, California State University

In this class, students have the opportunity to learn the elements of painting using a variety of techniques, materials, and tools. Structure, composition, paint handling, light affects, and color theory are stressed in relationship to the painting process and a variety of subject matter. Pass/No Pass Option

ART 047B INTERMEDIATE WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours
Recommended preparation: ART 047A
Acceptable for credit: University of California, California State University

In this class students continue their study of personal artistic direction by developing a cohesive body of work within the confines of watercolor or other aqueous media. Projects focus on series and theme development. Studio work is supplemented with painting-oriented research, writing, and verbal appraisals. Pass/No Pass Option

ART 047C INTERMEDIATE-ADVANCED WATERCOLOR
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: ART 047B
Acceptable for credit: University of California, California State University

In this class students are introduced to alternative painting surfaces, materials and procedures in combination with traditional watercolor and aqueous media approaches. This class emphasizes advanced theories of color and composition. Further evolution of a personal style is encouraged in this class in combination with art historical research. Pass/No Pass Option

ART 047D ADVANCED WATERCOLOR
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: ART 047C
Acceptable for credit: University of California, California State University

In this course students continue their study of personal artistic direction by developing a cohesive body of work within the confines of watercolor or other aqueous media. Projects focus on series and theme development. Studio work is supplemented with painting-oriented research, writing, and verbal appraisals. Pass/No Pass Option

ART 049A BEGINNING PAINTING
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: ART 031A and ART 033A
Acceptable for credit: University of California, California State University

In this course students have the opportunity to learn the elements of painting using a variety of techniques, materials, and tools. Structure, composition, paint handling, light affects, and color theory are stressed in relationship to the painting process and a variety of subject matter. Pass/No Pass Option

ART 049B INTERMEDIATE PAINTING
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: ART 049A
Acceptable for credit: University of California, California State University

In this course students refine basic painting skills in addition to expand understanding of paint handling, structure and volume, perspective, composition, and color theory. Students continue research of materials and techniques and begin to focus on creative expression. Pass/No Pass Option

ART 049C INTERMEDIATE-ADVANCED PAINTING
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: ART 049B
Acceptable for credit: University of California, California State University

In this course students pursue personal style and interests. Advanced theories of composition and color are covered through studio practice and research of the history of painting. Alternative painting surfaces and materials in combination with traditional approaches are explored. Pass/No Pass Option
ART 049D ADVANCED PAINTING
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: ART 049C
Acceptable for credit: University of California, California State University
In this course students intensify their study of personal artistic direction through developing a cohesive body of work. Projects focus on series and theme development. Studio work is supplemented with painting-oriented research, writing, and verbal analysis. Pass/No Pass Option

ART 055 INTRO TO COMPUTER ARTS
3 units
Lecture 3 hours; lab 3 hours
Recommended preparation: ART 031B and ART 033C
Acceptable for credit: University of California, California State University
This course provides students with an opportunity to explore fundamental theories and methods of creating Computer Art and the impact of technology on 20th century art production. It introduces students to digital imaging, digital video/animation and interactive authoring which utilize hands-on contemporary art strategies. Pass/No Pass Option

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

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

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

ART 060A COMPUTER ARTS: INTERACTIVE DIGITAL VIDEO ART
3 units
Lecture 3 hours; lab 3 hours
Recommended preparation: ART 055
Acceptable for credit: California State University
Students will be given the opportunity to develop intermediate and advanced techniques for creating interactive digital video art using a variety of media. Linear, non-linear, and interactive processes pertinent to time based media art will be explored. Pass/No Pass Option

ART 060B COMPUTER ARTS: MULTIMEDIA ART PRODUCTION
3 units
Lecture 3 hours; lab 3 hours
Recommended preparation: ART 060A, ART 057B
Acceptable for credit: California State University
Students will be given the opportunity to develop a portfolio/reel of advanced digital media arts production techniques including: compositing of computer generated animation and special effects with live-action video and film, CD/DVD ROM production, and installation/kiosk design. Pass/No Pass Option

ART 065A CERAMICS - HANDBUILDING
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: ART 060A, ART 057B
Acceptable for credit: University of California, California State University
This course explores additional course content and further develops artistic skills begun in 65B. The course gives students an opportunity to develop a critical awareness and vocabulary leading to independent critical thinking.

ART 065B CERAMICS - HANDBUILDING
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: ART 065A
Acceptable for credit: University of California, California State University
This is an advanced course in ceramics hand-building techniques, kilns, clay body construction, and ceramic decorative effects. The course includes further development of 3-D design concepts and projects focusing on individualized self-expression. This course gives students the opportunity to develop a critical awareness and vocabulary leading to independent critical thinking.

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

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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
ART 067A CERAMICS - POTTER’S WHEEL
3 units
Lecture 2 hours; lab 4 hours
Acceptable for credit: University of California, California State University
This class is beginning-level instruction in wheel throwing, clay and glaze formulation, construction, stacking and firing of ceramic kilns. This course gives students the opportunity to develop basic skills and techniques using the potter’s wheel and develop aesthetic awareness of three-dimensional format designs.

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

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

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

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

ART 088A METAL-SCULPTURE CASTING
3 units
Lecture 2 hours; lab 4 hours
Acceptable for credit: California State University
This is an advanced study of the metal casting process with emphasis on development of a personal style. Pass/No Pass Option

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

ART 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
Student may apply for Directed Studies in any art or art history course currently offered, provided they have successfully completed the first year of the course, applied for and obtained the consent of the instructor. Directed Studies course unit credit to be determined by the instructor based on the student’s objectives.
### Astronomy

**THE FACULTY**  
Benjamin Mendelsohn  
Doug Epperson

**DIVISION**  Science and Mathematics  
**DIVISION CHAIR**  Rebecca Wong  
**DEPARTMENT CHAIR**  Doug Epperson  
**PHONE**  408-741-4662  
**EMAIL**  doug.epperson@westvalley.edu  
**COUNSELING**  408-741-2009

**ASTRO 001 ASTRONOMY**  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University

A course in descriptive astronomy, covering the entire panorama of evolution: the birth, life, and death cycle of stars; the birth, life, and death cycle of galaxies; the origin of the entire universe, the origin of planets, and the beginnings of life on earth. With that as a foundation, the possibility of communicating with distant technical civilizations is discussed.

**ASTRO 001H HONORS ASTRONOMY**  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 902  
Honors Astronomy Laboratory uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content is designed to provide a comprehensive understanding of the human experience of the universe. Students have the opportunity to learn and to explore the principles that govern the motions of the Sun, Moon, planets and stars. The structure of the universe is then examined with consideration of the galaxies of stars and their origin and evolution. Observational evidence is used to show how the 'Big Bang' theory explains the origins of the Universe. We examine the evolution of life on Earth and the possibility of life elsewhere in the Universe. Applying the disciplines of astrophysics, biology, geology, and planetary science, students will study the chemical basis for life, the limits of life on earth and look for the markers of life in other places in the solar system. Students will also examine the possibilities for life outside of the solar system.

**ASTRO 002 ASTRONOMY LABORATORY**  
1 unit  
Lecture 0 hours; lab 3 hours  
Recommended preparation: MATH 902  
Hons Astronomy Laboratory uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content is designed to provide a comprehensive understanding of the human experience of the universe. Students have the opportunity to learn and to explore the principles that govern the motions of the Sun, Moon, planets and stars. The structure of the universe is then examined with consideration of the galaxies of stars and their origin and evolution. Observational evidence is used to show how the 'Big Bang' theory explains the origins of the Universe. We examine the evolution of life on Earth and the possibility of life elsewhere in the Universe. Applying the disciplines of astrophysics, biology, geology, and planetary science, students will study the chemical basis for life, the limits of life on earth and look for the markers of life in other places in the solar system. Students will also examine the possibilities for life outside of the solar system.

**ASTRO 002H HONORS ASTRONOMY LABORATORY**  
1 unit  
Lecture 0 hours; lab 3 hours  
Recommended preparation: MATH 902  
Honors Astronomy Laboratory uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content is designed to provide a comprehensive understanding of the human experience of the universe. Students have the opportunity to learn and to explore the principles that govern the motions of the Sun, Moon, planets and stars. The structure of the universe is then examined with consideration of the galaxies of stars and their origin and evolution. Observational evidence is used to show how the 'Big Bang' theory explains the origins of the Universe. We examine the evolution of life on Earth and the possibility of life elsewhere in the Universe. Applying the disciplines of astrophysics, biology, geology, and planetary science, students will study the chemical basis for life, the limits of life on earth and look for the markers of life in other places in the solar system. Students will also examine the possibilities for life outside of the solar system.

**ASTRO 005 PLANETARIUM ASTRONOMY**  
2 units  
Lecture 2 hours; lab 0 hours  
Recommended preparation: MATH 902  
Astronomy Laboratory uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content is designed to provide a comprehensive understanding of the human experience of the universe. Students have the opportunity to learn and to explore the principles that govern the motions of the Sun, Moon, planets and stars. The structure of the universe is then examined with consideration of the galaxies of stars and their origin and evolution. Observational evidence is used to show how the 'Big Bang' theory explains the origins of the Universe. We examine the evolution of life on Earth and the possibility of life elsewhere in the Universe. Applying the disciplines of astrophysics, biology, geology, and planetary science, students will study the chemical basis for life, the limits of life on earth and look for the markers of life in other places in the solar system. Students will also examine the possibilities for life outside of the solar system.

**ASTRO 010 SOLAR SYSTEM ASTRONOMY**  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University

This is a course in descriptive Astronomy, with emphasis on evolution, structure and behavior of the Solar System and its contents. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. The origins of the solar system are explored followed by a study of the terrestrial planets utilizing comparative planetary geology. The atmospheres of the terrestrial and jovians is investigated, followed by an exploration of moons, ring systems, asteroids and comets.

**ASTRO 011 STELLAR ASTRONOMY**  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University

This is a course in descriptive Astronomy, with emphasis on evolution, structure and behavior of the Solar System and its contents. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. The origins of the solar system are explored followed by a study of the terrestrial planets utilizing comparative planetary geology. The atmospheres of the terrestrial and jovians is investigated, followed by an exploration of moons, ring systems, asteroids and comets.

**ASTRO 013 LIFE IN THE UNIVERSE**  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University

This is a course in descriptive Astronomy, with emphasis on evolution, structure and behavior of the Solar System and its contents. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. The origins of the solar system are explored followed by a study of the terrestrial planets utilizing comparative planetary geology. The atmospheres of the terrestrial and jovians is investigated, followed by an exploration of moons, ring systems, asteroids and comets.

**ASTRO 014 LIFE IN THE UNIVERSE**  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University

This is a course in descriptive Astronomy, with emphasis on evolution, structure and behavior of the Solar System and its contents. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. The origins of the solar system are explored followed by a study of the terrestrial planets utilizing comparative planetary geology. The atmospheres of the terrestrial and jovians is investigated, followed by an exploration of moons, ring systems, asteroids and comets.

**ASTRO 015 LIFE IN THE UNIVERSE**  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University

This is a course in descriptive Astronomy, with emphasis on evolution, structure and behavior of the Solar System and its contents. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. The origins of the solar system are explored followed by a study of the terrestrial planets utilizing comparative planetary geology. The atmospheres of the terrestrial and jovians is investigated, followed by an exploration of moons, ring systems, asteroids and comets.

**ASTRO 016 LIFE IN THE UNIVERSE**  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University

This is a course in descriptive Astronomy, with emphasis on evolution, structure and behavior of the Solar System and its contents. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. The origins of the solar system are explored followed by a study of the terrestrial planets utilizing comparative planetary geology. The atmospheres of the terrestrial and jovians is investigated, followed by an exploration of moons, ring systems, asteroids and comets.

**ASTRO 017 LIFE IN THE UNIVERSE**  
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 902  
Acceptable for credit: University of California, California State University

This is a course in descriptive Astronomy, with emphasis on evolution, structure and behavior of the Solar System and its contents. The course commences with a study of the night sky including the motions of the Sun, Moon, planets and stars. The motions of the celestial bodies are explained in the historical context of geocentric and heliocentric models. The origins of the solar system are explored followed by a study of the terrestrial planets utilizing comparative planetary geology. The atmospheres of the terrestrial and jovians is investigated, followed by an exploration of moons, ring systems, asteroids and comets.
### ASTRO 020 FAMILY OF THE SUN

4 units  
Lecture 3 hours; lab 3 hours  
Acceptable for credit: University of California, California State University

This is an introductory course in astronomy for the non-science major. Topics include study of the night sky and the motions of the objects in the heavens as seen from Earth, examination of the structure and behavior of the Solar System and its contents, planetary geology, planetary atmospheres, the search for other solar systems and the possibility of the existence of extraterrestrial life. Laboratory work includes observation and application of concepts discussed in lectures, computer simulations, planetarium simulations, and field work. Pass/No Pass Option

### ASTRO 020L FAMILY OF THE SUN

0 units  
Lecture 0 hours; lab 0 hours  
Corequisite: ASTRO 020  
Required lab for ASTRO 020 lecture.

### ASTRO 021 LIFESTYLES OF THE STARS

4 units  
Lecture 3 hours; lab 3 hours  
Acceptable for credit: University of California, California State University

This is an introductory course in astronomy for the non-science major. Topics include study of the night sky and the motions of the objects in the heavens as seen from Earth, study of the birth, life and death of stars including Einstein’s theory of relativity as applied to black holes. Laboratory work includes observation and application of concepts discussed in lectures, computer simulations, planetarium simulations, and field work. Pass/No Pass Option

### ASTRO 030 FIELD ASTRONOMY

1 unit  
Lecture 1 hour; lab 0 hours  
Acceptable for credit: California State University

This is an intensive weekend field lecture course, whose location may change from semester to semester, in general observational astronomy. The class uses direct visual and telescopic observation of the sky to help explain solar system, stellar and galaxy formation. The course includes pre-trip lecture meetings that cover the fundamentals of the motion of the heavens, star charts and telescope optics. Hiking and overnight camping is required. The course is held in conjunction with GEOL 030. Pass/No Pass Option

### BIOLOGY

#### THE FACULTY

Robert Berlani  
Leticia Gallardo  
Michelle Geary  
Cheryl Hackworth  
Nathan Norris  
Christine Peters-Stanton  
Molly Schrey  
Peter Svensson

#### DIVISION - Science and Mathematics

DIVISION CHAIR  
Rebecca Wong  
DEPARTMENT CHAIR  
Michelle Geary  
PHONE  
408-741-2572  
EMAIL  
michelle.geary@westvalley.edu  
COUNSELING  
408-741-2009

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

#### Learning Outcomes

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

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

#### Career Options

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

#### Degree

A.S., Biological Sciences

#### BIOLOGICAL SCIENCE: Transfer: (Includes Biochemistry, Botany, Cell Biology, Zoology)

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

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

**Major Requirements:**

1. Three courses in Biology from below:

   - BIO 041 Principles of Animal Biology 5
   - BIO 042 Principles of Plant Biology 5
   - BIO 043 Principles of Cells 5
   - BIO 045 Microbiology 5
   - BIO 047 Human Anatomy 5
   - BIO 048 Human Physiology 5

2. Either CHEM 001A,B OR CHEM 030A,B.

To be awarded an A.S. Degree in the above, a student must complete

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

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

#### BIO 002 ENVIRONMENTAL BIOLOGY

3 units  
Lecture 3 hours; lab 0 hours  
This survey course provides a foundation in environmental issues such as global warming, overfishing, endangered species, human population growth, habitat destruction, energy usage, air and water pollution, resource usage as well as over-consumption in an effort to build sustainable solutions towards solving these problems.

### Recommended Preparations in Basic Skills

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

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
BIO 010 INTRODUCTION TO BIOLOGY
4 units
Lecture 3 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This is an introductory course in general biology designed for the non-science major. Emphasis is on using critical thinking skills to understand and apply biological principles to the solution of everyday problems. Topics discussed include the scientific method, evolution, ecology, cell function and structure, cell energy, DNA and biotechnology, as well as how organisms interact with their internal and external environment. Laboratory work includes hands-on application of concepts discussed in lectures, computer simulations and field work. A passing grade in both lecture and laboratory is required to receive credit for this course. Biology 10 is not open to students who have completed Biology 11 with a grade of C or better.

BIO 011 HUMAN BIOLOGY
4 units
Lecture 3 hours; lab 3 hours
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 011H HONORS HUMAN BIOLOGY
4 units
Lecture 3 hours; lab 3 hours
Honors Human Biology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This is an introductory biology course that uses humans as the model for understanding and applying the principles and concepts of biology. Emphasis is placed on using critical thinking skills to find solutions to everyday problems. Topics include the scientific method, cell structure and function, the physiology of human nutrition, circulation, excretion, reproduction, heredity, and how humans are related and adapted to their environment. Laboratory work includes hands-on application of concepts discussed in lectures. This course will be of particular interest to students considering careers in health. This course meets the same general education requirements as Bio 010. Biology 011 is not open to students who have completed Biology 010 with a grade of C or better.

BIO 012 INTRODUCTION TO ECOLOGY & WILDLIFE
3 units
Lecture 2 hours; lab 2 hours
Acceptable for credit: University of California, California State University
This non-major course is an introduction to the general ecological principles that integrate all life on earth, with special focus on wildlife populations and their natural history. Energy and material flows will be covered, along with animal biology, behavior, population dynamics and human impact and management. Laboratory and field exercises emphasize investigational techniques used in scientific studies.

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

BIO 014 CALIFORNIA PLANTS & ANIMALS
3 units
Lecture 2 hours; lab 0 hours
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
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This is a course in the conservation of our natural resources with a view of conservation problems by considering the history of human populations in the relation to natural resources, their present predicament, and their future outlook. Students will look at conservation as it pertains to water, timber, wildlife, soil and air. This course is dual listed with PKMGT 014, Conservation of Our Natural Resources.
BIO 018 MARINE BIOLOGY
4 units
Lecture 3 hours; lab 3 hours
Acceptable for credit: University of California, California State University
A survey of the biological principles of marine science. Designed to acquaint the student with the natural history of the local coastline, the Monterey Bay and its adjoining areas. The use of oceanographic instruments and marine sampling devices, a descriptive survey of the flora and fauna as found in laboratory study and field trips, and the relationship of the ocean to man are also included.

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

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

BIO 024 CONTEMPORARY BIOLOGY
3 units
Lecture 3 hours; lab 0 hours
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
Lecture 3 hours; lab 3 hours
Acceptable for credit: California State University
This introductory level course is designed for students of all disciplines who are interested in learning about tropical ecology first-hand by studying at field stations in Costa Rica. Principles of ecology, biodiversity, and conservation will be examined and applied in both terrestrial and marine environments. This intensive field course will emphasize two main tropical ecosystems: the rainforest and the rocky intertidal region. Costa Rican culture, economy, and public policy and their relationship to resource conservation will also be examined. Students will participate in naturalist-led hikes and group research projects in the field. They will also design and carry out independent ecological studies.
This class will be held at biological field stations in Costa Rica, with other required class meetings at West Valley College. Students will be responsible for their own trip costs and for the purchase of items required for the trip. Pass/No Pass Option

BIO 035 BIOLOGY OF BIRDS
3 units
Lecture 2 hours; lab 3 hours; lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the natural history and biology of birds. The anatomy, ecology, diversity, behavior, and identification of birds are explored through lectures, laboratories, and field trips. The biology of California birds is emphasized. The course is directed towards biology students, science educators, as well as bird enthusiasts. Students are responsible for transportation and costs associated with travel.

BIO 036 ANIMAL BEHAVIOR
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Have you ever wondered why animals behave the way they do? This course will explore different aspects of animal behavior ranging from the hardships of growing up, capturing food, escaping, migrating, navigating, communicating, making homes, competing for mates, courting, sex, taking care of offspring to the complex social behavior found in many animals. Pass/No Pass Option

BIO 037 EVOLUTION - LIFE ON EARTH
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the history of life on earth by the exploration of past and current environments through the evolution of different types of species over time. The course emphasizes Darwin’s theory of evolution, the evidence supporting it, mechanisms of evolution as well as modern viewpoints having implications for society and culture.

BIO 038 BIODIVERSITY & EXTINCTION: HOTSPOTS, CRISIS & CONSERVATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
The class surveys the biodiversity on Earth with a focus on plants and animals in selected hotspots across the world. It examines ecological and evolutionary principles necessary to understand the nature and importance of the worldwide environmental crisis.

BIO 041 PRINCIPLES OF ANIMAL BIOLOGY
5 units
Lecture 3 hours; lab 6 hours
Prerequisites: Completion of a college biology course or high school biology course and MATH 106/106R, Intermediate Algebra, or equivalent
Acceptable for credit: University of California, California State University
This course introduces the principles and concepts of animal biology. The main focus of the class is on the diversity, ecology, natural history, morphology, physiology, and development of animals with an evolutionary emphasis. This class is designed for biology majors.

BIO 042 PRINCIPLES OF PLANT BIOLOGY
5 units
Lecture 3 hours; lab 6 hours
Prerequisites: Completion of a college biology course or high school biology course and MATH 106/106R, Intermediate Algebra, or equivalent
Acceptable for credit: University of California, California State University
This course for biology majors surveys basic principles of the plant sciences by examining all levels of biological organization. It provides an overview of plant diversity, ecology, evolution, morphology, anatomy, physiology, and biochemistry. In addition to plants, fungi, algae, and cyanobacteria are also examined. Laboratory activities include the microscopes, experimental physiology, and studies of biodiversity, natural history and ecology. Field trips to several ecosystems in the bay provide numerous opportunities to study local flora.

BIO 043 PRINCIPLES OF CELL BIOLOGY
5 units
Lecture 3 hours; lab 6 hours
Prerequisites: Completion of a college biology course, a college chemistry course and MATH 106/106R or equivalent
Acceptable for credit: University of California, California State University
This course is a comprehensive study of unifying principles of cell biology, including the principles of cell chemistry and metabolism, structure and function of prokaryotic and eukaryotic cells and viruses, bacterial and prokaryotic taxonomy, meiosis, molecular genetics, genetic engineering, and hypotheses of the origin of life. Laboratory exercises demonstrate lecture concepts, and give students practical experience in performing standard laboratory methods used in cell biology. This course is designed to complete the preparation of the biology and pre-professional major for specialized upper division courses.
### BIO 045 MICROBIOLOGY
- **5 units**
  - Lecture 3 hours; lab 6 hours
  - **Prerequisite:** Completion of a college biology course and any college chemistry course
  - **Recommended preparation:** MATH 103/103R
  - **Acceptable for credit:** University of California, California State University

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

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

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

### BIO 047 HUMAN ANATOMY
- **5 units**
  - Lecture 3 hours; lab 6 hours
  - **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. Lecture will consist of ANATOMY and physiology of the body systems. Some experiments will be carried out on the students themselves.

### BIO 049A, B, C, D BIOLOGICAL TECHNIQUES
- **1 unit each**
  - A - Lecture 0 hours; lab 3 hours
  - B - Lecture 0 hours; lab 3 hours
  - C - Lecture 0 hours; lab 3 hours
  - D - Lecture 0 hours; lab 3 hours

**Prerequisite:** Completion of a college biology sciences course; BIO 049A is prerequisite to 049B, BIO 049B is prerequisite to 049C, and BIO 049C is prerequisite to 049D

**Recommended preparation:** MATH 902

**Acceptable for credit:** California State University

Designed for, but not restricted to, pre-teaching biology majors. The student works with individual instructors and a laboratory technician in the preparation of demonstration materials and laboratory setups. Provides practical experience in the use and care of laboratory apparatus.

### BIO 050 HUMAN CADAVER DISSECTION
- **1 unit (Summer only)**
  - Lecture 0 hours; lab 3 hours

**Prerequisite:** BIO 047

**Acceptable for credit:** California State University

This course is a whole dissection of a human cadaver. The course is designed for nursing, medical, physical therapy, physician assistant, chiropractic and other health related majors. The course will use a regional approach to cadaver dissection. Working in small groups, students will dissect cadavers while the instructor provides the necessary information for the dissection. (Summer Only) Pass/No Pass Option

### BIO 048 HUMAN PHYSIOLOGY
- **5 units**
  - Lecture 3 hours; lab 6 hours
  - **Prerequisite:** BIO 047 and any college chemistry course
  - **Recommended preparation:** MATH 103/103R
  - **Acceptable for credit:** University of California, California State University

A study of the organ systems of the human body and the physiological principles involved in normal function. Emphasis is upon regulatory mechanisms and cellular function. The laboratory includes experiments stressing function of the body systems. Some experiments will be carried out on the students themselves.

### BIO 045 HUMAN PHYSIOLOGY
- **5 units**
  - Lecture 3 hours; lab 6 hours
  - **Prerequisite:** BIO 047 and any college chemistry course
  - **Recommended preparation:** MATH 103/103R
  - **Acceptable for credit:** University of California, California State University

A study of the organ systems of the human body and the physiological principles involved in normal function. Emphasis is upon regulatory mechanisms and cellular function. The laboratory includes experiments stressing function of the body systems. Some experiments will be carried out on the students themselves.

### BIO 049A, B, C, D BIOLOGICAL TECHNIQUES
- **1 unit each**
  - A - Lecture 0 hours; lab 3 hours
  - B - Lecture 0 hours; lab 3 hours
  - C - Lecture 0 hours; lab 3 hours
  - D - Lecture 0 hours; lab 3 hours

**Prerequisite:** Completion of a college biology sciences course; BIO 049A is prerequisite to 049B, BIO 049B is prerequisite to 049C, and BIO 049C is prerequisite to 049D

**Recommended preparation:** MATH 902

**Acceptable for credit:** California State University

Designed for, but not restricted to, pre-teaching biology majors. The student works with individual instructors and a laboratory technician in the preparation of demonstration materials and laboratory setups. Provides practical experience in the use and care of laboratory apparatus.

### BIO 050 HUMAN CADAVER DISSECTION
- **1 unit (Summer only)**
  - Lecture 0 hours; lab 3 hours

**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 disect cadavers while the instructor provides the necessary information for the dissection. (Summer Only) Pass/No Pass Option

### BIO 055 BIOLOGY OF SEX
- **3 units**
  - Lecture 3 hours; lab 0 hours

**Acceptable for credit:** California State University

This course explores the natural history of sex and how it is fundamental to understanding the evolution and diversity of sexual reproductive strategies. Students will have the opportunity to learn about the biology behind the fantastic strategies organisms use to mix their genes. Topics covered include the evolution of sex, sex differences, mating strategies, costs of reproduction, sexual conflict, sperm competition, sexual selection, promiscuity, and female choice.
BIO 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: *University of California, California State University

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

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

Botany
Principles of Botany (See Biology)

Cell Biology
(See Biology)

Business Administration

THE FACULTY
Heidi Diamond
Jim Henderson
Lance Shoemaker

DIVISION Business
DIVISION CHAIR Heidi Diamond
DEPARTMENT CHAIR Heidi Diamond
PHONE 408-741-2426
EMAIL heidi.diamond@westvalley.edu
COUNSELING 408-741-2009

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

BUSINESS: Transfer: (Includes Accounting, Administrative Careers, Finance, Human Resource Administration, International Business, Management, Marketing)
See assist.org and/or consult with a counselor.

BUSINESS: Transfer (A.A. Degree)
Major Requirements

Course  Units
ACCTG 010  Financial Accounting  5
ACCTG 011  Managerial Accounting  5
BUS 028  Business Law  3
BUS 051  Introduction to Business  3
CIS 002  Introduction to Computing  4
ECON 001A  Macroeconomics  3
ECON 001B  Microeconomics  3
ECON 002A  Principles of Microeconomics Lab 1
ECON 002B  Principles of Microeconomics Lab 1
MATH 010  Elementary Statistics  3
MATH 012  Applied Calculus  4
ENGL 001A  English Composition  3

OR one of the following:
ENGL 001B*  English Composition  3
ENGL 001C  Clear Thinking in Writing  3
ENGL 001CH  Clear Thinking in Writing Honors  3
PHIL 002  Introduction to Logic  3
PHIL 017  Logic and Critical Reasoning  3
MATH 008  Finite Mathematics  3

*Note: San Jose State University Business Transfer students should complete ENGL 001B. Please consult a counselor for recommendations on completing critical thinking courses as these can vary by institution.

Learning Outcomes
Business Administration A.S.
After completing an Associate of Science degree in Business Administration, a student will be able to:
• Further professional career goals in specific business disciplines;
• Apply business theories and practices to researching and critically analyzing contemporary business issues;
• Develop and prepare professional team based projects and business presentations.

BUSINESS ADMINISTRATION (A.S. Degree)
Major Requirements

Course  Units
ACCTG 050  Accounting for Small Business  1
FD 027  Professional Image  3
BUS 028  Business Law  3
BUS 061  Business & Society  3
BUS 062  Business Mathematics  3
BUS 070  Effective Office Skills  3
BUS 078  Business Communication  3
CIS 002  Introduction to Computing  4

To be awarded an A.S. Degree, a student must complete
1. All the major requirements plus the requirements for one or more of the certificate programs listed below.
   Administrative Management
   Business Administration
   Business Communication
   Business Leadership Skills
   Business Management
   Human Relations in Business
   Project Management
   Professional Selling
   Retail Management
   Small Business Startup

2. Additional units to meet the college graduation requirements.

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

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

Required Courses:

Course  Units
BUS 034  Human Resource Management  3
BUS 036  Strategic Management  3
BUS 068  Organizational Behavior  3
BUS 078  Business Communication  3
Total Units 12

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

Required Courses:

Course  Units
BUS 051  Introduction to Business  3
BUS 056  Marketing Principles  3
BUS 066  Human Relations in Business  3
BUS 061  Business and Society  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.

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

WEST VALLEY COLLEGE

2012 • 2013 CATALOG

39

Comm 017  Effective Listening  3
or
BUS 078  Business Communication  3
Total Units  12

BUSINESS COMMUNICATION (Certificate of Achievement)

Learning Outcomes
After completing a Business Communication Certificate, a student will be able to speak and write effectively in business and workplace settings.

Required Courses:
Course  Units
BUS 040  Sales Strategies  3
BUS 051  Introduction to Business  3
BUS 061  Business and Society  3
BUS 066  Human Relations in Business  3
BUS 078  Business Communication  3
Total Units  15

PROFESSIONAL SELLING (Certificate of Achievement)

Learning Outcomes
Students who complete this certificate will be able to apply professional selling strategies to effective customer approaches for closing sales in both business-to-customer and business-to-business settings.

Required Courses:
Course  Units
BUS 040  Sales Strategies  3
BUS 056  Marketing Principles  3
BUS 066  Human Relations in Business  3
BUS 078  Business Communication  3
BUS 301-304  Business Work Experience Education  3 (total)
Total Units  15

PROJECT MANAGEMENT (Certificate of Achievement)

Learning Outcomes
After completing a Project Management Certificate, a student will be able to apply project management concepts and use project management software to successfully organize and complete project assignments.

Required Courses:
Course  Units
BUS/CA 005  Intro Project Management  3
BUS 006  Negotiation Principles  3
BUS 030  Intro Quality Management  3
BUS 068  Organizational Behavior  3
CA 062G  Excelling with Excel  3
Total Units  15

RETAIL MANAGEMENT (Certificate of Achievement)

Learning Outcomes
Students completing a certificate in Retail Management will be able to apply retail management practices to the management and operation of retail sales establishments.

Required Courses:
Course  Units
ACCTG 010  Accounting Fundamentals - Financial  5
BUS 034  Human Resource Management  3
BUS 035  Retail Management  3
BUS 036  Strategic Management  3
BUS 056  Marketing Principles  3
BUS 062  Business Mathematics  3
BUS 066  Human Relations in Business  3
BUS 078  Business Communication  3
CA 010D  Computer Keyboarding  3
CA 033  Beginning Office Computing  3
Total Units  32

SMALL BUSINESS STARTUP (Certificate of Achievement)

Learning Outcomes
After completing a Small Business Startup Certificate, a student will be able to apply small business startup and management concepts to opening and operating a small business venture.

Required Courses:
Course  Units
BUS 040  Sales Strategies  3
BUS 054  Small Business Startup and Management  3
BUS 056  Marketing Principles  3
BUS 051  Introduction to Business  3
BUS 066  Human Relations in Business  3
ACCTG 050  Accounting for Small Business  3
ACCTG 060A  Accounting - Quickbooks  3
Total Units  16

BUSINESS PROGRAMS WITH INTERNATIONAL/FOREIGN LANGUAGE EMPHASIS

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

- Administrative Management
- Business Administration
- Business Communication
- Business Leadership Skills
- Business Management
- Human Relations in Business
- Project Management
- Professional Selling
- Small Business Startup

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

- French
  001A, 001B, 002A, 002B, 003A, 003B
  057A, 057B — French for International Business

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

- Japanese
  001A, 001B, 002A, 002B, 050A, 050B
  051A, 051B — Intermediate Japanese with emphasis on Business

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

- Spanish
  001A, 001B, 002A, 002B, 003A, 003B
  057A, 058B — Spanish for International Business

The certificate requires a minimum of 15 semester units in one language. Courses chosen depend on your language background and/or fluency when starting the program.
BUS 005 INTRODUCTION TO PROJECT MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
Students manage a project’s scope from inception to completion in order to successfully organize, implement, and complete project assignments. MS Project software and case studies are used to clarify concepts such as: project scope, task scheduling, resource allocations, vendor relationships, and managing risk. The significant link between Project Management and achieving organizational goals and objectives is emphasized. This course is dual-listed with CA 005. Pass/No Pass Option

BUS 006 NEGOTIATION PRINCIPLES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
In this course students have the opportunity to learn about basic sales principles and strategies. Students also have the opportunity to learn how to motivate customers, close sales, and maintain ongoing positive customer relationships. Specific sales steps such as prospecting, qualifying, effective sales presentations are reviewed. This course also explores sales related careers such as manufacturer representatives, wholesale and retail sales, and sales engineers. Pass/No Pass Option

BUS 028 BUSINESS LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is an in-depth study of the various kinds of retail firms and the competitive environment in which they operate. Studies will cover consumer behavior, product analysis, location and store layout, personnel administration, sources and logistics of material movement, pricing and other merchandise mathematics, retail promotion, budgeting, and the evaluation of store operations. Pass/No Pass Option

BUS 030 INTRODUCTION TO QUALITY MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This is an introductory course in Quality Management that provides students with a general overview of the theories and principles of the continuous improvement process in today’s workplace. The curriculum is based on the teachings of Dr. W. Edwards Deming and his fourteen points of quality. This course will cover: quality improvements through statistical process control, strategic decision making, process diagnosis, sigma management and stakeholder satisfaction. Pass/No Pass Option

BUS 034 HUMAN RESOURCE MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is an in-depth study of human resources management in public and private organizations. Specific areas of human resource management to be studied are: the principles and methods involved in recruitment, selection and placement of employees; affirmative action programs, training and development; performance appraisals; compensation and benefits; legal aspects of human resource administration; and government regulations and statutes. Pass/No Pass Option

BUS 035 RETAIL MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is an in-depth study of the various kinds of retail firms and the competitive environment in which they operate. Studies will cover consumer behavior, product analysis, location and store layout, personnel administration, sources and logistics of material movement, pricing and other merchandise mathematics, retail promotion, budgeting, and the evaluation of store operations. Pass/No Pass Option

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

BUS 040 SALES STRATEGIES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This introductory course will help the student develop an overall personal concept of the functions of business and its role in society. The course covers the functions, objectives, ethics, and environment of business to enable the student to grasp the importance and functioning of a market directed economic system and understand and appreciate modern business methods and problems. This course includes a study of sole proprietorship, partnership, and corporate functions, international trade and business/government relations, production and products liability, accounting, marketing, personal management, and capital formation and a study of the securities markets. This course is recommended for both transfer and non-transfer students regardless of major. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on a 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
BUS 054 SMALL BUSINESS START UP & MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course explores the various facets of planning for the opening of a small business and the managing of that business after start-up. It studies the various functions of management as they relate to the small business. This course is recommended for students who want to explore the opportunities and requirements of creating and managing their own business. Pass/No Pass Option

BUS 056 MARKETING PRINCIPLES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course gives students the opportunity to develop an overall understanding of marketing functions and their role in society. This course covers various activities involved in the transfer of goods from producer to consumer. Retail, wholesale, industrial, and online marketing channels and institutions are investigated. The marketing concept, promotional strategies, pricing policies, and international marketing are also explored. Pass/No Pass Option

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

BUS 062 BUSINESS MATHEMATICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 103 or MATH 103R
Acceptable for credit: California State University
Students have the opportunity to apply mathematical principles used in accounting, banking, insurance, finance, buying, selling, and real estate. Applied mathematics is emphasized through the study of world problems, time value of money, simple and compound interest, and analysis of financial statements.

BUS 066 HUMAN RELATIONS IN BUSINESS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course will be emphasizing personal/interpersonal relationships; developing leadership for business success; responding to current emphasis on maximizing human potential to meet present and future challenges by developing teamwork, building commitment and applying traditional human relations theories to today's society. Pass/No Pass Option

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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
### BUS 070 EFFECTIVE OFFICE SKILLS
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
This course will provide comprehensive coverage and integration of business skills and issues, develop decision-making skills, and establish a foundation in business procedures. Study of the electronic office, technology and procedures, document creation and distribution, research and organization of business reports, travel and conference planning, financial and legal procedures, and employment and career advancement will be included. Pass/No Pass Option

### BUS 078 BUSINESS COMMUNICATION
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
The study and practice of technique to improve communication ability in the business world. Use of theory to improve oral communication and business writing style. Extensive practice composing and editing business letters, memoranda, and reports. Pass/No Pass Option

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

## Real Estate

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

### FOR CALIFORNIA STATE REAL ESTATE SALESPERSON LICENSE
West Valley College offers all of the required classes that a student needs to take in order to obtain a Salesperson’s license. The California Department of Real Estate requires that an individual take three real estate-oriented classes and pass the state Real Estate Salesperson exam before obtaining a renewable Real Estate Salesperson’s license. A Salesperson’s license is necessary in California for a person to be able to buy or sell real estate on another’s behalf. In order to qualify to take the Real Estate Salesperson exam, an individual must take the following classes:

#### Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLEST 090 Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RLEST 091 Real Estate Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

### BUS 028 Business Law

#### BUS 092 Real Estate Economics

#### RLEST 093A Legal Aspects of Real Estate

#### RLEST 094C Real Estate Appraisal Principles & Procedures

#### RLEST 095A Real Estate Finance

#### RLEST 096A Real Estate Investment I

#### RLEST 099 Property Management

Additionally, West Valley College offers all of the required courses that a student needs to take in order to obtain a broker’s license.

### RLEST 090 PRINCIPLES OF REAL ESTATE
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
This is a fundamental real estate course covering the basic understanding, background, and terminology necessary for advanced study in specialized courses. This course is intended to acquaint the student who has little or no training or experience in real estate with the basic theory of real estate. Its purpose is to enable students to identify, interpret, and solve fundamental problems inherent in the transaction of real property. This course will summarize information required for the State of California real estate license examinations. However, some outside study is advised. This course also applies toward the educational requirements of the California Real Estate Broker’s license examination as an elective. Pass/No Pass Option

### RLEST 091 REAL ESTATE PRACTICE
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparations: RLEST 090, MATH 103/103R  
Acceptable for credit: California State University  
Real Estate Practice is an overview of the operational methods of a real estate business and the procedures used in a typical real estate transaction. The course requires students to evaluate the day-to-day operations of a real estate office, with an emphasis on topics such as listings, purchase and sale, advertising, financing, escrows, taxation, income tax, and appraisal. This course summarizes information required for the State of California real estate license examinations. This course is required for a Real Estate Salesperson’s license and for a Real Estate Broker’s license. Pass/No Pass Option

### RLEST 092 REAL ESTATE ECONOMICS
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
This course will allow the student to analyze the causes and effects of value fluctuations in real estate, the nature of land development and its relationship to the socioeconomic status of people, and what is considered a good or bad real estate investment. He/she will distinguish between general and specific controls affecting real estate activity and will analyze the effect of local, state and federal taxes on real estate activity. The student will apply basic economic principles in solving the critical problems facing this community in providing adequate housing for its citizens. This course applies toward the educational requirements of both the California real estate broker’s and the California real estate salesperson’s license examination. Pass/No Pass Only

### RLEST 093A LEGAL ASPECTS OF REAL ESTATE I
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: RLEST 090, MATH 103/103R  
Acceptable for credit: California State University  
This is a fundamental real estate law course covering the basic understanding, background, and terminology necessary for advanced study in specialized real estate courses. This course is designed for students with little or no training or experience in real estate law. The purpose of the course is to introduce students to legal issues that arise in real estate and to enable students to identify, interpret, and solve fundamental legal problems inherent in real estate transactions and in the real estate profession. This course summarizes information required for the State of California real estate license examinations. This course also applies toward the educational requirements for a California Real Estate Broker’s license, and can also be applied as an elective for the Real Estate Salesperson’s license requirements. Pass/No Pass Option
RLEST 094C REAL ESTATE APPRAISAL PRINCIPLES & PROCEDURES
3 units
Lecture 3 hours; lab 0 hours
This introductory real estate appraisal course meets both California Office of Real Estate Appraisers (OREA) and California Department of Real Estate (DRE) educational requirements. This course satisfies the OREA Basic Appraisal Principles requirement with 30 hours of principles and 15 hours of procedures instruction. Appraisal students are advised to take RLEST 094D concurrently for the additional 15 hours of basic procedures to fulfill OREA requirements. This course also applies to the educational requirements for the California DRE real estate broker’s and real estate salesperson’s license. With a focus on single-family residential property, students have an opportunity to learn the basic appraisal principles and influences in real estate valuation. Students also have an opportunity to learn the skills for gathering information to form an opinion based on reasoned judgment of the value of real estate. Pass/No Pass Option

RLEST 094D REAL ESTATE APPRAISAL PROCEDURES
1 unit
Lecture 1 hour; lab 0 hours
This introductory real estate appraisal course provides 15 hours of Basic Appraisal Procedures instruction towards the 30 hour California Office of Real Estate Appraisers (OREA) requirements. This module is a continuation of RLEST 094C, which students are advised to take concurrently with RLEST 094D. With a focus on single-family residential property, students have an opportunity to learn basic procedural aspects of real property appraisal including introduction of computer-based appraisal tools for completing residential appraisal valuation. Pass/No Pass Option

RLEST 095A REAL ESTATE FINANCE I
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course analyzes real estate financing, including financing for residential and commercial properties, and development opportunities. Other topics include secured transactions, investment vehicles, government financing options, interest rates, taxation considerations, and evaluation of loan applicants. This course covers content required for the State of California real estate license examinations. It applies toward the educational requirements for a California Real Estate Broker's license and as an elective for the Real Estate Salesperson's license requirements. Pass/No Pass Option

RLEST 096A REAL ESTATE INVESTMENT I
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed to acquaint the real estate student with the specific advantages and disadvantages of the various types of real estate investments including apartments, multi-residential, commercial, industrial, professional, recreational, condominiums and special purpose properties, and the effects of inflation, personal income, taxation, taxes, tax-deferred exchanges, real estate cycles, growth patterns, risk and liquidity on the total real estate investment. This student also studies the advantages and disadvantages of investments in related fields of real estate investments including syndications, limited partnerships, the use of leverage, and creative financing such as all inclusive deeds of trusts in maximizing the real estate investment returns. This course applies toward the educational requirements of the California Real Estate Broker's License examination and can also be applied as an elective for the Real Estate Salesperson License requirements. Pass/No Pass Option

RLEST 099 PROPERTY MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: RLEST 090
Acceptable for credit: California State University
Students in this class study successful techniques and practices in the management of income property including acquisition, analysis, legal considerations, marketing techniques, maintenance, records and insurance. This course summarizes information required for the State of California real estate license examinations; however, considerable outside study for the state exam may be required. This course also applies towards the educational requirements of the California Real Estate Broker’s license examination and can also be applied as an elective for the Real Estate Salesperson license requirements. Pass/No Pass Option

Chemistry

THE FACULTY
Blaine Harrison
Richard Shagoury
Susan Weiner

DIVISION CHAIR
Science and Mathematics
Rebecca Wong

DEPARTMENT CHAIR
Blaine Harrison

PHONE
408-741-4017

EMAIL
blaine.harrison@westvalley.edu

COUNSELING
408-741-2009

The Chemistry Program at West Valley college consist of:

• A series of chemistry courses designed to meet transfer requirements for physical and biological science majors.
• A series of courses designed for students majoring in fields other than chemistry, biology or physical science.
• A course designed specifically for students who require preparation or review of the more basic chemical concepts. All chemistry courses at West Valley College (with the exception of CHEM 050) include a practical component where students conduct hands-on chemical experiments in a modern, well-equipped laboratory.

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

• Explain and apply chemical concepts;
• Perform calculations;
• Demonstrate various laboratory techniques.

Career Options:

• Allied Health Sciences
• Biology/Biochemistry
• Chemistry
• Dentistry
• Engineering
• Geochimistry/Geology
• Oceanography
• Medicine
• Pharmacy
• Physics
• Veterinary Medicine
Career options may require more than two years of college study.

Highlights:

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

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

CHEMISTRY (A.S. Degree)

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 001A,B</td>
<td>5-5</td>
</tr>
<tr>
<td>PHYS 002A,B</td>
<td>5-5</td>
</tr>
</tbody>
</table>

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
PHYS 004A Engineering Physics Mechanics and
PHYS 004B Engineering Physics Electricity and Magnetism 5-5
CHEM 012A,B Organic Chemistry 5-5
MATH 003A,B Analytical Geometry & Calculus 5-5
To be awarded an A.S. Degree, a student must complete
1. All the major requirements
2. Additional units to meet the college graduation requirements.

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

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

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

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

CHEM 001A GENERAL CHEMISTRY
5 units
Lecture 4 hours; lab 3 hours
Prerequisite: MATH 106 or 106R or qualifying score on math placement test and proof of Algebra II with a grade of B or better
Acceptable for credit: University of California, California State University
This course covers the nature of matter and the changes it undergoes. Concepts covered include dimensional analysis, the structure of atoms, chemical equations, and stoichiometric calculations, properties of solutions, gas laws, calorimetry, Lewis structures, molecular geometry, oxidation-reduction, equilibrium, electron configurations and intermolecular forces.

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

CHEM 002 INTRODUCTORY CHEMISTRY
4 units
Lecture 3 hours; lab 3 hours
Prerequisite: MATH 106 or 106R or qualifying score on math placement test and proof of Algebra II
Acceptable for credit: University of California, California State University
This course is an introduction to fundamental principles of chemistry and includes atomic theory, chemical bonding, molecular structure, chemical reactions, stoichiometry, gas laws, liquids and solids, acids and bases, equilibrium, and solution chemistry. The course stresses problem solving and is designed specifically to prepare the student for Chemistry 001A.

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

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

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

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
CHEM 030B FUNDAMENTALS OF CHEMISTRY
3 units
Lecture 2 hours; lab 3 hours
Prerequisite: CHEM 030A
Acceptable for credit: University of California, California State University
This course is a continuation of Chemistry 30A with emphasis in fields of organic and introductory biochemistry.

CHEM 050 CHEMICAL SKILLS
1 unit
Lecture 0 hours; lab 3 hours
Strongly recommended for students below the minimum assessment levels for CHEM 001A
This course is designed to strengthen the basic skills required in Chem 1A. Topics covered include chemical problem solving with the following concepts: atomic structure and electron configurations, dimensional analysis, chemical formulas, chemical equations, stoichiometric configurations, dimensional analysis, chemical safety standards.

Child Studies

THE FACULTY
Leslie Hotta
Terry Shue
Katherine Moore-Wines

DIVISION
Applied Arts and Sciences

DIVISION CHAIR
Diane Hurd

DEPARTMENT CHAIR
Katherine Moore-Wines

PHONE
408-741-4601

EMAIL
katherine.moore-wines@westvalley.edu

COUNSELING
408-741-2009

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

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

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

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

Program Director Certificate of Achievement
After completing this certificate a student will be able to:
• Administer a program according to current Title 22 regulations.

CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION: Transfer:
See assist.org and/or consult with a counselor.

CHILD STUDIES
Four certificate programs and an Associate of Science Degree program are designed to prepare students to work in a variety of early childhood settings and satisfy the early childhood education coursework required by the Department of Social Services Community Care Licensing Title 22 and the State Department of Education Title 5 regulations. Students are encouraged to complete the certificate programs as they work towards their Associates Degree and prepare to transfer to four-year colleges.

EARLY CHILDHOOD EDUCATION

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

1. All the Child Studies Certificate of Achievement requirements for either Early Intervention (33 units) or Early Childhood Education (30 units)
2. Communication & the Arts Certificate of Achievement (12 units) or Program Director Certificate of Achievement (12 units)
3. 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.

EARLY CHILDHOOD EDUCATION (Early Intervention Emphasis)

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

Electorive Courses: Complete six units from the following list:
Course | Units |
--- | --- |
CHS 005 | Childhood and Culture | 3 |
CHS 058 | Language Literacy and the Developing Child | 3 |
CHS 059 | Music and Movement for Young Children | 3 |
CHS 060 | Children’s Ways of Thinking and Knowing | 3 |
CHS 067 | Creative Art Experiences and Development | 3 |
CHS 077A | Routines and the Environment in Infant/Toddler Programs | 1 |
CHS 077B | Social Development in Infant/Toddler Programs | 1 |
CHS 078A | Early Learning in Infant/Toddler Programs | 1 |
CHS 078B | Family Partnerships in Infant/Toddler Programs | 1 |
CHS 083 | Documentation of Children’s Learning | 2 |
CHS 084 | Advocacy for Children | 1 |
CHS 086 | Technology For Teachers and Administrators | 3 |
CHS 088 | Early Childhood Environments | 3 |
CHS 088A | The Outdoor Environment | 1 |

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

(Certificate of Achievement)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 058</td>
<td>Language Literacy and the Developing Child</td>
</tr>
<tr>
<td>CHS 059</td>
<td>Music and Movement for Young Children</td>
</tr>
<tr>
<td>CHS 067</td>
<td>Creative Art Experiences and Development</td>
</tr>
<tr>
<td>CHS 086</td>
<td>Technology For Teachers and Administrators</td>
</tr>
</tbody>
</table>

**PROGRAM DIRECTOR SPECIALIZATION**

(Certificate of Achievement)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 064</td>
<td>Supervision and Administration Part I</td>
</tr>
<tr>
<td>CHS 065</td>
<td>Supervision and Administration Part II</td>
</tr>
<tr>
<td>CHS 085</td>
<td>Adult Supervision</td>
</tr>
<tr>
<td>CHS 086</td>
<td>Technology For Teachers and Administrators</td>
</tr>
</tbody>
</table>

| Total Units | 42 |

**EARLY CHILDHOOD EDUCATION**

(Early Childhood Education Emphasis)

(A.S. Degree)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 001</td>
<td>Introduction to ECE</td>
</tr>
<tr>
<td>CHS 002</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>CHS 031</td>
<td>Student Teaching Practicum</td>
</tr>
<tr>
<td>CHS 035</td>
<td>Supervised Field Experience in an Early Childhood Classroom</td>
</tr>
<tr>
<td>CHS 060</td>
<td>Children’s Ways of Thinking and Knowing</td>
</tr>
<tr>
<td>CHS 063</td>
<td>Child, Family, and Community</td>
</tr>
<tr>
<td>CHS 066</td>
<td>Child Health and Safety</td>
</tr>
<tr>
<td>CHS 080</td>
<td>Curriculum Principles and Practices</td>
</tr>
<tr>
<td>CHS 087</td>
<td>Methods of Observation In Early Childhood Settings</td>
</tr>
</tbody>
</table>

**Electives Courses: Complete six units from the following list:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 005</td>
<td>Childhood and Culture</td>
</tr>
<tr>
<td>CHS 058</td>
<td>Language, Literacy and the Developing Child</td>
</tr>
<tr>
<td>CHS 059</td>
<td>Music and Movement for Young Children</td>
</tr>
<tr>
<td>CHS 067</td>
<td>Creative Art Experiences and Development</td>
</tr>
<tr>
<td>CHS 070</td>
<td>Infant Toddler Development and Care</td>
</tr>
<tr>
<td>CHS 083</td>
<td>Documentation of Children’s Learning</td>
</tr>
<tr>
<td>CHS 084</td>
<td>Advocacy for Children</td>
</tr>
<tr>
<td>CHS 086</td>
<td>Technology For Teachers and Administrators</td>
</tr>
<tr>
<td>CHS 088</td>
<td>Early Childhood Environments</td>
</tr>
<tr>
<td>CHS 089</td>
<td>The Outdoor Environment</td>
</tr>
</tbody>
</table>

**COMMUNICATION & THE ARTS SPECIALIZATION**

(Certificate of Achievement)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 058</td>
<td>Language, Literacy and the Developing Child</td>
</tr>
</tbody>
</table>

**EARLY CHILDHOOD EDUCATION (Certificate of Achievement)**

Successful completion of 30 semester units in coursework listed below plus 18 units in general education. **This satisfies State Department of Education Title 5 coursework requirements for the Child Development Teacher and Master Teacher Permit and Department of Social Services Title 22 Community Care Licensing requirements for qualified pre-school teachers in a licensed early childhood program.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 001</td>
<td>Introduction to ECE</td>
</tr>
<tr>
<td>CHS 002</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>CHS 031</td>
<td>Student Teaching Practicum</td>
</tr>
<tr>
<td>CHS 035</td>
<td>Supervised Field Experience in an Early Childhood Classroom</td>
</tr>
<tr>
<td>CHS 060</td>
<td>Children’s Ways of Thinking and Knowing</td>
</tr>
<tr>
<td>CHS 063</td>
<td>Child, Family, and Community</td>
</tr>
<tr>
<td>CHS 066</td>
<td>Child Health and Safety</td>
</tr>
<tr>
<td>CHS 080</td>
<td>Curriculum Principles and Practices</td>
</tr>
<tr>
<td>CHS 087</td>
<td>Methods of Observation In Early Childhood Settings</td>
</tr>
</tbody>
</table>

**Electives Courses: Complete six units from the following list:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 005</td>
<td>Childhood and Culture</td>
</tr>
<tr>
<td>CHS 058</td>
<td>Language, Literacy and the Developing Child</td>
</tr>
<tr>
<td>CHS 059</td>
<td>Music and Movement for Young Children</td>
</tr>
<tr>
<td>CHS 067</td>
<td>Creative Art Experiences and Development</td>
</tr>
<tr>
<td>CHS 070</td>
<td>Infant Toddler Development and Care</td>
</tr>
<tr>
<td>CHS 083</td>
<td>Documentation of Children’s Learning</td>
</tr>
<tr>
<td>CHS 084</td>
<td>Advocacy for Children</td>
</tr>
<tr>
<td>CHS 086</td>
<td>Technology For Teachers and Administrators</td>
</tr>
<tr>
<td>CHS 088</td>
<td>Early Childhood Environments</td>
</tr>
<tr>
<td>CHS 089</td>
<td>The Outdoor Environment</td>
</tr>
</tbody>
</table>

**COMMUNICATION & THE ARTS SPECIALIZATION**

(Certificate of Achievement)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 058</td>
<td>Language, Literacy and the Developing Child</td>
</tr>
</tbody>
</table>

**PROGRAM DIRECTOR SPECIALIZATION**

(Certificate of Achievement)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 064</td>
<td>Supervision and Administration Part I</td>
</tr>
<tr>
<td>CHS 065</td>
<td>Supervision and Administration Part II</td>
</tr>
<tr>
<td>CHS 085</td>
<td>Adult Supervision</td>
</tr>
<tr>
<td>CHS 086</td>
<td>Technology For Teachers and Administrators</td>
</tr>
</tbody>
</table>

| Total Units | 42

**Recommended Preparations in Basic Skills:**

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

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
COURSE SUBSTITUTION AND WAIVERS
Course substitution and waivers are approved by the department upon review of transcripts, course description, and evidence of proficiency in the subject matter.

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

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

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

CHS 006 CAREERS IN EDUCATION
1 unit
Lecture 1 hour; lab 0 hours
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. Pass/No Pass Option

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

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

CHS 034A INTRODUCTION TO THE CHILD WITH SPECIAL NEEDS
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CHS 034A
Acceptable for credit: California State University
This course is designed for students who are considering a career in special education or desire to work with children and families with special needs. The course provides an overview of common disabilities of children and the impact on families. Educational issues, techniques, methods of intervention and case management are explored. An examination of public law, the Individuals with Disabilities Act (IDEA), and the development of the Individual Family Services Plan (IFSP) and Individual Educational Plan (IEP) are included. Teaching practices and philosophies of inclusion in child development programs and schools are discussed and adaptations and intervention methods designed. Observation of children is required. Pass/No Pass Option

CHS 034B INCLUSION OF THE CHILD WITH SPECIAL NEEDS IN EDUCATIONAL SETTINGS
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CHS 034A
Acceptable for credit: California State University
This course focuses on the theories, research, and practical applications from the fields of both early childhood education and special education. This course is designed for students who have experience working with or prior knowledge of children with special needs. Topics include curriculum modification strategies to facilitate the development of cognitive, motor, social/emotional, and language skills in children with special needs. Specific attention is placed on developing plans, collaborative teaching systems, and methods for working with paraprofessionals and parents of children with special needs. Pass/No Pass Option
CHS 035 SUPERVISED FIELD EXPERIENCE IN AN EARLY CHILDHOOD PROGRAM
3 units
Lecture 3 hours; lab 0 hours
Co-requisite: Work Experience 303
Acceptable for credit: California State University
This course provides students with a supervised field experience in a classroom setting. Students may be placed in the public school setting in pre-kindergarten to 3rd grade classrooms, in licensed early childhood programs serving infants through school-age children, or in classrooms serving children with special needs. Students must co-enroll in three units of Occupational Work Experience and complete a minimum of 120 hours per semester in the classroom. Pass/No Pass Option

CHS 053 CONTEMPORARY EDUCATION IN A CHANGING SOCIETY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course focuses on American Education and its policies with an international perspective including its impact on children, families, and communities and the challenges of teaching in a diverse society. Additional topics include classroom experiences, educational philosophies, curriculum standards, assessment, teacher responsibilities, and parent partnerships. This course also covers the international perspective on school systems, pedagogy, achievement, beginning school, and pre-kindergarten practices in today’s global society. Pass/No Pass Option

CHS 058 LANGUAGE, LITERACY & THE DEVELOPING CHILD
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course explores the young child’s speech and language development including the developmental stages of receptive and expressive language, conversations, print awareness, phonemic awareness, reading, writing, and bilingual development. Students have the opportunity to use language arts materials, design print-rich environments, and plan language and literacy experiences for young children. Pass/No Pass Option

CHS 059 MUSIC & MOVEMENT FOR YOUNG CHILDREN
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course presents an overview of developmentally appropriate music and movement experiences for young children from birth through age 8. Topics include music in the classroom, singing and the human voice, children’s exploration of musical instruments, movement and motor development, instructional approaches to music and movement, curriculum development, cultural influences, integrating music and movement into other curricular areas, and leading games and circle time. Pass/No Pass Option

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

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

CHS 064 SUPERVISION & ADMINISTRATION I: CENTER MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is an in-depth study of effective application of management and supervision procedures in early childhood programs. Topics include the unique goals, role and responsibility of the director, licensing and other regulation requirements, administrative structure and governance, budgeting, staff selection, program operation, policies and procedures, marketing, program assessment, and professional advocacy.

CHS 065 SUPERVISION & ADMINISTRATION II: PEOPLE & PROCESSES
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CHS 064
Acceptable for credit: California State University
This class focuses on the principles and practices of supervision within early care and education programs. The social structure of the program is studied including organizational structure and processes, building partnerships with parents and staff, decision-making and problem solving processes, group dynamics, managing change, motivation, and leadership.
CHS 066 CHILD SAFETY, HEALTH & NUTRITION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course in child safety, health and nutrition is designed for persons working with typical and atypical young children. It includes the study of infectious disease, preventative health practices, infant/child/adult first aid/CPR and injury prevention, nutrition components, food pyramid, and menu planning. This course is designed for state requirements in accordance with SB 1524. Pass/No Pass Option

CHS 067 CREATIVE ART EXPERIENCES & DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course explores factors that affect the development of creative art expression and aesthetics in children. The developmental aspects of art expression, the role of the environment, materials, and adult-child interaction in fostering and nurturing creative art expression are emphasized. Pass/No Pass Option

CHS 068 FOUNDATION IN EARLY CHILDHOOD DEVELOPMENT & CARE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course covers infant/toddler development to age three, with an emphasis on physical, emotional, social, and cognitive development. Other topics include program planning based on the understanding of development needs and observation of individual infants and the application of theories to practical implementation. This course fulfills state requirements for infant/toddler care. Pass/No Pass Option

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

CHS 075 MENTORING & PROFESSIONAL DEVELOPMENT OF EARLY CHILDHOOD PROFESSIONALS
2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: California State University
This class is designed to prepare teachers for the role of mentoring student teachers, assistant teachers, parents, and volunteers in early childhood settings. The class focuses specifically on the role of the teacher supervising other adults while simultaneously addressing the classroom needs of the children, parents and the program, and includes discussions on the development of the professional self, compiling a portfolio, and documentation of the teacher’s work with children. Pass/No Pass Option

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

CHS 083 DOCUMENTATION OF CHILDREN’S LEARNING
1 unit
Lecture 2 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed to integrate the student’s knowledge of child development, observation, and classroom environments to plan, implement, and evaluate children’s learning experiences. In this course, students design developmentally appropriate curriculum following the play-based emergent curriculum model. Pass/No Pass Option

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

CHS 085 ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAMS: PROGRAM & PROFESSIONAL ASSESSMENT
3 units
Lecture 3 hours; lab 0 hours
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.

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

CHS 087 METHODS OF OBSERVATION
3 units
Lecture 3 hours; lab 0 hours
Prerequisites: CHS 002 and CHS 063
Recommended preparation: CHS 001 and CHS 066
Acceptable for credit: California State University
This course is an in-depth study of techniques to observe and record behavior in educational settings. Emphasis is on the observation and assessment of behavior as an integral element within the contexts of the developmental interaction and emergent curriculum models. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. Pass/No Pass Option

CHS 088 EARLY CHILDHOOD ENVIRONMENTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course offers a comprehensive survey of the ways technology can facilitate the operational functions of administrators and teachers in an early childhood program. Collecting and storing information, communication technologies such as EMAIL, voice mail, web site home page, and Internet options as well as video and photo documentation are examined. Innovative uses of technology and the role of documentation and visual presentation in the planning and evaluating of early childhood programs are explored. This course may be repeated twice. Pass/No Pass Option

CHS 089 INTRODUCTION TO SOFTWARE APPLICATIONS
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CHS 001 and CHS 066
Acceptable for credit: California State University
This course is designed to integrate the student’s knowledge of child development, observation, and classroom environments to plan, implement, and evaluate children’s learning experiences. In this course, students design developmentally appropriate curriculum following the play-based emergent curriculum model. Pass/No Pass Option
Recommended Preparations in Basic Skills:

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

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

---

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

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

---

Chinese

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>Language Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION CHAIR</td>
<td>Leigh Burrill</td>
</tr>
<tr>
<td>DEPARTMENT CHAIR</td>
<td>Anna Brichko</td>
</tr>
<tr>
<td>PHONE</td>
<td>408-741-4011</td>
</tr>
<tr>
<td>EMAIL</td>
<td><a href="mailto:anna.brichko@westvalley.edu">anna.brichko@westvalley.edu</a></td>
</tr>
<tr>
<td>COUNSELING</td>
<td>408-741-2009</td>
</tr>
</tbody>
</table>

Learning Outcomes
See World Languages

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

CHIN 011A CHINESE LABORATORY
.5 units
Lecture 0 hours; lab 1.5 hours
Corequisite CHIN 001A
Acceptable for credit: California State University
CHIN 011A is a Corequisite course of CHIN 001A offered by arrangement for the student's convenience. It aims to provide practice for the language skills presented and studied in the CHIN 001A class with the aide of technology. The course provides an excellent supplement to the Chinese class by presenting a variety of approaches to practicing the language skills. Pass/No Pass Option

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

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

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

---

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

THE FACULTY
John Hannigan
Meg Farrell
Paul Sanders

DIVISION Language Arts
DIVISION CHAIR Leigh Burrill
DEPARTMENT CHAIR John Hannigan
PHONE 408-741-2629
EMAIL john.hannigan@westvalley.edu
COUNSELING 408-741-2009

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

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

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

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

Degree
A.A., Communication Studies

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

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

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

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

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

4. Select 6 units from the following courses:
   Any communication course(s) listed above if not being used to satisfy Categories 1-4 (3 or 6 units)
   ANTNR 003 Introduction to Cultural Anthropology
   ANTNR 004 Introduction to Linguistic Anthropology
   BUS 040 Sales Strategies
   CHS 005 Childhood and Culture
   Computer Applications courses (3 units)
   COUN 024 Personal Growth
   MATH 010 Elementary Statistics
   PHIL 002 Introduction to Logic
   PHIL 003 Introduction to Problems in Ethics
   PHIL 017 Logic and Critical Reasoning
   PSYCH 002 Experimental Psychology
   THEAR 035A Voice Production and Articulation
   To be awarded an A.A. degree, a student must complete
   1. All the major requirements
   2. Additional units to meet the college graduation requirements.
   Note: Some transferring institutions will count no more than 12 community college units toward a communication major. Communication units above that number transfer as general electives.

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

COMM 008 INTERPERSONAL COMMUNICATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course involves practical skills of interpersonal communication used in a variety of face-to-face settings, both personal and business, with emphasis upon personal effectiveness and empowerment.

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

COMM 010H HONORS PERSUASIVE SPEAKING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 905
Recommended preparation: ESL 065GW
Honors Persuasive Speaking uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified disciplinary unit. In this course attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages.

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

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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
Computer Aided Drafting and Design

THE FACULTY
Cigdem Bulut
Diane Hurd
Jane Lily
Christopher Wright
DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Jane Lily
PHONE 408-741-2081
EMAIL jane.lily@westvalley.edu
COUNSELING 408-741-2009

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

COMPUTER AIDED DRAFTING AND DESIGN (Certificate of Achievement)

Required Course
Course Units
ID 015 Interior Architecture Drafting 3
ID 065 AutoCAD-Introduction to Computer Aided Interior Design 3
ID 066 Advanced AutoCAD 3
3 units of recommended electives from the following:
ID 095 Portfolio Development and Presentation 3
PKMGT 016A Introduction to Geographic Information and Global Positioning Systems 3
DM/IS 010C Digital Image Photoshop 3
Or other department approved 3 unit electives.
Total Units 12

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

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

Additional units from the following: (6 units)

2. Additional units to meet the college graduation requirements.

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

This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
West Valley College
2012 • 2013 Catalog

Computer Applications

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

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

CA 041A Desktop Publishing 1: Adobe InDesign
3 units
1 Lecture 3 hours; lab 0 hours
Recommended preparation: CA 010D

CA 042A Desktop Publishing 2: Adobe InDesign
3 units
1 Lecture 3 hours; lab 0 hours
Recommended preparation: CA 041A

CA 096 Fundamentals of Digital Imaging
1 unit
1 Lecture 3 hours; lab 0 hours
Recommended preparation: CA 096

CA 096L Creating Web Pages with Dreamweaver
1 unit
1 Lecture 3 hours; lab 0 hours
Recommended preparation: CA 096

Total Units
13

CA 005 INTRODUCTION TO PROJECT MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

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

CA 010D COMPUTER KEYBOARDING
3 units
Lecture 3 hours; lab 0 hours
Students have the opportunity to learn the touch system of Keyboarding, and improve their basic keyboarding techniques to develop speed and accuracy. Techniques of document preparation including formatting for business letters, memos, statistical tables, and reports are covered. Pass/No Pass Option

CA 020 MACINTOSH - AN INTRODUCTION
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University

This course is an introduction to the Apple Macintosh computer. Basic operations covered include: Pointing, clicking, dragging, working with the desktop and files, printing, and loading an application program. Software concepts are introduced using paint and word processing programs. Pass/No Pass Only

CA 030 MICROSOFT OFFICE: WHAT YOU REALLY NEED
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CA 010D

This class is designed for business and non-business users, graduate students and the home user who want to know the top ten skills needed to be successful with Microsoft Office Word, Excel, and PowerPoint.

CA 031 MICROSOFT WORD
3 units
1 Lecture 3 hour; lab 0 hours
Prerequisite: CA 010D

This course provides students the opportunity to learn the structure of Microsoft Word. Specific topics include: input and editing procedures for document formatting, producing professional looking documents and advanced commands used in creating basic word processing features. Pass/No Pass Option

CA 031B BEGINNING WORD PROCESSING, MICROSOFT WORD
1 unit
1 Lecture 1 hour; lab 0 hours
Recommended preparation: CA 010D

The software program MS Word is taught in this course. Students have the opportunity to learn the syntax and structure of the software and basic operating procedures. Specific topics to be included are: an overview of function key commands, cursor movement, basic input and editing procedures file handling, line and page formatting features, basic file management, and simple document formatting. Pass/No Pass Only

CA 032B INTERMEDIATE WORD PROCESSING: MICROSOFT WORD
2 units
1 Lecture 2 hours; lab 0 hours
Recommended preparation: CA 031B

Acceptable for credit: California State University

In this course students have the opportunity to learn advanced word processing procedures using MS Word. Topics include: editing features and menu commands to produce letters, statistical tables, and reports. Advanced commands are used in creating advanced word processing features. Pass/No Pass Option

CA 033 BEGINNING OFFICE COMPUTING
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CA 010D

Acceptable for credit: California State University

This course introduces students to the Windows operating system. Students have the opportunity to learn basic word processing and spreadsheet software procedures for personal and business use and beginning spreadsheets using Microsoft Excel. Pass/No Pass Option
CA 041 DESKTOP PUBLISHING - ADOBE INDESIGN
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CA 010D
This course focuses on the uses of Adobe InDesign for document layout and design. Students have the opportunity to learn how to integrate text, graphics, and photographs to create a variety of professional quality finished documents for practical and business use. Design principles and techniques for kerning, tracking, alignment, using templates, and using style palettes are also covered. Pass/No Pass Option

CA 043B MASTERYING ILLUSTRATOR I
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 010D
This is an introductory course using illustration software to create graphic images, which can be used with other desktop publishing software. Topics to be covered include generating images such as business logos and forms, printing the images, creating lines and curves, adding text to graphics, shaping, editing and grouping graphics, and transforming images into new forms. This course is not equivalent to DM/IS 014C, Digital Illustration 1: Illustrator. Pass/No Pass Only

CA 046 MICROSOFT POWERPOINT
3 units
Lecture 3 hour; lab 0 hours
Recommended preparation: CA 010D
Students have the opportunity to learn the structure of Microsoft PowerPoint. Specific topics to be included are: input and editing slides to produce professional looking presentations. Advanced commands are used in creating sound, animation, accessing the web, and importing features.

CA 046B PRESENTATION, POWERPOINT
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070
Students in this course are given the opportunity to learn to use a comprehensive software program. Using templates for formatting text and data organized in outline form, creating overhead transparencies, preparing slide presentations, and printing presentation notes are studied. Pass/No Pass Only

CA 062G EXCELLING WITH EXCEL
3 units
Lecture 3 hour; lab 0 hours
Recommended preparation: CA 010D
This course provides students with the opportunity to learn the capabilities of a spreadsheet program. Students create spreadsheet formats, enter text data and formula expressions by storing, retrieving, copying and printing spreadsheets. Creating graphic representations of data and an introduction to macro capabilities is also covered. Pass/No Pass Option

CA 063B INTERMEDIATE SPREADSHEETS - EXCEL
2 units
Lecture 2 hours; lab 0 hours
Prerequisite: CA 062B
Recommended preparation: CA 010D
This course provides students with the opportunity to learn the use of a spreadsheet program to solve practical business problems. Students use advanced graphing features of the program along with complex arithmetical functions, data analysis techniques, database commands, pivot tables and macros. Pass/No Pass Option

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

CA 066 BEGINNING PHOTOSHOP ELEMENTS
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070
This is an introductory course in photographic image enhancement and manipulation using Adobe Photoshop Elements. This course focuses on the tools and methodologies employed to change, alter, composite, and adjust photographic images. Emphasis is placed on learning the tools, menus, pallets and functions. This course is suited for small business applications, amateur photographers, and hobbyists. Pass/No Pass Only

CA 066A PHOTOSHOP ELEMENTS 2
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 010D, CA 066
This course goes beyond the basics of Adobe Photoshop Elements to include intermediate features. Areas covered include tips and techniques, retouching faces, creating snapper outside shots and product shots, making composites and panoramas, being more creative with type, and working with web and print output. Pass/No Pass Only

CA 070 USING MICROSOFT WINDOWS
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: DM/IS 014D
This introductory course introduces students to the use of Microsoft Windows, its application programs and utilities. It explores making the computer more efficient through proper use of the Windows system. Pass/No Pass Only
CA 074 STOP SURFING – START RESEARCHING
1 unit
Lecture 1 hour; lab 0 hours
Students will have the opportunity to learn to identify when it is appropriate to use the Internet for research and will practice using various tools to find and retrieve information. The course will include practice evaluating and documenting the information found. It is dual listed with LIBR 006. Pass/No Pass Only

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

CA 096 CREATING WORLD WIDE WEB PAGES 1
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070 and MATH 103/103R
Students have the opportunity to define, create and explore the World Wide Web via appropriate browsers. Pass/No Pass Option

CA 096I CREATING WEB PAGES WITH DREAMWEAVER
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA010D
Students have the opportunity to create dynamic web sites using Dreamweaver software and/or sites that offer web design services. This class focuses on the home computer user. Pass/No Pass Only

Computer Information Systems

THE FACULTY
J. Patrick Fenton
Fred George

DIVISION
Business

DIVISION CHAIR
Heidi Diamond

DEPARTMENT CHAIR
Jean McIntosh

PHONE
408-741-2435

EMAIL
jean.mcintosh@westvalley.edu

COUNSELING
408-741-2009

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

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

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

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

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

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

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

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

• Demonstrate the essential concept of process;

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

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

COMPUTER AND INFORMATION SYSTEMS:
Transfer:
See assist.org and/or consult with a counselor.

BUSINESS APPLICATIONS OPTION
(A.S. Degree)

Learning Outcomes
After completing an Associate of Science Business Applications Option degree, a student will be able to

• Transfer to a four-year institution

• Demonstrate appropriate range of experiences and studies that connect theory and academic skills to real world occurrences within an enterprise

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

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

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 010</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 011</td>
<td>5</td>
</tr>
<tr>
<td>BUS 028</td>
<td>3</td>
</tr>
<tr>
<td>CIS 002</td>
<td>4</td>
</tr>
<tr>
<td>CIS 011</td>
<td>3</td>
</tr>
<tr>
<td>CIS 012</td>
<td>3</td>
</tr>
<tr>
<td>ECON 001A</td>
<td>3</td>
</tr>
<tr>
<td>ECON 001B</td>
<td>3</td>
</tr>
<tr>
<td>MATH 008</td>
<td>3</td>
</tr>
<tr>
<td>CIS 031</td>
<td>3</td>
</tr>
<tr>
<td>CIS 97.1A</td>
<td>3</td>
</tr>
</tbody>
</table>

At least four of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 004A</td>
<td>4</td>
</tr>
<tr>
<td>CIS 041</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B</td>
<td>4</td>
</tr>
<tr>
<td>CIS 037</td>
<td>3</td>
</tr>
<tr>
<td>CIS 038</td>
<td>3</td>
</tr>
<tr>
<td>CIS 38.2</td>
<td>3</td>
</tr>
<tr>
<td>CIS 37.5</td>
<td>3</td>
</tr>
<tr>
<td>CIS 039</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045A</td>
<td>3</td>
</tr>
<tr>
<td>CIS 37.6</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.
3. A “C” average in all CIS course work.

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
BUSINESS APPLICATIONS OPTION
(Certificate of Achievement)
After completing a CIS Business Applications
Option Certificate, a student will be able to apply
basic business programming skills for the develop-
ment of enterprise-oriented computing applica-
tions addressing the needs of the organization.
The certificate in CIS, Business Applications
Option is designed for those students engaged
in the development or maintenance of software
applications used in an enterprise: business,
industry, government, or non-profit. The certificate
focuses on programming business applications
using programming languages commonly found in
an enterprise setting, as well as systems analysis
and data management knowledge. Basic business
skills, such as Accounting, Economics, Business Law, Finite Math, etc., are included.

Required Courses:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 010 Accounting Fundamentals - Financial</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 011 Accounting Fundamentals - Managerial</td>
<td>5</td>
</tr>
<tr>
<td>CIS 002 Introduction to Computing</td>
<td>4</td>
</tr>
<tr>
<td>CIS 011 Systems Analysis</td>
<td>2</td>
</tr>
<tr>
<td>CIS 012 Data Base Management Systems 3</td>
<td></td>
</tr>
<tr>
<td>MATH 008 Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 031 Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum 2 - 3</td>
<td></td>
</tr>
</tbody>
</table>

At least four of the following:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 04A Computer Programming I (C++) Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04A1 Computer Programming I (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B Computer Programming II (C++) Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B1 Computer Programming II (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 039 Microcomputer Assembler Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045A Unix Operating System</td>
<td>3</td>
</tr>
<tr>
<td>MATH 003A Calculus and Analytical Geometry 5</td>
<td></td>
</tr>
<tr>
<td>MATH 003B Calculus and Analytical Geometry 5</td>
<td></td>
</tr>
<tr>
<td>MATH 019 Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 004A Engineering Physics--Mechanics 5</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 004B Engineering Physics - Electricity and Magnetism</td>
<td>5</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

At least three of the following:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 031 Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045B Advanced Unix: Utilities &amp; Shell Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 037 C Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 37.5 Objective-C Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 37.6 iPhone and Macintosh Application Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 038 C++ Programming (except if student has completed CIS 004A)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 015 Software Design</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.
3. A “C” average in all CIS course work

COMPUTER SCIENCE OPTION (Certificate of Achievement)
After completing a CIS Computer Science Option Certificate, a student will be able to apply basic
programming skills in the development of comput-
ing applications and operations within the general
field of Information Technology.

The Certificate in Computer Information Systems, Computer Science Option, signifies that a student
has completed a set of fundamental computer programming skills related to an eventual four-year
degree program in Computer Science.

Required Courses:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 004A Computer Programming I (C++) Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04A1 Computer Programming I (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B Computer Programming II (C++) Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B1 Computer Programming II (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 039 Microcomputer Assembler Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045A Unix Operating System</td>
<td>3</td>
</tr>
<tr>
<td>MATH 010 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 019 Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum 2 - 3</td>
<td>3</td>
</tr>
</tbody>
</table>

At least two of the following:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 031 Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045B Advanced Unix: Utilities &amp; Shell Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 038 C++ Programming (except if the student has taken CIS 004A)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 37.5 Objective-C Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 38.2 C# Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 37.6 iPhone and Macintosh Application Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 015 Software Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units 39-58

COMPUTER INFORMATION SYSTEMS
(A.S. Degree)
After completing a CIS Programming Emphasis Certificate, a student will be able to apply basic
programming skills related to applications developed using the specific skills related to the specialty area of the certificate.

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

Major Requirements:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 04A Computer Programming I (C++) Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04A1 COMPUTER PROGRAMMING I (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B Computer Programming II (C++) Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B1 Computer Programming II (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 039 Microcomputer Assembler Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045A Unix Operating System</td>
<td>3</td>
</tr>
<tr>
<td>MATH 003A Calculus and Analytical Geometry 5</td>
<td></td>
</tr>
<tr>
<td>MATH 003B Calculus and Analytical Geometry 5</td>
<td></td>
</tr>
<tr>
<td>MATH 019 Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 004A Engineering Physics--Mechanics 5</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 004B Engineering Physics - Electricity and Magnetism</td>
<td>5</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

At least three of the following:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 37.5 Objective-C Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 38.2 C# Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 038 C++ Programming (except if student has completed CIS 004A)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 015 Software Design</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.
3. A “C” average in all CIS course work

C/C++ Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 37.5 Objective-C Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 38.2 C# Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 04A Computer Programming I (C++) Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04A1 COMPUTER PROGRAMMING I (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B Computer Programming II (C++) Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B1 Computer Programming II (Java)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 010 Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum 2-3</td>
<td>3</td>
</tr>
</tbody>
</table>

Java Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 045A Unix Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CIS 04A1 COMPUTER PROGRAMMING I (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B Computer Programming II (C++) Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B1 Computer Programming II (Java)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 010 Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum 2-3</td>
<td>3</td>
</tr>
</tbody>
</table>

UNIX Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 045A Unix Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045B Advanced Unix: Utilities &amp; Shell Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 04A Computer Programming I (Java)</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04A1 COMPUTER PROGRAMMING I (C++) Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B Computer Programming II (C++) Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 04B1 Computer Programming II (Java)</td>
<td>4</td>
</tr>
<tr>
<td>MATH 010 Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>CIS 97.1A Computing Studies Practicum 2-3</td>
<td>3</td>
</tr>
</tbody>
</table>

Visual Basic Emphasis

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 031 Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 31.2 Applications Programming Using Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CIS 039 Microcomputer Assembler Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 031 Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 038 C++ Programming (except if student has completed CIS 004A)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045B Advanced Unix: Utilities &amp; Shell Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 039 Microcomputer Assembler Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 038 C++ Programming (except if student has completed CIS 004A)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 045B Advanced Unix: Utilities &amp; Shell Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

To be awarded an A.S. Degree, a student must complete:
1. All the major requirements
2. Elective units plus emphasis courses and major requirements must total a minimum of 35 units.
3. Students must complete a minimum of one emphasis category. Additional units may be
made up of a second complete emphasis

**Notes:**
- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- **RECOMMENDED** preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
CIS 002 INTRODUCTION TO COMPUTING
4 units
Lecture 4 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
This is an introductory course in personal productivity computing, introducing students to the concepts and uses of computing in education, business and society. Fundamentals of each of the major components of a computing system are examined: elementary functions of hardware; software for systems operations and applications; the relationship of data and information; the need for proper procedures; and the people who use and support computing. Students use computers for hands-on experience of computer productivity applications, including word processing, spreadsheets, presentation manager, database management, and Internet access. The course is recommended for students in general; especially those who need to complete a computing course requirement for transfer to a four-year business program. Pass/No Pass Option

CIS 004A COMPUTER PROGRAMMING I
(C++ LANGUAGE)
4 units
Lecture 4 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
This is a beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school’s Computer Science program. CIS 004A covers algorithm development, programming concepts, documentation, and programming style using the C++ language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on programming component where students will use classroom computers to design, code, and execute programs. Pass/No Pass Option

CIS 04A1 COMPUTER PROGRAMMING I (JAVA)
4 units
Lecture 4 hours; lab 0 hours
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
This is a beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school’s Computer Science program. CIS 004A covers algorithm development, programming concepts, documentation, and programming style using the Java language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on programming component where students will use classroom computers to design, code, and execute programs. Pass/No Pass Option

CIS 004B COMPUTER PROGRAMMING II
(C++ LANGUAGE)
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: CIS 004A
Corequisite: CIS 97.1A
Recommended preparation: MATH 106 or MATH 106R
Acceptable for credit: University of California, California State University
This is a continuation of CIS 004A (Computer Programming I) intended for students majoring in CIS-Computer Science Option and/or planning to transfer to a four-year college or university computer science program. CIS 004B introduces concepts of abstract data types, C++ classes, separate compilation, and information hiding. Topics in data structures (dynamic allocation, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. The course includes both lecture and programming in C++. Pass/No Pass Option

CIS 04B1 COMPUTER PROGRAMMING II (JAVA)
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: CIS 04A1; COMPUTER PROGRAMMING I (JAVA)
Recommended preparation: MATH 106: Intermediate Algebra
Acceptable for credit: University of California, California State University
This is a continuation of CIS 04A.1 (Computer Programming I) intended for students majoring in CIS-Computer Science Option and/or planning to transfer to a four-year college or university computer science program. CIS 004B.1 introduces concepts of abstract data types, Java classes, separate compilation, and information hiding. Topics in data structures (dynamic allocation, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. The course includes both lecture and a hands-on component where students will design, code, and execute programs. This course serves as an introduction to concepts of local area networking applied computer communications. It introduces terms, concepts, and technologies of computer networking. It also defines contemporary network services, transmission media, and protocols, inter networking, and emerging technologies. This course serves as an introduction to concepts of local area networking applied computer communications. It introduces terms, concepts, and technologies of computer networking. Pass/No Pass Option

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

CIS 31.2 APPLICATIONS PROGRAMMING USING VISUAL BASIC
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: CIS 31.1
Recommended preparation: MATH 106/106R
Acceptable for credit: California State University
This course is added to CIS as one of the support courses within a Microsoft Certification program. This is a second course in Visual Basic programming, intended to provide more advanced skills in using the Visual Basic programming system. Programming in Visual Basic is an increasingly demanded technical skill for applications developed for the Windows environment. Pass/No Pass Option

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 975. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.
NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
**CIS 037 C PROGRAMMING**
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
Fundamentals of ANSI C language syntax, including C data types, statements (sequence, selection, and repetition), and standard C libraries, are introduced in this course. Structured programming style using the C language is emphasized. Advanced topics, such as structures, external files, bit manipulation, and pointers/dynamic allocation are also included.

**CIS 37.5 OBJECTIVE-C PROGRAMMING**
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
The Objective-C programming language, and the underlying C language, is presented from an object-oriented programming perspective. The course makes few assumptions about the system platform, available development tools, or classes of libraries. Students explore the Objective-C language and syntax by example, starting with the fundamentals of writing a program, entering the Objective-C source code, compiling, and running a program on Apple Mac OS, Windows, and Unix systems.

**CIS 37.6 IPHONE & MACINTOSH APPLICATION PROGRAMMING**
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
Programming Apple OS applications in Cocoa is explored in this course. Using an object-oriented paradigm, Cocoa builds graphical-user-interface applications to run within the Apple Macintosh operating system. Cocoa relies upon object-oriented concepts: Objects, Classes, Methods, and Messages as well as the collection of classes called Frameworks. Students in this class begin their work on simple applications and, by adding features and refinements create more advanced applications. Pass/No Pass Option

**CIS 038 C++ PROGRAMMING**
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
The objective of this course is to introduce students to programming in C++, an evolution of the C programming language. Topics covered in the course include most aspects of C++, including object-oriented programming and extensions of the C++ language. Pass/No Pass Option

**CIS 38.2 C# PROGRAMMING**
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
The objective of this course is to introduce students to programming in C#, a Microsoft Visual Studio evolution of the C++ programming language. Topics covered in the course include most aspects of C#, including object-oriented programming and extensions of the C# language. Pass/No Pass Option

**CIS 039 MICROCOMPUTER ASSEMBLER PROGRAMMING**
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: MATH 106/106R  
Acceptable for credit: University of California, California State University  
Designed to teach students how to write assembly language for Intel/DOS-compatible personal computers, this course emphasizes fundamentals of computer operation. Functions not readily apparent when using a high-level language, such as storage registers, binary arithmetic, and data representation, are of particular importance in this course. Programming assignments for this course will use the instruction set developed for the Intel 80 x 86 and related microprocessors. Pass/No Pass Option

**CIS 42.3 PERL PROGRAMMING**
3 units  
Lecture 3 hours; lab 0 hours  
Corequisite: CIS 97.1A  
Recommended preparation: MATH 106 or MATH 106R  
Acceptable for credit: California State University  
The objective of this course is to introduce students to programming using PERL, a full-featured language used for web-development, database manipulation, XML processing, and system administration on multiple computing platforms. Pass/No Pass Option

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

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

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

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

CIS 82.5 MAC OS SYSTEM SUPPORT ESSENTIALS
3 units
Lecture 3 hours; lab 0 hours
The course prepares help desk, technical support, system administrators, and software developers to knowledgeably address Macintosh computer operations. The course includes coverage of normal operations, proper use of utilities, system resources, and troubleshooting. Pass/No Pass Option

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

CIS 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
- Lecture 0 hours; lab 0 hours
- Lecture 0 hours; lab 0 hours
- Lecture 0 hours; lab 0 hours
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 97.1A COMPUTING STUDIES PRACTICUM
0.5 – 3. units
Lecture 0 hours; lab 1.5-9 hours
Corequisite: All CIS programming languages and similar courses.
Computer Studies Practicum compliments CIS lecture courses by providing an environment in which students are encouraged to explore in-depth various computing application development tools, skills, and work methods through the production of a larger-scale project than is typically assigned as homework in a lecture course. Students select their preferred and alternate projects, are assigned to a project advisor and to a development group of peers. During the semester, students develop the project from concept, through design, development, testing, and implementation. At the end of the semester, students present the results of their project through demonstration, accompanied by a written project documentation notebook. Students may take up to 3 units per semester. Credit earned in this course does not apply to an associate degree. Pass/No Pass Only
Counseling

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

DIVISION Student Services
DIVISION CHAIR Carol Pavan
DEPARTMENT CHAIR Melissa Salcido
PHONE 408-741-2102
EMAIL melissa.salcido@westvalley.edu
COUNSELING 408-741-2009

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

Learning Outcomes Courses
After completing courses in Counseling, a student will be able to:
- Identify and apply personal values and career preferences related to making effective career and major choices.
- Identify strategies for making wise choices, goal setting, taking responsibility, and thinking critically about life choices.

Learning Outcomes Services
After utilizing Counseling programs and services, a student will be able to:
- Select appropriate college courses, programs and services to meet individual needs and to support academic goals and success.

COUNS 00A ORIENTATION
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: Standard R&W
A course designed to equip students with basic survival tools for college. The course includes an orientation to WVC programs and services, rules and regulations; basic skills assessment; an overview of general education requirements for transfer and graduation; an introduction to the registration process educational planning. Pass/No Pass Only

COUNS 002 ACADEMIC & PERSONAL PLANNING
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
Increase self-knowledge and understanding by facilitating academic and personal decision-making. Includes assessment and evaluation in reading, English, math and occupational interest. Aids in setting life and career goals, determining educational objectives, and developing appropriate short- and long-range plans. Pass/No Pass Only

COUNS 005 COLLEGE SUCCESS
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: Engl 905
Acceptable for credit: University of California, California State University
This comprehensive course integrates personal growth, academic and career success with problem solving, critical, and creative thinking. The course focuses on the following topics: life management, goal setting, career decision making, educational planning, college expectations and opportunities, instructor-student relationships, cultural diversity, health maintenance, stress management, campus resources, learning styles and strategies including note-taking, test taking, memory and concentration. Pass/No Pass Option

COUNS 012 CAREERS & LIFESTYLES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course assists students in identifying values, interests, abilities and career alternatives through a variety of personality and occupational exploration techniques. Students have the opportunity to learn and prepare for careers and lifestyles in an ever-changing world by developing decision-making, goal setting and planning skills. Pass/No Pass Option

COUNS 012C CAREERS & LIFESTYLES
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University

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

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

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

COUNS 045 SUCCESSFUL STUDY STRATEGIES
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course is designed to teach students to improve their study skills and become more aware of their potential for success. Opportunity is provided for implementing new approaches to time management, note taking, test preparation, and other study techniques. Pass/No Pass Option

WEST VALLEY COLLEGE 2012 • 2013 CATALOG

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
COUNS 050 CROSS-CULTURAL PERSPECTIVES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course will explore cross-cultural theories and research relative to personal and cultural identity, communication styles, value orientation, leadership styles, social justice, cultural assimilation, the family, health care, education, the world of work, media in the United States, ethnocentrism and racism. The goals will be to enhance understanding, insights, and respect for diverse cultural groups. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

COUNS 090 TRANSFER WITH SUCCESS
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
Transfer with Success is an introduction to the transfer process. It is designed to give students the opportunity to actively participate in planning their educational and career goals by providing them with information about the process and requirements for transferring from community college to a university. The course consists of lecture, guest speakers, and student assignments. Pass/No Pass Option

Course offerings:

**Court Reporting and Related Technologies**

**THE FACULTY**
Linda Lawson

**DIVISION** Business
**DIVISION CHAIR** Heidi Diamond
**DEPARTMENT CHAIR** Maggie Ortiz
**PHONE** 408-741-2439
**EMAIL** margaret.ortiz@westvalley.edu
**COUNSELING** 408-741-2448

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

**Learning Outcomes**
After completing a certificate or Associate of Science degree in Court Reporting and Related Technologies, a student will be able to:
- Write stenographically at the appropriate speed for careers in court reporting and related fields;
- Use standard English punctuation and grammar, medical and legal terminology, and technology as required for specific career certificate programs.

**Court Reporting Learning Outcomes**
After completing a certificate or Associate of Science degree in Court Reporting, a student will be able to:
- Write stenographically four-voice testimony at 200 words per minute with 97.5% accuracy for ten minutes (as required to pass the Certified Shorthand Reporter skills examination of the Court Reporters Board of California, Department of Consumer Affairs);
- Use standard English punctuation and grammar, medical and legal terminology, and technology as required to pass the Certified Shorthand Reporter skills and written examinations of the Court Reporters Board of California, Department of Consumer Affairs.

**Legal Transcription Technologist Learning Outcomes**
After completing a certificate in Legal Transcription Technologist, a student will be able to:
- Write stenographically two-voice testimony at a minimum of 80 words per minute;
- Use standard English punctuation and grammar, legal terminology, law office procedures, and word processing technology.

**Office Assistant/Transcription Technologist Learning Outcomes**
After completing a certificate in Office Assistant/Transcription Technologist, a student will be able to:
- Write stenographically at a minimum of 80 words per minute;
- Use standard English punctuation and grammar, and word processing technology.

**Note Reading and Scoping Technologist Learning Outcomes**
After completing a certificate in Note Reading and Scoping Technologist, a student will be able to:
- Write stenographically at a minimum of 80 words per minute;
- Use standard English punctuation and grammar, medical and legal terminology, and computer-aided transcription technology.

**Stenographic Computer-Aided Medical Transcription Learning Outcomes**
After completing a certificate or Associate of Science degree in Stenographic Computer-Aided Medical Transcription, a student will be able to:
- Write medical dictation stenographically at a minimum of 80 words per minute;
- Use standard English punctuation and grammar, medical and legal terminology, and word processing technology in medical transcription modules and internship.

**Legal Secretarial Studies Learning Outcomes**
After completing a certificate or Associate of Science degree in Legal Secretarial Studies, a student will be able to:
- Demonstrate duties of a legal secretary related to law office procedures, English communication, and technology use.

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

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

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

*IN ORDER FOR A PERSON TO QUALIFY FROM A SCHOOL TO TAKE THE STATE LICENSING EXAMINATION, THE PERSON SHALL COMPLETE A PROGRAM AT A RECOGNIZED SCHOOL. FOR INFORMATION CONCERNING THE MINIMUM REQUIREMENTS THAT A COURT*
**COURT REPORTING AND RELATED TECHNOLOGIES**

(A.S. Degree)

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 related fields of captioning and CART, Communication Access Realtime Translation, to serve the deaf and hard-of-hearing.

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 transcripts as official records. The Department is also approved by the National Court Reporters Association.

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

1. All the Court Reporting 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 below.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 007A</td>
<td>Court Reporting Theory I</td>
<td>4</td>
</tr>
<tr>
<td>CTR 007B</td>
<td>Court Reporting Theory II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 903</td>
<td>Basic Grammar and Sentence Structure</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 905</td>
<td>English Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>READ 053</td>
<td>Speed and Critical Reading</td>
<td>3</td>
</tr>
<tr>
<td>PARA 021</td>
<td>Introduction to American Law</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 005</td>
<td>Basic Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>CTR 34A1</td>
<td>Medical Dictation for the Court Reporter</td>
<td>1.5</td>
</tr>
<tr>
<td>CTR 026</td>
<td>English Review and Office Practices for the Court Reporter</td>
<td>3</td>
</tr>
<tr>
<td>CTR 028A</td>
<td>Basic Computer-Aided Transcription for Court Reporting</td>
<td>3</td>
</tr>
<tr>
<td>CTR 038</td>
<td>Court and Deposition Procedures for the Court Reporter</td>
<td>3</td>
</tr>
<tr>
<td>CTR 044</td>
<td>Certified Shorthand Reporters</td>
<td>1</td>
</tr>
<tr>
<td>CTR 042A</td>
<td>Court Reporting Apprenticeship</td>
<td>2</td>
</tr>
<tr>
<td>CTR 042B</td>
<td>Certified Shorthand Reporters</td>
<td>2</td>
</tr>
</tbody>
</table>

The student must complete a minimum of one of each of the following eight categories of Speed Goal courses with a passing grade in all four speed categories.

- **(6.5 units each for a total of 52 units)**
  - CTR 008A 80 wpm Speed Goal
  - CTR 008B 80 wpm Speed Goal
  - CTR 008C 80 wpm Speed Goal
  - CTR 008D 80 wpm Speed Goal
  - CTR 010B 100 wpm Speed Goal
  - CTR 010C 100 wpm Speed Goal
  - CTR 012A 120 wpm Speed Goal
  - CTR 012B 120 wpm Speed Goal
  - CTR 012C 120 wpm Speed Goal
  - CTR 012D 120 wpm Speed Goal
  - CTR 014A 140 wpm Speed Goal
  - CTR 014B 140 wpm Speed Goal
  - CTR 014C 140 wpm Speed Goal
  - CTR 014D 140 wpm Speed Goal
  - CTR 016A 160 wpm Speed Goal
  - CTR 016B 160 wpm Speed Goal
  - CTR 016C 160 wpm Speed Goal
  - CTR 016D 160 wpm Speed Goal
  - CTR 018A 180 wpm Speed Goal
  - CTR 018B 180 wpm Speed Goal
  - CTR 018C 180 wpm Speed Goal
  - CTR 018D 180 wpm Speed Goal
  - CTR 020A 200 wpm Speed Goal
  - CTR 020B 200 wpm Speed Goal
  - CTR 020C 200 wpm Speed Goal
  - CTR 020D 200 wpm Speed Goal
  - CTR 022A 220 wpm Speed Goal
  - CTR 022B 220 wpm Speed Goal
  - CTR 022C 220 wpm Speed Goal
  - CTR 022D 220 wpm Speed Goal

**Optional Electives**

- **(90 units total)**
  - CTR 008S 80 wpm Speed Goal (Summer) 2
  - CTR 010S 100 wpm Speed Goal (Summer) 2
  - CTR 012S 120 wpm Speed Goal (Summer) 2
  - CTR 014S 140 wpm Speed Goal (Summer) 2
  - CTR 018S 180 wpm Speed Goal (Summer) 2
  - CTR 020S 200 wpm Speed Goal (Summer) 2
  - CTR 022S 220 wpm Speed Goal (Summer) 2
  - CTR 50X1 Court Reporting Workshop – Night (Goal 80) 3
  - CTR 51X1 Court Reporting Workshop – Night (Goal 100) 3
  - CTR 52X1 Court Reporting Workshop – Night (Goal 120) 3
  - CTR 53X1 Court Reporting Workshop – Night (Goal 140) 3
  - AJ 003 Principles and Procedures of the Justice System 3
  - BUS 028 Business Law 3
  - CA 070 Using Microsoft Windows 1
  - CA 074 Stop Surfing-Start Researching 1
  - CTR 030A Realtime & Computer-Aided Basic Dictionary Building 2
  - CTR 030B Realtime & Computer-Aided Legal Dictionary Building 2
  - CTR 030C Realtime & Computer-Aided Medical Dictionary Building 2
  - READ 960 Reading Fundamentals 3

**Court Reporting and Related Technologies (Certificate of Achievement)**

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 and CART, Communication Access Realtime Translation, to serve the deaf and hard-of-hearing. 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 transcripts as official records.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 007A</td>
<td>Court Reporting Theory I</td>
<td>4</td>
</tr>
<tr>
<td>CTR 007B</td>
<td>Court Reporting Theory II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 903</td>
<td>Basic Grammar and Sentence Structure</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 905</td>
<td>English Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>READ 053</td>
<td>Speed and Critical Reading</td>
<td>3</td>
</tr>
<tr>
<td>PARA 021</td>
<td>Introduction to American Law</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 005</td>
<td>Basic Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>CTR 34A1</td>
<td>Medical Dictation for the Court Reporter</td>
<td>1.5</td>
</tr>
<tr>
<td>CTR 020A</td>
<td>Court and Deposition Procedures for the Court Reporter</td>
<td>3</td>
</tr>
<tr>
<td>CTR 028A</td>
<td>Basic Computer-Aided Transcription for Court Reporting</td>
<td>3</td>
</tr>
<tr>
<td>CTR 038</td>
<td>Court and Deposition Procedures for the Court Reporter</td>
<td>3</td>
</tr>
<tr>
<td>CTR 042A</td>
<td>Certified Shorthand Reporters</td>
<td>1</td>
</tr>
<tr>
<td>CTR 042B</td>
<td>Certified Shorthand Reporters</td>
<td>2</td>
</tr>
</tbody>
</table>

The student must complete a minimum of one of each of the following eight categories of Speed Goal courses with a passing grade in all four speed categories.

- **(6.5 units each for a total of 52 units)**
  - CTR 008A 80 wpm Speed Goal
  - CTR 008B 80 wpm Speed Goal
  - CTR 008C 80 wpm Speed Goal
  - CTR 008D 80 wpm Speed Goal
  - CTR 010A 100 wpm Speed Goal
  - CTR 010B 100 wpm Speed Goal
  - CTR 012A 120 wpm Speed Goal
  - CTR 012B 120 wpm Speed Goal
  - CTR 012C 120 wpm Speed Goal
  - CTR 012D 120 wpm Speed Goal
  - CTR 014A 140 wpm Speed Goal
  - CTR 014B 140 wpm Speed Goal
  - CTR 014C 140 wpm Speed Goal
  - CTR 014D 140 wpm Speed Goal
  - CTR 016A 160 wpm Speed Goal
  - CTR 016B 160 wpm Speed Goal
  - CTR 016C 160 wpm Speed Goal
  - CTR 016D 160 wpm Speed Goal
  - CTR 018A 180 wpm Speed Goal
  - CTR 018B 180 wpm Speed Goal

---

- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 5 for specific information.
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.**
- **RECOMMENDED preparations are ADVISORY.**
- **This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog**
### Course and Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 018C</td>
<td>180 wpm Speed Goal</td>
</tr>
<tr>
<td>CTR 018D</td>
<td>180 wpm Speed Goal</td>
</tr>
<tr>
<td>CTR 020A</td>
<td>200 wpm Speed Goal</td>
</tr>
<tr>
<td>CTR 020B</td>
<td>200 wpm Speed Goal</td>
</tr>
<tr>
<td>CTR 020C</td>
<td>200 wpm Speed Goal</td>
</tr>
<tr>
<td>CTR 020D</td>
<td>200 wpm Speed Goal</td>
</tr>
<tr>
<td>CTR 022A</td>
<td>220 wpm Speed Goal</td>
</tr>
<tr>
<td>CTR 022B</td>
<td>220 wpm Speed Goal</td>
</tr>
<tr>
<td>CTR 022D</td>
<td>220 wpm Speed Goal</td>
</tr>
<tr>
<td>CTR 022E</td>
<td>220 wpm Speed Goal</td>
</tr>
</tbody>
</table>

Total Units: 90

### Optional Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 008S</td>
<td>80 wpm Speed Goal (Summer)</td>
</tr>
<tr>
<td>CTR 010S</td>
<td>100 wpm Speed Goal (Summer)</td>
</tr>
<tr>
<td>CTR 012S</td>
<td>120 wpm Speed Goal (Summer)</td>
</tr>
<tr>
<td>CTR 014S</td>
<td>140 wpm Speed Goal (Summer)</td>
</tr>
<tr>
<td>CTR 016S</td>
<td>160 wpm Speed Goal (Summer)</td>
</tr>
<tr>
<td>CTR 018S</td>
<td>180 wpm Speed Goal (Summer)</td>
</tr>
<tr>
<td>CTR 020S</td>
<td>200 wpm Speed Goal (Summer)</td>
</tr>
<tr>
<td>CTR 022S</td>
<td>220 wpm Speed Goal (Summer)</td>
</tr>
<tr>
<td>CTR 50X1</td>
<td>Court Reporting Workshop – Night (Goal 80)</td>
</tr>
<tr>
<td>CTR 51X1</td>
<td>Court Reporting Workshop – Night (Goal 100)</td>
</tr>
<tr>
<td>CTR 52X1</td>
<td>Court Reporting Workshop – Night (Goal 120)</td>
</tr>
<tr>
<td>CTR 53X1</td>
<td>Court Reporting Workshop – Night (Goal 140)</td>
</tr>
<tr>
<td>AJ 003</td>
<td>Principles and Procedures of the Justice System</td>
</tr>
<tr>
<td>BUS 028</td>
<td>Business Law</td>
</tr>
<tr>
<td>CA 070</td>
<td>Using Microsoft Windows</td>
</tr>
<tr>
<td>CA 074</td>
<td>Stop Surfing-Start Researching</td>
</tr>
<tr>
<td>CTR 030A</td>
<td>Realtime &amp; Computer-Aided Basic Dictionary Building</td>
</tr>
<tr>
<td>CTR 030B</td>
<td>Realtime &amp; Computer-Aided Legal Dictionary Building</td>
</tr>
<tr>
<td>CTR 030C</td>
<td>Realtime &amp; Computer-Aided Medical Dictionary Building</td>
</tr>
<tr>
<td>READ 960</td>
<td>Reading Fundamentals</td>
</tr>
<tr>
<td>READ 961</td>
<td>Effective Reading</td>
</tr>
</tbody>
</table>

### Course and Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 905</td>
<td>English Fundamentals: A Preparatory Course for English 001A</td>
</tr>
<tr>
<td>CTR 035M</td>
<td>Word Processing for the Law Office, Microsoft Word</td>
</tr>
<tr>
<td>CA 035B</td>
<td>Microsoft Word for the Law Office</td>
</tr>
<tr>
<td>PARA 065B</td>
<td>Word Processing for the Law Office, Microsoft Word</td>
</tr>
<tr>
<td>PARA 021</td>
<td>Introduction to American Law</td>
</tr>
<tr>
<td>CTR 036A</td>
<td>Legal Terminology &amp; Intro to Law</td>
</tr>
<tr>
<td>PARA 022</td>
<td>Civil Litigation</td>
</tr>
</tbody>
</table>

### Course and Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARA 025</td>
<td>Legal Ethics</td>
</tr>
<tr>
<td>CTR 083</td>
<td>Law Office Pracicum for the Legal Secretary</td>
</tr>
</tbody>
</table>

Total Units: 17.5

### Orientation

You do not need a steno machine for this program.

**Orientation:** Each semester an orientation meeting provides information needed for enrolling and returning students in Court Reporting and Related Technologies.

Students who need additional time to practice computer skills are encouraged to take advantage of the open lab time in the Technology Center.

A Certificate of Proficiency will be awarded to those students achieving a grade of “C” or better, or “Pass” in the major requirements listed above.

### LEGAL TRANSCRIPTION TECHNOLOGIST (Certificate of Achievement)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 007A</td>
<td>Court Reporting Theory I</td>
</tr>
<tr>
<td>CTR 007B</td>
<td>Court Reporting Theory II</td>
</tr>
<tr>
<td>CTR 024A</td>
<td>English and Editing for Transcription</td>
</tr>
<tr>
<td>CTR 024B</td>
<td>English and Editing for Transcription (CTR 024A &amp; 024B are 9 weeks each)</td>
</tr>
<tr>
<td>ENGL 905</td>
<td>Can be alternate for CTR 024A,B</td>
</tr>
<tr>
<td>CTR 026</td>
<td>English Review and Office Practices for the Court Reporter</td>
</tr>
<tr>
<td>CTR 028A</td>
<td>Basic Computer-Aided Transcription</td>
</tr>
<tr>
<td>CTR 030A</td>
<td>Realtime and Computer-Aided Basic Dictionary Building</td>
</tr>
<tr>
<td>CTR 030B</td>
<td>Realtime and Computer-Aided Legal Dictionary Building</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beg. Word Processing, Microsoft Word</td>
</tr>
<tr>
<td>CA 032B</td>
<td>Intern. Word Processing, Microsoft Word</td>
</tr>
</tbody>
</table>

**Any one of the following:**

- PARA 065B Wordprocessing for the Law Office
- Any one of the following with a grade of C or better, or demonstration of skill proficiency.
- CTR 008 A-D 080 WPM speed goal
- CTR 50X1 Court Reporting Workshop-Night (Goal-80)

Total Units: 26.5-30

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

### OFFICE ASSISTANT/TRANSCRIPTION TECHNOLOGIST (Certificate of Achievement)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 007A</td>
<td>Court Reporting Theory I</td>
</tr>
<tr>
<td>CTR 007B</td>
<td>Court Reporting Theory II</td>
</tr>
<tr>
<td>CTR 024A</td>
<td>English and Editing for Transcription</td>
</tr>
<tr>
<td>CTR 024B</td>
<td>English and Editing for Transcription (CTR 024A, 024B are 9 weeks each)</td>
</tr>
<tr>
<td>ENGL 905</td>
<td>Can be alternate for CTR 024A,B</td>
</tr>
<tr>
<td>BUS 078</td>
<td>Business Communication</td>
</tr>
<tr>
<td>CA 031B</td>
<td>Beginning Word Processing, Microsoft Word</td>
</tr>
<tr>
<td>CA 032B</td>
<td>Intern. Word Processing, MS Word</td>
</tr>
<tr>
<td>CA 010</td>
<td>Computer Keyboarding</td>
</tr>
<tr>
<td>CA 015</td>
<td>Document Formatting</td>
</tr>
</tbody>
</table>

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

- CTR 008 A-D 080 WPM speed goal
- Total Units: 25.5

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

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

### Recommended Preparations in Basic Skills

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

> NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
**CTR 06A1 COURT REPORTING THEORY I**
2 units  
Lecture 1 hour; lab 3 hours  
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 steno and machine dexterity, and write on a computerized stenotype machine real-time stenography at 45 words per minute with 70 percent accuracy.

**CTR 06B1 COURT REPORTING THEORY II**
2 units  
Lecture 1 hour; lab 3 hours  
Acceptable for credit: California State University

The student will apply the knowledge developed in CTR 007A and learn prefixes, suffixes and special endings of a given computer-compatible theory, Machine dexterity, fluent reading ability of stenotype notes, and the application of real-time theory concepts to writing and reading of English dictation are developed.

**CTR 007A COURT REPORTING THEORY I**
4 units  
Lecture 2 hours; lab 7 hours  
Acceptable for credit: California State University

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

**CTR 007B COURT REPORTING THEORY II**
4 units  
Lecture 2 hours; lab 7 hours  
Acceptable for credit: California State University

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

**CTR 008A COURT REPORTING THEORY I**
6.5 units  
Lecture 3.5 hours; lab 9 hours  
Prerequisite: CTR 008A

This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course is also offered in Distance Learning Format on videotape.

**CTR 008B 80 WPM SPEED GOAL**
6.5 units  
Lecture 3.5 hours; lab 9 hours  
Prerequisite: CTR 008A

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

**CTR 008C 80 WPM SPEED GOAL**
6.5 units  
Lecture 3.5 hours; lab 9 hours  
Prerequisite: CTR 008A or 008B

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

**CTR 008D 80 WPM SPEED GOAL**
6.5 units  
Lecture 3.5 hours; lab 9 hours  
Prerequisite: CTR 008A or 008B

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

**CTR 010A 100 WPM SPEED GOAL**
6.5 units  
Lecture 3.5 hours; lab 9 hours  
Prerequisite: CTR 008A-D or 008S

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 also offered in Distance Learning Format on videotape.

**CTR 010B 100 WPM SPEED GOAL**
6.5 units  
Lecture 3.5 hours; lab 9 hours  
Prerequisite: CTR 010A

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

**CTR 010C 100 WPM SPEED GOAL**
6.5 units  
Lecture 3.5 hours; lab 9 hours  
Prerequisite: CTR 010A or 010B

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

**CTR 010D 100 WPM SPEED GOAL**
6.5 units  
Lecture 3.5 hours; lab 9 hours  
Prerequisite: CTR 010A or 010B or 010C

This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course is designed to access the student’s progress in the 100-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs.

**CTR 010S 100 WPM SPEED GOAL**
2 units  
Lecture 1.5 hours; lab 1.5 hours  
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 will include literary sources, jury charge, business letters, and two-voice. This course is also offered in Distance Learning Format on videotape.

**CTR 010S 100 WPM SPEED GOAL**
2 units  
Lecture 1.5 hours; lab 1.5 hours  
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 will include literary, jury charge, business letters, and two-voice. This course is also offered in Distance Learning Format on videotape.
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Prerequisites</th>
<th>Acceptable for Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 012A</td>
<td>120 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 012A or 012B</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 012B</td>
<td>120 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 012A or 012B</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 012C</td>
<td>120 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 014A or 014B</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 012D</td>
<td>120 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 014A, or 014B or 014C</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 012S</td>
<td>120 WPM SPEED GOAL</td>
<td>2</td>
<td>1.5</td>
<td>0.5</td>
<td>Any one of CTR 014A-D or 014S</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 014A</td>
<td>140 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 012A or 012S</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 014B</td>
<td>140 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 014A</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 014C</td>
<td>140 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 014A, or 014B or 014C</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 014D</td>
<td>140 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 016A, or 016B or 016C</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 015A</td>
<td>160 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 012A or 012B</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 015B</td>
<td>160 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 016A</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 015D</td>
<td>160 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 014A, or 014B or 014C</td>
<td>California State University</td>
</tr>
<tr>
<td>CTR 016A</td>
<td>160 WPM SPEED GOAL</td>
<td>6.5</td>
<td>3.5</td>
<td>0.5</td>
<td>CTR 016A or 016B or 016C</td>
<td>California State University</td>
</tr>
</tbody>
</table>

Recommended Preparations in Basic Skills:

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
CTR 018A 180 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: Any one of CTR 016A-D or 016S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 018B 180 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
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 is also offered in Distance Learning Format on videotape.

CTR 018C 180 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: Any one of CTR 016 A-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 sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 018D 180 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: CTR 018A or 018B or 018C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 180-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs.

CTR 018S 180 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours
Prerequisite: CTR 018A
Acceptable for credit: California State University
This course provides additional high-speed, live dictation to students who have completed the goal speeds of 160-180 words per minute and who are preparing to pass qualifying examinations for state or national court reporting certification or who plan to go into any area of employment utilizing real time stenotype output, such as captioning for television or for hearing-impaired students. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including multi-voice courtroom testimony, congressional record, and material from medical and literary sources. All students participate in read back from this dictation.

CTR 020A 200 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: CTR 020A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, 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-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020B 200 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: Any one of CTR 018A-D or 018S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, 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-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020C 200 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: Any one of CTR 016A-D or 016S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 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-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020D 200 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: Any one of CTR 018A-D or 018S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, 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-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020E 200 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: Any one of CTR 016A-D or 016S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 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-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020F 200 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: Any one of CTR 018A-D or 018S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, 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-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.
CTR 020C 200 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: CTR 020A or 020B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. Student shall pass two 5-minute 180wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020D 200 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: CTR 020A or 020B or 020C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student’s progress in the 200-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020S 200 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours
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. This course provides additional high-speed, live dictation to students who have completed the goal speeds of 200-225 words per minute and who are preparing to pass qualifying examinations for state or national court reporting certification or who plan to go into any area of employment utilizing real time stenotype output, such as captioning for television or for hearing-impaired students. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including multi-voice courtroom testimony, congressional record, and material from medical and literary sources. All students participate in read back from this dictation.

CTR 022A 220 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: Any one of CTR 020-A-D or CTR 020S
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.

CTR 022B 220 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
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 general legal terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.

CTR 022C 220 WPM SPEED GOAL
6.5 units
Lecture 3.5 hours; lab 9 hours
Prerequisite: CTR 022A or 022B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests 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
Lecture 3.5 hours; lab 9 hours
Prerequisite: CTR 022A or 022B or 022C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student’s progress in the 220-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225 wpm two-voice test with at least 97.5% accuracy.

CTR 022S 220 WPM SPEED GOAL
2 units
Lecture 1.5 hours; lab 1.5 hours
Acceptable for credit: California State University
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200 to 240 words per minute.

CTR 022X CTR 220 WPM LAB
.5 unit
Lecture 0 hours; lab 1.5 hours
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 at least 200 words per minute.

CTR 026 ENGLISH REVIEW & OFFICE PRACTICES FOR THE COURT REPORTER
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: CTR 024A and 024B
Acceptable for credit: California State University
This course will cover advanced grammar, punctuation, syntax, and word usage; communication skills; proofreading; filing procedures; dictation/transcription procedures; and court reporting office methods and forms.

CTR 028A BASIC COMPUTER-AIDED TRANSCRIPTION FOR COURT REPORTING
2.5 units
Lecture 2 hours; lab 1.5 hours
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 029B ADVANCED COMPUTER-AIDED TRANSCRIPTION B
1 unit
Lecture 2 hour; lab 1 hour
This class will instruct court reporters and court reporting students in realtime stenographic writing, emphasizing elimination of conflicts, use of briefs and phrases, dictionary building and maintenance, steno machine editing, steno-interpreting, and an introduction to captioning.

CTR 030B REALTIME & COMPUTER-AIDED LEGAL DICTIONARY BUILDING
2 units
Lecture 1 hour; lab 3 hours
Prerequisites: CTR 06B1 or CTR 007B
Acceptable for credit: California State University
Students receive instruction in legal terminology text entry and legal dictionary building on an electronic stenotype machine. Using specialized computer software, students create legal dictionaries of several hundred entries. Pass/No Pass Only
CTR 030C REALTIME & COMPUTER-AIDED MEDICAL DICTIONARY BUILDING
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: California State University
This course will provide instruction in medical terminology and medical dictionary building on an electronic stenotype machine. Using specialized computer software, students will create personal medical dictionaries of several hundred entries of medical terms.

CTR 042B CERTIFIED SHORTHAND REPORTER'S REVIEW II
2 units
Lecture 2 hours; lab 0 hours
Prerequisite: CTR 026, CTR 034, and CTR 038
Acceptable for credit: California State University
The advanced court reporting student preparing to take the State of California Certified Shorthand Reporter's examination will review legal terminology, medical terminology, codes and rules of court of the State of California applicable to court reporting.

CTR 042A CERTIFIED SHORTHAND REPORTER'S REVIEW I
2 units
Lecture 2 hours; lab 0 hours
Prerequisite: CTR 026, CTR 034, and CTR 038
Acceptable for credit: California State University
This course will provide instruction in medical terminology and medical dictionary building on an electronic stenotype machine. Using specialized computer software, students will create personal medical dictionaries of several hundred entries of medical terms.

CTR 044 COURT REPORTING APPRENTICESHIP
1 unit
Lecture 0 hours; lab 0 hours
Prerequisite: any one of CTR 018A-D or 018S
Acceptable for credit: California State University
This course supervises the apprenticeship training mandated by the Certified Shorthand Reporter's Board. Transcript production of actual court and deposition proceedings is required in this course.

CTR 050C COURT REPORTING WORKSHOP-NIGHT (GOAL 80)
3 units
Lecture 2 hours; lab 4 hours
Prerequisite: CTR 052B or 055B or 008A,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.

CTR 051X COURT REPORTING WORKSHOP-NIGHT (GOAL 100)
1.5 units
Lecture 1 hour; lab 1.5 hours
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 100 words per minute.

CTR 052X COURT REPORTING WORKSHOP-NIGHT (GOAL 120)
1.5 units
Lecture 1 hour; lab 1.5 hours
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 120 words per minute.

CTR 053X COURT REPORTING WORKSHOP-NIGHT (GOAL 140)
1.5 units
Lecture 1 hour; lab 1.5 hours
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 140 words per minute.

CTR 055X COURT REPORTING WORKSHOP-NIGHT (GOAL 160)
3 units
Lecture 2 hours; lab 4 hours
Prerequisite: CTR 052X or 055X or 008A,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.

WEST VALLEY COLLEGE 2012 • 2013 CATALOG

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 055. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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

**CTR 054S COURT REPORTING WORKSHOP-NIGHT (GOAL 160)**
1.5 units
Lecture 1.5 hours; lab 0 hours
Prerequisite: CTR 053X or 053S or 054X or CTR 014A, B, C, or D or 016A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 140 and 180 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. Pass/No Pass Option

**CTR 54X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 160)**
3 units
Lecture 2 hours; lab 4 hours
Prerequisites: completion of CTR 053X or 053S 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 - 180 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. Pass/No Pass Option

**CTR 055S COURT REPORTING WORKSHOP-NIGHT (GOAL 180)**
1.5 units
Lecture 1.5 hours; lab 0 hours
Prerequisite: CTR 054X or 054S or 055X or CTR 016A, B, C, or D or 018A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 160 and 200 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. Pass/No Pass Option

**CTR 55X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 180)**
3 units
Lecture 2 hours; lab 4 hours
Prerequisites: CTR 054X or 054S or 055X CTR 016A, B, C, or D or 018A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 160 - 200 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. Pass/No Pass Option

**CTR 056S COURT REPORTING WORKSHOP (GOAL 200)-NIGHT**
1.5 units
Lecture 1.5 hours; lab 0 hours
Prerequisite: CTR 055X or 055S or 056X or CTR 018A, B, C, or D or 020A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 180 and 220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. Pass/No Pass Option

**CTR 56X1 COURT REPORTING WORKSHOP (GOAL 200)-NIGHT**
3 units
Lecture 2 hours; lab 4 hours
Prerequisites: CTR 055X or 055S or 056X or CTR 018A, B, C, or D or 020A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 180 - 220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. Pass/No Pass Option

**CTR 057S COURT REPORTING WORKSHOP-NIGHT (GOAL 220)**
1.5 units
Lecture 1.5 hours; lab 0 hours
Prerequisites: CTR 056X or 056S or 057X or CTR 020A, B, C, or D or 022A, B, C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 200 - 240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. Pass/No Pass Option

**CTR X91A ADVANCED COURT REPORTING DICTATION**
.5 unit
Lecture 0 hours; lab 1.5 hours
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Legal terminology is emphasized. The speed of dictation for this class will be announced in the schedule. Pass/No Pass Only

**CTR X91B ADVANCED COURT REPORTING DICTATION**
.5 unit
Lecture 0 hours; lab 1.5 hours
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Legal terminology is emphasized. The speed of dictation will be announced in the schedule of classes. Pass/No Pass Only

**CTR X91C ADVANCED COURT REPORTING DICTATION**
.5 unit
Lecture 0 hours; lab 1.5 hours
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Legal terminology is emphasized. The speed of dictation will be announced in the schedule of classes. Pass/No Pass Only

**CTR 120 COURT REPORTING 20-HOUR DICTATION**
.5 unit
Lecture 0 hours; lab 1.5 hours
This shortened dictation course allows students to continue preparation for the competency goals. This course is particularly designed for students and working reporters who are preparing to take national and state licensing examinations and also for those who wish to increase and maintain their speed writing and transcription skills. Pass/No Pass Option
Digital Media/Internet Services

The Digital Media/Internet Services department is a Career Program aligned with the goals of the State Chancellor’s Office Economic Development/Workforce Education and Career Technical Education programs. Students may intend to work in Digital Media Design or Development fields, or they may work in a variety of professions where web and media play a marketing, support, or communications role. The department also supports lifelong learning, and as such, students interested in learning about digital media outside of employment are welcome. Courses are offered in person and online, due to the nature of their topics, and students are encouraged to work on projects and products that will be launched and marketed for their coursework and beyond enrollment. Digital Media/Internet Services students come to class with many different levels of experience, formal education, and country of origin. Emphasis is on a balance of the creative, production, development, and market aspects of Digital Media and Internet Services.

Digital Media Design and Production: Learning Outcomes
After completing a certificate or degree in Digital Media Design and Production, a student will be able to:
- Plan, create, shoot, edit, and produce digital video/audio products for the web and CD/DVD output.
- Produce, market, and distribute commercial-quality products for business and industry clients.

Digital Publishing Learning Outcomes
After completing a certificate or degree in Digital Publishing, a student will be able to:
- Plan, design, create layouts, and prepare files for commercial offset printing.
- Design identities and assets, create complementary websites, and produce a variety of printable documents in various formats and styles.

Web Design and Production: Design Emphasis Learning Outcomes
After completing a certificate or degree in Web Design and Production: Design Emphasis, a student will be able to:
- Plan and create client-focused websites that weave traditional design concepts, innovative interface ideas, and current technologies together in order to deliver and market quality web solutions.
- Create and present a digital and print portfolio, complete with identity and commercial-level websites.

WEB DEVELOPMENT

Digital Media Design and Production: Level 1
(Certificate of Achievement)
The focus of the Digital Media Design and Production Certificate (Level 1) is planning, creating, shooting, editing, and producing digital video/audio projects for web and CD/DVD output.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM/IS 001</td>
<td>Digital Media 1</td>
</tr>
<tr>
<td>DM/IS 004</td>
<td>Principles of Design</td>
</tr>
<tr>
<td>DM/IS 007</td>
<td>Digital Media Production Process</td>
</tr>
<tr>
<td>DM/IS 010C</td>
<td>Digital Images: Photoshop</td>
</tr>
<tr>
<td>DM/IS 057A</td>
<td>Digital Video Editing: Premiere Pro</td>
</tr>
<tr>
<td>DM/IS 062</td>
<td>Flash: Creating Interactive Web Pages</td>
</tr>
<tr>
<td>DM/IS 066</td>
<td>Digital Audio and Video</td>
</tr>
<tr>
<td>Total Units</td>
<td>18</td>
</tr>
</tbody>
</table>

DM/IS 001 INTRODUCTION TO DIGITAL MEDIA
1 unit
Lecture 1 hour; lab 0 hours
This course explores the world of digital media; technology, skills, business applications, creative processes, and the distribution of media via the web and mobile platforms. Additional emphasis is on experimenting with software, shareware, and other tools used in developing digital media products. Digital media communications in education, art, web publishing, and other fields are examined. Pass/No Pass Only
DM/IS 003 VISUAL DESIGN FOR NEW MEDIA
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course focuses on basic concepts and design theory of visual imagery applicable for use in digital media. Effective communications using design principles and concepts are stressed. Topics covered include basic design principles, creative process, typography, color, visual construction, and various technical limitations and perimeters for creating digital imagery. This course uses critical analysis of student work to demonstrate and develop design concepts. Pass/No Pass Option

DM/IS 004 PRINCIPLES OF DESIGN
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070, DM/IS 003 and DM/IS 014C
Acceptable for credit: California State University
This course expands on basic design principles used in layout of interactive and print interfaces. Proximity, space, contrast, and information hierarchy are explored with emphasis on color and typography as integral visual elements in creating effective solutions for visual content. Pass/No Pass Option

DM/IS 007 DIGITAL MEDIA PRODUCTION PROCESS
1 unit
Lecture 1 hour; lab 0 hours
This course is an introduction to the multimedia business. Topics include copyright issues, pricing of products, finding clients, and developing business plans. Pass/No Pass Only

DM/IS 009 TYPOGRAPHY: QUICK START
1 unit
Lecture 1 hour; lab 0 hours
This course focuses on the planning and use of digital type for commercial website design and other digital media applications. Selecting, purchasing, installing, and managing fonts for design and communication with the user will be emphasized. Pass/No Pass Only

DM/IS 010A PHOTOSHOP: QUICK START
1 unit
Lecture 1 hour; lab 0 hours
This course is an introduction to Photoshop, providing a general overview of the application features and interface. The focus of this course is on acquainting the student with the capabilities and features of the application. This course provides hands-on experience in the manipulation, acquisition and management of photographic images using Photoshop. Pass/No Pass Only

DM/IS 010C INTRODUCTION TO DIGITAL IMAGING
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course introduces tools and techniques used in image development. This course covers a variety of Photoshop tools including the quick selection tool, the paint brush tool, the type tool, the pen tool, and how to integrate them into visual compositions. The course also emphasizes how to enhance and edit images, and prepare images for electronic and print output. Pass/No Pass Option

DM/IS 010D ADVANCED DIGITAL IMAGING
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on advanced techniques in digital image development. Topics include the creative process, advanced image compositing (masking), workflow methodologies and techniques for solving design issues and production requirements. Pass/No Pass Option

DM/IS 011 BLOGS AND SITE DEVELOPMENT: WORDPRESS
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070
This course focuses on WordPress.org set up of a blog, theme, plugins, and content. Students use cPanel to create a MySQL database, FTP to set the blog up, a theme to create various layout options, and explore plug-ins to enhance user experience and meet client expectations. Pass/No Pass Only

DM/IS 014C DIGITAL ILLUSTRATION: ILLUSTRATOR
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on using Illustrator to create digital illustrations and various kinds of graphics for visual communication. Emphasis is placed on acquiring technical skills and learning creative strategies for producing a variety of illustrations used in commercial media and online devices. Pass/No Pass Option

DM/IS 014D ADVANCED ILLUSTRATOR
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070 or equivalent
Acceptable for credit: California State University
This is an advanced course in developing illustrations using Adobe Illustrator. The course focuses on the creation of completed commercial quality illustrations. Students have the opportunity to develop their own style while exploring different types of illustrative techniques. Production methodologies from concept to publishing and web graphics are emphasized. Pass/No Pass Option

DM/IS 020A INTERFACE DESIGN
4 units
Lecture 3 hours; lab 3 hours
This course focuses on patterns, information architecture and application structure, navigation, layout, actions, data, and client/customer input. Emphasis is on screen, tablet, and mobile product interface design and development. Students create site maps, sketch prototypes, wireframes (using a variety of tools), and have the opportunity to build a solid understanding of the interface design process and needs from client request through design, development, and testing. Pass/No Pass Option

DM/IS 021A WEB DEVELOPMENT 1
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on XHTML and CSS2 as well as HTML5 and CSS3. The course also covers validation, ADA requirements, and works with wireframes to create sites. Pass/No Pass Option

DM/IS 021B WEB DEVELOPMENT 2
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: DM/IS 021A
Acceptable for credit: California State University
This course focuses on advanced markup using PHP and MySQL, Ajax, jQuery, and HTML5/CSS 3. Additional scripting languages are introduced providing for functionality on multiple output devices (desktop, laptop, tablet, and mobile.)

DM/IS 023 WEB DESIGN: DREAMWEAVER
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on adding marks up using PHP and MySQL, Ajax, jQuery, and HTML5/CSS 3. Additional scripting languages are introduced providing for functionality on multiple output devices (desktop, laptop, tablet, and mobile.)

DM/IS 023A DREAMWEAVER: QUICK START
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on screen, tablet, and mobile website design and development using Dreamweaver. Emphasis is on Dreamweaver as a design and production application, the fundamentals of web design to include layout, color, and navigation, and the fundamentals of web development to include FTP, XHTML/HTML5, and CSS/CSS3. Pass/No Pass Option

DM/IS 023B DREAMWEAVER: QUICK START
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070
This course focuses on website layout and design using Dreamweaver. Emphasis is on implementing navigation, CSS (Cascading Style Sheets) layouts, testing, and debugging. Pass/No Pass Only
DM/IS 023B WEB DEVELOPMENT: DREAMWEAVER  
4 units
Lecture 3 hours; lab 3 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on advanced features of Adobe Dreamweaver. Students have the opportunity to develop a server side database website, expand their CSS skills, and work with additional Dreamweaver features. Pass/No Pass Option

DM/IS 024 INFORMATION & CONTENT DESIGN FOR THE WORLD WIDE WEB  
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course focuses on creating and leveraging information and content, building target audience commitment, and generating revenue. Planning navigation, writing/copyediting content, and marketing sites/products blend to offer interesting and effective websites and other web-based platforms. Pass/No Pass Option

DM/IS 025 INTRODUCTION TO INTERNET MARKETING  
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on the basics of Internet Marketing and introduces various marketing strategies such as social media and search engine optimization. Students address marketing issues relevant to websites, videos and other online material. Pass/No Pass Only

DM/IS 025B NEW MEDIA MARKETING  
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course focuses on marketing businesses, products/projects, and ideas through new media channels. Pass/No Pass Option

DM/IS 025C WEB SEO (SEARCH ENGINE OPTIMIZATION)  
1 unit
Lecture 1 hour; lab 0 hours
This course focuses on current trends and techniques in search engine optimization to make websites findable and rank higher in multiple search engines. Pass/No Pass Only

DM/IS 025D WEB ANALYTICS  
1 unit
Lecture 1 hour; lab 0 hours
This course focuses on Web Analytics, the objective tracking, collection, measurement, reporting, and analysis of quantitative internet data to optimize websites and web marketing initiatives. Pass/No Pass Only

DM/IS 025E MOBILE ADVERTISING  
1 unit
Lecture 1 hour; lab 0 hours
A practical guide to the emerging mobile advertising market, this course serves as an introduction and how-to guide for understanding, planning, designing, developing, and marketing mobile advertising. Pass/No Pass Option

DM/IS 025F WEB CONTENT MANAGEMENT  
1 unit
Lecture 1 hour; lab 0 hours
This course focuses on creating and managing content on websites and other web-based platforms. Pass/No Pass Option

DM/IS 025G SOCIAL MEDIA STRATEGIES  
1 unit
Lecture 1 hour; lab 0 hours
This course focuses on the development and management of social media strategies for businesses, products/projects, and ideas. Pass/No Pass Option

DM/IS 057A DIGITAL VIDEO EDITING: PREMIERE PRO  
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CA 020 and CA 070
Acceptable for credit: California State University
Digital video is a dynamic way of delivering content through video, CD-ROM, and websites. This class focuses on video editing using Adobe Premiere. Emphasis is on using Premiere tools to capture, edit, and compress digital video. Pass/No Pass Option

DM/IS 062A FLASH: ANIMATION & INTERFACE DESIGN  
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course introduces Adobe Flash to create interactive web pages that incorporate graphics, animation, and sound. Pass/No Pass Option

DM/IS 062B FLASH 2: ACTIONSCRIPT ANIMATION & INTERACTIVITY  
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: DM/IS 062A
Acceptable for credit: California State University
This advanced course focuses on programming Flash websites. Students learn action-scripting, forms, and interactive techniques using Flash programming. Pass/No Pass Option
**Recommended Preparations in Basic Skills:**

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

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

---

### Digital Media / Internet Services

**DM/IS 064 WEB MOTION GRAPHICS**
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
This course focuses on the techniques and methodologies used to create and publish motion graphics to web sites, CD-ROM and DVD's. Basic animation theory is incorporated in the development of animated GIFs, navigation sets, Flash sequences, and image animation.  
Pass/No Pass Option

**DM/IS 066 DIGITAL AUDIO & VIDEO**
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: CA 020 or CA 070  
Acceptable for credit: California State University  
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.  
Pass/No Pass Option

**DM/IS 068A DIGITAL AUDIO: QUICK START**
1 unit  
Lecture 1 hour; lab 0 hours  
This course focuses on incorporating available sound from the web and CD-ROMs into digital media projects. It also introduces digital sound recording and audio editing software.  
Pass/No Pass Only

**DM/IS 072 MOBILE SITES / APPS DESIGN & DEVELOPMENT**
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
This course focuses on creating wireless websites for proprietary (iPhone, Blackberry, etc.) technologies and W3C recommendations (XHTML Basic, WAP). Additional, current and emerging technologies are explored.  
Pass/No Pass Option

**DM/IS 086 PORTFOLIO PLANNING & REVIEW**
3 units  
Lecture 3 hours; lab 0 hours  
Recommended preparation: DM/IS 080  
This course is for Desktop Publishing and Digital Media students committed to developing a professional quality hard copy and digital portfolio.  
Pass/No Pass Option

**DM/IS 091, 092, 093 DIRECTED STUDIES**
1-3 units (See department for schedule)  
91 - Lecture 0 hours; lab 0 hours  
92 - Lecture 0 hours; lab 0 hours  
93 - Lecture 0 hours; lab 0 hours  
Prerequisite: Interview with instructor to determine objectives and write a contract  
Acceptable for credit: California State University  
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college.

---

**Disability and Educational Support Program**

**THE FACULTY**

- Judy Colson
- Anne Crosby
- Jeani Finch
- Cheryl Miller
- Susan Sherrill
- Ross Smith

**DIVISION**

Student Services

**DIVISION CHAIR**

Carol Pavan

**DEPARTMENT COORDINATOR**

Cheryl Miller

**PHONE**

408-741-2010

**TTY**

408-741-2658

**EMAIL**

cheryl.miller@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. Adapted physical education courses are listed in this catalog under Physical Education. In addition to classes, the program provides services that include but are not limited to counseling, registration assistance, test accommodations, note takers, tram service, and class materials in alternate format. DESP is located in the Learning Services building.

**Learning Outcomes**

After completing one or more appropriate DESP courses, a student will

- Demonstrate measurable progress in one or more of the areas listed:
  - Physical Fitness
  - Arithmetic and Pre-algebra
  - Computer Use
  - Learning strategies
  - Reading
  - Writing

After completing one or more DESP program activities or services a student will be able to

- Specify, evaluate the benefits of, and access the program services and accommodations that relate to his or her disability.

**Adapted Physical Education**

(See Physical Education)
Disability and Educational Support Program —
Adapted Computer Courses

LS 901A ADAPTED COMPUTER-ASSISTED INSTRUCTION
1 unit
Lecture 0 hours; lab 3 hours
The course is designed to improve basic academic skills and/or cognitive processes of disabled students through the use of appropriate software and computer technologies. Units earned in this course do not count toward the Associate Degree. Pass/No Pass Only

LS 908A COMPUTER BASICS
2 units
Lecture 2 hours; lab 1 hour
This course introduces students to computers and how they are used at home, at school, and in the workplace. The course explores types of computer hardware and software. Basic mouse and keyboard skills are introduced. Students have the opportunity to learn essential computer terminology and what computers can do. This course includes a brief overview of the Windows operating system, creating and saving text files, EMAIL, attachments, and use of the Internet. In addition to lectures and demonstrations, students have the opportunity to become comfortable with computers and certain selected software through hands-on operation in a lab setting. This course meets the educational needs of students with disabilities. Instructional materials and methods are modified as appropriate. Pass/No Pass Only

Disability and Educational Support Program —
Learning Skills Courses

LS 001 LEARNING STRATEGIES FOR COLLEGE LIFE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
In this course, students have the opportunity to learn and apply learning strategies to increase their effectiveness both in the classroom and in day-to-day life activities. The underlying principles as well as specific strategies, including setting goals, managing time and stress, listening and note taking, improving reading, test taking, memory and concentration, and learning styles are presented.

LS 931B EFFECTIVE LEARNING: MATH LAB
0.5 unit
Lecture 0 hours; lab 1.5 hour
This course focuses on the specific application of learning strategies for math coursework. Pass/No Pass Only

LS 932 EFFECTIVE READING STRATEGIES
3 units
Lecture 3 hours; lab 0 hours
This course is designed to teach basic reading skills to students with disabilities. Specific instruction in vocabulary development and reading comprehension is included. This course is equivalent to Reading 960. Pass/No Pass Only

LS 941B EFFECTIVE SENTENCE & PARAGRAPH WRITING
3 units
Lecture 3 hours; lab 0 hours
This is a basic writing course designed to meet the educational needs of students with learning disabilities. Instruction focuses on improving writing skills including basic grammar, sentence structure, punctuation/capitalization and paragraph development and organization. Credits earned in this course do not count toward the Associate Degree. Pass/No Pass Only

LS 941C EFFECTIVE ESSAY WRITING
3 units
Lecture 3 hours; lab 0 hours
This is a basic writing course designed to meet the educational needs of students with learning disabilities. It stresses the practical application of strategies to compensate for written language difficulties. The course addresses essay development and organization, and includes review of basic grammar and punctuation. Credits earned in this course do not count toward the Associate Degree. Pass/No Pass Option

LS 943A WRITING SUPPORT LAB A
1 unit
Lecture 0 hours; lab 3 hours
This is a lab course to support students enrolled in English 001A. Designed to meet the educational needs of students with disabilities, it stresses the practical application of strategies to compensate for the disability and its effect on reading and writing. Topics covered include: learning strategies such as time management and test taking; critical reading of text; evaluating assigned essays for unity, support, coherence and sentence skills; and researching and writing research papers. It is Non A.A. /A.S. degree and certificate applicable – basic skills. Pass/No Pass Option

LS 943B WRITING SUPPORT LAB B
1 unit
Lecture 0 hours; lab 3 hours
This is a lab course to support students enrolled in English 001B or English 001C. Designed to meet the educational needs of students with disabilities, it stresses the practical application of strategies to compensate for the disability and its effect on reading and writing. Topics covered include: learning strategies such as time management and test taking; critical reading of text; evaluating assigned essays for unity, support, coherence and sentence skills; and researching and writing research papers. It is Non West Valley College A.A./A.S. degree and certificate applicable – basic skills. Pass/No Pass Option
Economics

THE FACULTY
Janis Kea
Samuel Liu

DIVISION
Social Science

DEPARTMENT CHAIR
Stephen Juarez

PHONE
408-741-2538

EMAIL
janis.kea@westvalley.edu

COUNSELING
408-741-2009

Economics courses are college level transfer courses.

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

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

Learning Outcomes:
After completing courses in Economics, a student will be able to:
- Explain how individuals and firms make choices under scarcity;
- Describe the major players and institutions that facilitate the market economy;
- Analyze economic models as they apply to market economies and specific product and factor markets.

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 assist.org and/or consult with a counselor.

ECONOMICS:
See Social Science A.A. Degree with option in Economics.

ECON 001A PRINCIPLES OF MACROECONOMICS
3 units
Lecture 3 hours; lab 0 hours
Co-requisite: ECON 002A
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 price; money and banking; economic fluctuations; economic development. Study and analysis of the institutions and processes of the economy as a whole. This course may also be taught on the Internet. Pass/No Pass Option

ECON 001AH HONORS PRINCIPLES OF MACROECONOMICS
3 units
Lecture 3 hours; lab 0 hours
Co-requisite: ECON 002A
Honors Principles of Macroeconomics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is an introduction to macroeconomic analysis and principles. It provides an analysis of the economy as a whole including: determinants of the level of income, employment, and price; money and banking; economic fluctuations; economic development. It also covers the study and analysis of the institutions and processes of the economy as a whole. This class must be taken concurrently with online laboratory Econ 2A.

ECON 001BH HONORS PRINCIPLES OF MICROECONOMICS
3 units
Lecture 3 hours; lab 0 hours
Co-requisite: ECON 002B
Honors Principles of Microeconomics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course provides an introduction to microeconomics. The class analyzes the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets. The course analyzes the role of public policy in the economy.

ECON 002A PRINCIPLES OF MACROECONOMICS LAB
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: California State University, University of California
This online laboratory introduces macroeconomic analysis and principles. This lab must be taken concurrently with ECON 001A, regardless if 001A is taken lecture-based or online. Pass/No Pass Option
ECON 002B PRINCIPLES OF MICROECONOMICS LAB
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: California State University, University of California
This online laboratory introduces microeconomic analysis, analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets. This lab must be taken concurrently with ECON 001B, regardless if 001B is taken lecture-based or online. Pass/No Pass Option
ECON 010 ECONOMIC STATISTICS
3 unit
Lecture 3 hours; lab 0 hours
Prerequisite: ECON 001A and ECON 001B and MATH 008
Co-requisite: ECON 010A
Acceptable for credit: California State University, University of California
This introductory course presents statistical concepts and methods used extensively in economics. Students study descriptive and inferential statistics using economic examples. Emphasis is on problem solving and interpretation of results that underlie decision making within economic markets and institutions. This course provides a foundation to prepare economics majors for required upper division courses in quantitative methods and econometrics. This course must be taken with the online laboratory ECON 010A, regardless if you take ECON 010 lecture-based or online. Pass/No Pass Option
ECON 010A ECONOMIC STATISTICS LAB
1 unit
Lecture 0 hours; lab 3 hours
Co-requisite: ECON 010
Acceptable for credit: California State University, University of California
This online laboratory introduces statistical concepts and methods used extensively in economics. Students study descriptive and inferential statistics using economic examples in the lab. Emphasis is placed on problem solving and interpretation of results that underlie decision making within economic markets and institutions. This laboratory must be taken concurrently with ECON 010, regardless if ECON 010 is taken lecture-based or online. Pass/No Pass Option
ECON 041 ECONOMICS OF SPORTS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ECON 001B
Acceptable for credit: California State University
This course provides an introduction to the economics of sports. The course analyzes the costs and benefits of having a sports franchise and stadium in a city. The course analyzes professional sports teams as profit-maximizing businesses, monopolies, and cartels. The course analyzes the labor market for professional and college athletes. Pass/No Pass Option
ECON 045 ECONOMICS OF FINANCIAL MARKETS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
The course provides an introduction to the theory of finance and the financial markets. The course reviews and analyzes bond and stock valuation, portfolio allocation, the relationship between risk and return, the efficient market hypothesis, options markets, and behavioral finance. Pass/ No Pass Option

Electronic Imaging
(See Photography)
ENGR 003A BASIC TECHNICAL DRAFTING
3 units
Lecture 2 hours; lab 4 hours
Acceptable for credit: California State University
This course is a study of basic technical drafting methods applied to the engineering field. This course covers drafting tools and materials, fundamentals of freehand sketching, pictorial drawing, orthographic projection, auxiliaries, sections, and dimensioning. Students have opportunities to develop working drawing techniques and methods of graphical communication. Pass/No Pass Option

ENGR 003B INTERMEDIATE TECHNICAL DRAFTING
3 units
Lecture 2 hours; lab 4 hours
Recommended preparation: MATH 103 or 103R, and ENGR 003A
Acceptable for credit: California State University
This course is a study of intermediate technical drafting methods applied to the engineering field. This course covers drafting practices in multiview orthographic projections, sections, primary auxiliaries, dimensioning, freehand sketching, and lettering. Pass/No Pass Option

ENGR 003C ADVANCED TECHNICAL DRAFTING
3 units
Lecture 2 hours; lab 4 hours
Recommended preparation: ENGR 003B, MATH 106, 106R
Acceptable for credit: California State University
This course is a study of advanced technical drafting methods applied to the engineering field. This course covers advanced techniques of the orthographic projection, secondary auxiliaries, threads and fasteners, revolutions, developments & intersections, dimensioning & tolerancing, and axonometric projection. Pass/No Pass Option

ENGR 004 INTRODUCTION TO COMPUTER-AIDED DESIGN
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: MATH 902 or 902P
Acceptable for credit: University of California, California State University
This course is an introduction to 2 dimensional and isometric computer-aided drafting using AutoCAD on the PC. It is designed for students with no computer experience and dual listed with ID 65. Pass/No Pass Option

ENGR 005 ADVANCED COMPUTER-AIDED DESIGN
3 units
Lecture 2 hours; lab 3 hours
Prerequisite: ENGR 004, ID 065
Recommended preparation: MATH 902 or 902P
Acceptable for credit: University of California, California State University
This course provides an opportunity for students to use concepts acquired in ID 65 or ENGR 004 in a more complex way. Advanced topics in the construction of two and three dimensional drawing and solid modeling are addressed. This course is cross listed with ID 66. Pass/No Pass Option

ENGR 010 INTRODUCTION TO ENGINEERING
4 units
Lecture 4 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course explores the different engineering disciplines to assist students in a choice of major, and introduces first-year engineering students to experimentation, data analysis, basic computer skills, and engineering design. Pass/No Pass Only

ENGR 020 ENGINEERING GRAPHICS
3 units
Lecture 2 hours; lab 4 hours
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.
ENGR 021 INTRO COMPUTING FOR SCIENTISTS AND ENGINEERS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course emphasizes the use of the computer as a tool using the C++ program language to solve scientific and engineering problems. Topics include program design, algorithms, development, documentation and elementary data structures.

ENGR 023 VECTOR MECHANICS
3 units
Lecture 3 hours; lab 0 hours
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 distributed force systems. (CAN ENGR 9).

ENGR 024 INTRODUCTION TO CIRCUIT ANALYSIS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Introduction to the analysis of lumped, linear, bilateral circuits. Considers basic elements; elementary network differential equations; development of steady state and transient sinusoidal element circuits analysis from the network differential equations.

ENGR 060 INTRODUCTION TO MATH CAD
.5 unit
Lecture 1 hour (over 9 weeks); lab 0 hours
Introduction to solving mathematical equations and expressions using MathCAD. Lectures, examples and hands-on practice from several engineering fields will be given. This course may be repeated once. Pass/No Pass Option

English
THE FACULTY
Paulette Boudreaux
Leigh Burrill
Bill Davis
Rebecca Cisneros-Diaz
Janine Gerzanics
Clementina Golaw
Dulce Gray
Lenore Harris
Vicky Kalivitis
Jesis Lemba
Julie Maia
Eric Pepe
Nicole Rua
Leslie Saito-Liu
Susan Schultzer
Douglas Temkin
Jennifer Wagner

DIVISION Language Arts
DIVISION CHAIR Tina Golaw
DEPARTMENT CHAIR Leigh Burrill
PHONE 408-741-4053
EMAIL tina.golaw@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.

Learning Outcomes
After completing an Associate of Arts degree in English, a student will be able to:
• Write focused, organized, well-developed essays that support clear thesis statements and demonstrate competence in standard English grammar and usage;
• Analyze and evaluate academic essays and literature;
• formulate and communicate in writing positions on diverse issues;
• Write research papers that demonstrate the effective evaluation, integration, and MLA documentation of sources

Highlights
• Composition courses designed for all levels of ability
• Transfer level literature and creative writing courses that meet CSU & UC requirements
• On-line courses in composition and creative writing
• Links with industry and regional Learning Communities
• Experienced, innovative faculty dedicated to student success

The West Valley College English Department offers composition and literature courses designed to provide students with the skills needed to be successful in both their academic and work lives. Through these courses, students develop reading, writing, and critical thinking skills needed to attain an AA/AS degree, transfer to a four-year college or university, or move directly into the workforce.

Career Options
• Advertising
• Business

• Civil Service
• Editing
• Information Systems
• Insurance
• Journalism
• Law
• Library Science
• Management
• Marketing Communications
• Politics
• Public Relations
• Publishing
• Research
• Teaching
• Technical Communications
• Writing

Note: Some career options require more than two years of college study.
Degree
A.A., English

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

ENGLISH (A.A. Degree)
Major Requirements:
1. Completion of 6 units of English Composition selected from the following:
   Course Units
   ENGL 001A,B,C English Composition 3-3-3
2. Completion of one of the following literature survey sequences:
   Course Units
   ENGL 005A, B Survey of English Literature 3-3
   ENGL 007A, B American Literature 3-3
3. Completion of 9 units of literature courses, without duplicating any of the above:
   Course Units
   ENGL 005A, B Survey of English Literature 3-3
   ENGL 006A, B World Literature 3-3
   ENGL 007A, B American Literature 3-3
   ENGL 010 Children’s Literature 3
   ENGL 012 African American Literature 3
   ENGL 013 Latino/Chicano Literature 3
   ENGL 016 Latin American Literature 3
   ENGL 018 Asian American Literature 3
   ENGL 041 Literature and Film 3
   ENGL 043 Classical Mythology 3
   ENGL 044 The Bible as Literature 3
   ENGL 046 Contemporary American Multi-Cultural Literature 3
   ENGL 047 Introduction to Poetry 3
   ENGL 048 Introduction to Shakespeare 3
   ENGL 049 Modern Fiction 3
   ENGL 070 Creative Writing 3

Literature courses used to meet general education requirements cannot be used to satisfy major requirements.

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

A student planning to transfer to a B.A. program in English should select courses that apply toward both the college graduation requirements and the bachelor’s degree requirements of the four-year institution to which he/she intends to transfer.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
ENGL 001A ENGLISH COMPOSITION
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001
Acceptable for credit: University of California, California State University
This course introduces the techniques of college English composition with emphasis on clear and effective writing and analytical reading. In English 1A, students write a series of essays including a documented research paper. Because this is a college-level writing course, students must enroll with strong grammatical competence. English 1A fulfills the written communication requirement for Associate and Bachelor degrees. This course is also offered in an online format.

ENGL 001B ENGLISH COMPOSITION
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001
Acceptable for credit: University of California, California State University
English 001B introduces students to literary analysis with an emphasis on critical thinking, reading, and writing. Students read, discuss, and compose analytic essays about literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. This course covers formal and informal fallacies of language and thought, and the principles of inductive and deductive reasoning. Students conduct research, study literary criticism, and write research essays that synthesize multiple sources. This course fulfills the critical thinking requirement for CSU transfer and is also offered in an online format.

ENGL 001C CLEAR THINKING IN WRITING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001
Acceptable for credit: University of California, California State University
This course offers instruction and practice in methods of critical thinking and formal argument writing, emphasizing the following: the principles of classical argument structure and methods of reasoning; analysis and evaluation of rhetorical argument; identification of the assumptions underlying a given argument; identification and critique of fallacies in arguments; and analysis of language use and its implications in argument writing. Students in this course practice critical thinking by writing substantive arguments, essays, and a documented research paper.

ENGL 001CH HONORS CRITICAL THINKING AND WRITING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001
Honors Critical Thinking and Writing uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course offers instruction and practice in methods of critical thinking and formal argument writing, emphasizing the following: the principles of classical argument structure and methods of reasoning; analysis and evaluation of rhetorical argument; identification of the assumptions underlying a given argument; identification and critique of fallacies in arguments; and analysis of language use and its implications in argument writing. Students in this course practice critical thinking by writing substantive arguments, essays, and a documented research paper.

ENGL 005A SURVEY OF ENGLISH LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001
Acceptable for credit: University of California, California State University
This course surveys British literature from the Old English/Anglo-Saxon period through the 18th century. Pass/No Pass Option

ENGL 005B SURVEY OF ENGLISH LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001
Acceptable for credit: University of California, California State University
This course surveys English literature from the Romantic period to the present. Pass/No Pass Option

ENGL 006A WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001
Acceptable for credit: University of California, California State University
This course surveys literature from around the world produced from the beginnings of oral history up to the year 1650. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues—such as global migrations, international power dynamics, and transnational patterns of inequality—in a world context. Pass/No Pass Option

ENGL 006B WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001
This course surveys literature from around the world produced between 1650 and the present. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, Australia, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues—such as global migrations, international power dynamics, and transnational patterns of inequality—in a world context. Pass/No Pass Option

ENGL 006AH HONORS WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001
Honors World Literature uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course surveys literature from around the world produced between 1650 and the present. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, Australia, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues—such as global migrations, international power dynamics, and transnational patterns of inequality—in a world context. Pass/No Pass Option
ENGL 007A AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course surveys major American literary traditions from the colonial period to the Civil War. Pass/No Pass Option

ENGL 007B AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A. 007A is not a prerequisite for 007B
Acceptable for credit: University of California, California State University
This course surveys major American literary traditions from the Civil War to the present. Pass/No Pass Option

ENGL 010 CHILDREN’S LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides a survey of representative samples of the world’s literature written for and about children. Students examine both the history of this literature and the trends in style, purpose, and subject matter. Folk tales, mythology, fantasy, modern fiction, poetry, biography, and autobiography form the basic categories of study. Pass/No Pass Option

ENGL 012 AFRICAN-AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course examines African American Literature from the 1700s to the present. Particular emphasis will be given to the development of a body of literature that attests to the mastery and enhancement by Black writers of the prevailing literary forms in each era in America’s cultural, social, and political history. Students will examine how literature reflects the experiences of Africans adapting to life in new world America and carving out a new identity complete with the development of new literary styles and conventions. The literature will be examined through lenses of conventional critical theory and elements of literature. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Pass/No Pass Option

ENGL 013 LATINO/CHICANO LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course examines Latino/Chicano literature in the United States and focuses on literary styles and prevalent themes such as class, race, gender and sexualities. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree. Pass/No Pass Option

ENGL 018 ASIAN AMERICAN LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides a cross-cultural comparative study of the literary works of several Asian American authors. Through their works, students have the opportunity to learn and inhabit not only the literature, but also the history, culture, customs, and traditions of at least four of the following Asian American communities: Chinese, Japanese, Korean, Filipino, Vietnamese, Indian, and other southeast Asians and Pacific Islanders. Pass/No Pass Option

ENGL 043 CLASSICAL MYTHOLOGY
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
An examination of the major myths of our western heritage, and consideration of the subsequent treatment through the centuries of these myths in various literary genres. Pass/No Pass Option

ENGL 044 THE BIBLE AS LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
A survey of dramatic literature from ancient Greece, Rome and Asia through the 17th Century. Through reading and analysis of representative plays selected from each of the major dramatic periods within this frame, and through consideration of theatrical conventions and aesthetic influences, the evolution of theatre as a cultural expression and social force will be examined in reference to its historical context and contemporary effect.

ENGL 046 CONTEMPORARY AMERICAN MULTICULTURAL LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course examines contemporary American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern-American. Students examine issues such as race, class, gender, and sexualities as explored in the literary works. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree. Pass/No Pass Option

ENGL 046H HONORS CONTEMPORARY AMERICAN MULTICULTURAL LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Honors Contemporary American Multi-Cultural uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course examines contemporary American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern-American. Students examine issues such as race, class, gender, and sexualities as explored in the literary works. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree.

ENGL 047 INTRODUCTION TO POETRY
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Students in this class examine poetry from a variety of angles—terminology, form, performance, and composition—and write analytical essays about poems and poets. Pass/No Pass Option
ENGL 048 INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Analysis and discussion of a selection of the author’s major plays and poems, with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to gain insight into human variety, understanding, and worth as illuminated through an appreciation of Shakespeare’s works. This course does not satisfy the Shakespeare requirement at San Jose State University, but does fulfill general education requirements at West Valley College for the Associate degree. Pass/No Pass Option

ENGL 048H HONORS INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Honors Introduction to Shakespeare is being created to provide a unique course outline for the Honors course version of an existing course. The content remains the same, but the delivery methods include a higher standard of rigor based on more individualized and experiential instruction. In this course students read, view, and critically analyze a selection of Shakespeare’s major plays and poetry. The course provides overviews of the historical and political events of Shakespeare’s age, the religious and philosophical ideas of the Early Modern period, and modern critical approaches to Shakespeare’s works. In addition, this course gives students opportunities to evaluate productions of Shakespeare’s plays. Pass/No Pass Option

ENGL 049 MODERN FICTION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course focuses on reading and analyzing fiction from the Modern Period (1895-1945). It also covers Pre-modern literary movements and Postmodern texts. It fulfills general education requirement for literature.

ENGL 049H HONORS MODERN FICTION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Honors Modern Fiction uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course focuses on reading and analyzing fiction from the Modern Period (1895-1945). It also covers Pre-modern literary movements and Postmodern texts. It fulfills general education requirement for literature.

ENGL 070 CREATIVE WRITING
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides an introduction to the practice and study of the craft involved in writing fiction and poetry. The course also includes the analysis and critical examination of the works of various professional writers and student writers during class workshops. Pass/No Pass Option

ENGL 071 INTERMEDIATE FICTION WRITING
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 070
Acceptable for credit: University of California, California State University
This course provides instruction in writing fiction at the intermediate level. Students write short stories or several chapters of a novel at a more sophisticated level by more fully developing the elements of fiction in their writing. Students in this course also analyze and critique each other’s work in the workshop format. This course may be of interest to students with the goal of further improving their creative writing skills, or creating a portfolio prior to transferring to a 4-year program in creative writing.

ENGL 072 INTERMEDIATE POETRY WRITING
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
This course provides instruction in writing poetry at the intermediate level. Students write poems at a more sophisticated level by more fully developing the elements of poetry in their writing. Students in this course also analyze and critique each other’s work in a workshop format. This course may be of interest to students with the goal of further improving their creative writing skills, or creating a portfolio prior to transferring to a 4-year program in creative writing.

ENGL 903 BASIC GRAMMAR & SENTENCE STRUCTURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This is a first level language skills course concentrating on grammar, sentence structure, punctuation, usage, spelling, vocabulary, critical reading, and paragraphs. Course is not designed to meet the needs of ESL students. A grade of pass 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. Pass/No Pass 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.

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
ENGL 905 ENGLISH FUNDAMENTALS-A PREPARATORY COURSE FOR ENGL 001A
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 903 or ESL 65GW or qualifying assessment scores
Corequisite: ENGL 990
This course prepares students for college-level writing and English 001A. It provides the foundation needed for beginning college writing. Students in this course have the opportunity to learn and practice the writing process, focusing on greater proficiency in writing multi-paragraph essays. The course covers the main elements of sound essays including thesis statements, support details and evidence, organization, and coherence. Students have the opportunity to develop various writing strategies using classroom computers in the Computer Assisted Writing Lab where one class meeting per week is held. Pass/No Pass Option

ENGL 990 WRITING SKILLS LAB
0.5 units
Lecture 0 hours; lab 1.5 hours
English 990 is a co-requisite lab for English 905: English Fundamentals. This lab course provides skill-building activities that support the work in English Fundamentals 905 of writing essays containing clear statements and unified, coherent, adequately developed paragraphs. Skills exercises focus on the steps of the writing process: prewriting, drafting, revising, editing, and proofreading. Students complete individually designed assignments appropriate for their skill level and needs. Pass/No Pass Option

ENGL 991 WRITING SKILLS LAB
0.5 units
Lecture 0 hours; lab 1.5 hours
English 991 is a co-requisite lab for English 1A: English Composition. This lab course provides skill-building activities that support the work of English 1A of writing a series of college-level essays including a documented research paper. Skills exercises focus on developing strategies for writing clearly, reading analytically, and conducting research effectively. Students complete individually designed assignments appropriate for their skill level and needs. Pass/No Pass Option

English as a Second Language

THE FACULTY
Gail Ann Barta
Sylvia Ortega
Suzanne Overstreet
Ann Marie Wasserbauer

DIVISION
Language Arts

DEPARTMENT CHAIR
Leigh Burrill

PHONE
408-741-2465

EMAIL
sylvia.ortega@westvalley.edu

COUNSELING
408-741-2009

The English as a Second Language Department at West Valley College offers six levels of courses in grammar/ writing, listening/ speaking, and reading comprehension/ vocabulary, as well one course for new learners of English and one course in pronunciation/ accent reduction. Individualized instruction labs supplement these semester-long courses. To enroll in ESL, students need to take the ESL placement test or complete the prerequisites. ESL classes at the 960-964 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
After completing all levels of ESL, a student will be able to:
• Identify and use the grammatical elements of college-level standard English to write an essay using academic level vocabulary;
• Participate in a group discussion using appropriate social and linguistic forms to join an ongoing discussion;
• Produce speech which is intelligible and accurately articulated;
• Identify aspects of American culture and values and those of other cultural traditions;
• Demonstrate confidence in communicating in English.

ESL 960 FOUNDATIONS IN ESL
6 units
Lecture 6 hours; lab 0 hours
Prerequisite: Qualifying score on the ESL placement test
This course provides basic functional practice in reading, writing, listening, speaking, and grammar for low-beginning level ESL students. It also provides preparation for placement into ESL 961 classes. Oral communication tasks involve the comprehension and production of basic verbal instructions and requests, communication strategies, pronunciation, and vocabulary usage. Written communication tasks include completion of grammar exercises and short written assignments. Students are given the opportunity to develop basic study skills such as time management, and to complete simple tasks involving the library, dictionary, and computer. Pass/No Pass Option

ESL 961GW BASIC GRAMMAR & WRITING
3.5 units
Lecture 3 hours; lab 0 hours
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 961LS and ESL 961RV
This course is designed to improve the basic writing and grammar skills of beginning-level ESL students. The focus is on understanding and using basic grammatical forms and writing simple sentences using correct word forms, word order, function words, spelling, and punctuation. Pass/No Pass Option

ESL 962GW BASIC GRAMMAR & WRITING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 61GW or ESL 961GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 962LS and ESL 962RV
This course is designed to improve the basic grammar and writing skills of ESL students. The focus is on the study and practice of simple and compound sentences, using compound tenses and correct word forms, word order, spelling, and punctuation. Pass/No Pass Option

ESL 963GW SENTENCE DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 62GW or ESL 962GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963LS and ESL 963RV
This course develops writing fluency at the sentence and paragraph level through study and practice of compound and complex sentence patterns and organizational patterns used in standard written English. Pass/No Pass Option
ESL 964GW PARAGRAPH DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 64GW or ESL 964GW or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 964LS and ESL 964RV
This course develops fluency in writing expository paragraphs in standard written English and introduces paragraph structure. The focus is on the study and practice of topic sentences and thesis statements, organization of the paragraph and short essay, coherence, and writing techniques. A grade of C or better qualifies a student for English 905. Pass/No Pass Option

ESL 650W COMPOSITION IN ENGLISH AS A SECOND LANGUAGE
3.5 units
Lecture 3 hours; lab 0 hours
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 paragraph structure. The focus is on the study and practice of topic sentences and thesis statements, organization of the paragraph and short essay, coherence, and writing techniques. A grade of C or better qualifies a student for English 905. Pass/No Pass Option

ESL 961LS BASIC LISTENING & SPEAKING
3.5 units
Lecture 3 hours; lab 0 hours
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 961RS and ESL 961GW
In this introductory course, students receive guidance and extensive practice in listening at the word, phrase, and sentence level. Listening focuses on comprehension of verbal instructions, vocabulary in context, and ideas in sentences, monologues, and dialogues. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns. Pass/No Pass Option

ESL 962LS BASIC LISTENING & SPEAKING
3.5 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 61LS or ESL 961LS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 962RS and ESL 962GW
This course continues the development of basic listening comprehension and speaking skills. Listening focuses on the comprehension of verbal instructions and questions in a series, vocabulary in context, and main ideas and details in sentences, monologues, dialogues, and short paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and continues the development of basic English pronunciation patterns of stress and intonation. Pass/No Pass Option

ESL 963LS ORAL COMMUNICATION 1
3.5 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 62LS or ESL 962LS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963RS 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 oral and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication. Pass/No Pass Option

ESL 964LS ORAL COMMUNICATION 2
3.5 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 63LS or ESL 963LS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 964RS and ESL 964GW
This advanced course continues to develop ESL students’ oral communication skills in a variety of social, business, and/or academic situations. Students use current vocabulary resources, syntactic knowledge and new and idiomatic expressions to express ideas in conversational settings. Students continue to learn appropriate oral and nonverbal behavior. Emphasis is on the development of oral fluency and the appropriate use on conversational strategies and conversation management techniques. Pass/No Pass Option

ESL 65LS ACADEMIC LISTENING & SPEAKING
3.5 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 64LS or ESL 964LS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 65RS 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 1/2 hours of laboratory work (hours by arrangement) to facilitate skills development. Pass/No Pass Option

ESL 961RV BASIC READING & VOCABULARY
3.5 units
Lecture 3 hours; lab 0 hours
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 961LS and ESL 961GW
This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The course focuses on study and practice of complex sentence structures, pre-writing techniques including outlining, and basic rhetorical patterns. Pass/No Pass Option

ESL 962RV BASIC READING & VOCABULARY
3.5 units
Lecture 3 hours; lab 0 hours
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 962RS and ESL 962GW
This course continues the development of basic reading comprehension. The focus is on the development of basic reading comprehension and speaking skills. Listening focuses on the comprehension of verbal instructions and questions in a series, vocabulary in context, and main ideas and details in sentences, monologues, dialogues, and short paragraphs. Speaking focuses on theclear pronunciation of common words and phrases and continues the development of basic English pronunciation patterns of stress and intonation. Pass/No Pass Option

ESL 963RV ORAL COMMUNICATION 1
3.5 units
Lecture 3 hours; lab 0 hours
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963RS 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 oral and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication. Pass/No Pass Option

ESL 964RV ORAL COMMUNICATION 2
3.5 units
Lecture 3 hours; lab 0 hours
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 964RS and ESL 964GW
This advanced course continues to develop ESL students’ oral communication skills in a variety of social, business, and/or academic situations. Students use current vocabulary resources, syntactic knowledge and new and idiomatic expressions to express ideas in conversational settings. Students continue to learn appropriate oral and nonverbal behavior. Emphasis is on the development of oral fluency and the appropriate use on conversational strategies and conversation management techniques. Pass/No Pass Option

ESL 651W BASIC READING & VOCABULARY
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 61RS or ESL 961RS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 65RS 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 1/2 hours of laboratory work (hours by arrangement) to facilitate skills development. Pass/No Pass Option

ESL 652W BASIC READING & VOCABULARY
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 62RS or ESL 962RS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 65RS 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 1/2 hours of laboratory work (hours by arrangement) to facilitate skills development. Pass/No Pass Option

ESL 653W BASIC READING & VOCABULARY
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 63RS or ESL 963RS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 65RS 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 1/2 hours of laboratory work (hours by arrangement) to facilitate skills development. Pass/No Pass Option

ESL 654W BASIC READING & VOCABULARY
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 64RS or ESL 964RS or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 65RS 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 1/2 hours of laboratory work (hours by arrangement) to facilitate skills development. Pass/No Pass Option
ESL 963RV INTERMEDIATE READING & VOCABULARY 1
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 62RV or ESL 962RV or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 963LS and ESL 963GW
This is a reading and vocabulary development course for ESL students which focuses on understanding phrases rather than individual words in longer and more complex readings than in ESL 962RV. Students become familiar with using the library. Pass/No Pass Option

ESL 964RV INTERMEDIATE READING & VOCABULARY 2
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 63RV or ESL 963RV or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 964LS and ESL 964GW
This is a reading and vocabulary development course for ESL students which continues the development of skills from ESL 963RV. Emphasis is on paraphrasing, summarizing, and the simple analysis of texts to identify main ideas and distinguish fact from opinion. Pass/No Pass Option

ESL 65RV ACADEMIC READING & VOCABULARY
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 64RV or ESL 964RV or completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 65LS and ESL 65GW
Acceptable for credit: California State University
This course emphasizes reading and vocabulary development for ESL students at an advanced level. Students read articles that are longer and more complex than in ESL 964RV. Emphasis is on paraphrasing, summarizing, and analysis of texts to make abstract inferences and recognize propaganda. Pass/No Pass Option

ESL 068 PRONUNCIATION SKILLS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ESL 63LS or ESL 963LS or completion of ESL assessment
This course is intended for advanced ESL students who want to improve their pronunciation skills and fluency in English. The course offers individual speech assessment and intensive practice in American English speech sounds, stress, rhythm, and intonation. Students will carry out class assignments for skill application and will learn how to monitor their speech in social and professional speaking situations. Pass/No Pass Option

ESL 975A, B, C, D ENGLISH AS A SECOND LANGUAGE SKILLS LAB
.5 units
Lecture 0 hours; lab 0 hours
Prerequisite: Completion of ESL assessment
The ESL Skills Lab is available to all ESL students. This program provides assistance to students who need help in grammar, vocabulary, listening comprehension, reading, writing and spelling in English as a second language. Self-paced, auto-instructional materials, available in the ESL Skills Lab in the Library, allow students to progress at their own pace. ESL instructors and aides will be available to help ensure students' success. Students may take up to 1 unit per semester. Credit earned in this course does not apply to an associate degree. Pass/No Pass Only

Facilities Planning and Design
(See Interior Design)
Fashion Design and Apparel Technology

THE FACULTY
Sally S. Aitken
Tiina Keller
Kyunghi (Kaee) Min

DIVISION Applied Arts & Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Sally Aitken
PHONE 408-741-2003
EMAIL sally.aitken@westvalley.edu
COUNSELING 408-741-2009

The West Valley College Fashion Design and Apparel Technology department offers an A.S. degree and certificate options in Apparel Design and Apparel Production. 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 a real industry experience, students are encouraged to complete an internship in the apparel or a related industry.

Associate degree in Apparel Design will enable our students to stay competitive in the job market that has become more focused on higher education. Graduates from the program will also be able to apply for upper division programs and transfer to state universities for further education.

Career Options
• CAD Grader/ Marker Maker
• CAD Pattern maker
• Designer
• Fabric/Trim Buyer
• First Pattern Maker
• Illustrator
• Merchandiser
• Production Coordinator
• Production Manager
• Production Pattern Maker
• Quality Controller
• Sample Maker
• Stylist
• Technical Designer

Degree
A.S.: Apparel Design
A.S.: Apparel Production

Certificates
Apparel Design (Level I and Level 2)
Apparel Production

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

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

APPAREL DESIGN 2 (A.S. Degree)

Learning Outcomes
• Produce and present designs from concept to finished product.
• Create a production package, patterns and sample garment for mass production.
• Use industry standard manufacturing equipment.
• Use computer aided design and manufacturing equipment and software for design development and production.
• Utilize available technology for research.
• Demonstrate ability to function in a professional apparel industry environment.
• Allocate time and materials to meet project deadlines.
• Evaluate, organize, maintain, interpret and communicate information.
• Demonstrate creative problem solving skills.
• Participate as a team member in a diverse work environment.

To be awarded an A.S. degree, a student must complete:
1. All the Apparel Design 2 Certificate of Achievement 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 018A</td>
<td>Pattern Grading and Marker Making</td>
</tr>
<tr>
<td>FD 018B</td>
<td>Electronic Patternmaking</td>
</tr>
<tr>
<td>FD 030</td>
<td>Intro. to Fashion Design</td>
</tr>
<tr>
<td>FD 030A</td>
<td>Success Strategies</td>
</tr>
<tr>
<td>FD 032</td>
<td>History of Fashion</td>
</tr>
<tr>
<td>FD 044</td>
<td>Fashion Drawing</td>
</tr>
<tr>
<td>FD 052A</td>
<td>Fabric Analysis I</td>
</tr>
<tr>
<td>FD 052B</td>
<td>Fabric Analysis II</td>
</tr>
<tr>
<td>FD 054</td>
<td>Apparel Manufacturing</td>
</tr>
<tr>
<td>FD 060</td>
<td>Patternmaking I</td>
</tr>
<tr>
<td>FD 062</td>
<td>Patternmaking II</td>
</tr>
<tr>
<td>FD 066</td>
<td>Technical Design</td>
</tr>
<tr>
<td>FD 070</td>
<td>Elem. and Princ. of Design</td>
</tr>
<tr>
<td>FD 076</td>
<td>Creative Apparel Design</td>
</tr>
<tr>
<td>FD 080</td>
<td>Line Development</td>
</tr>
<tr>
<td>FD 084</td>
<td>Fashion Design Internship</td>
</tr>
<tr>
<td>FD 087</td>
<td>CAD: Text. Drawing &amp; Specs</td>
</tr>
</tbody>
</table>

Plus 3 units from Career Enhancement Courses below:
- FD 027 | Couture Embellishment |
- FD 027 | Professional Image |
- FD 050 | Basic Apparel Construction |
- FD 064 | Professional Draping |
- FD 065 | Patternmaking III |
- FD 083 | Fashion Field Studies |

Total Units: 53

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

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

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

APPAREL PRODUCTION 2 (A.S. Degree)

Learning Outcomes
• Use industry standard manufacturing equipment.
• Use computer aided design and manufacturing equipment and software for design development and production.
• Utilize available technology for research.
• Demonstrate ability to function in a professional apparel industry environment.
• Allocate time and materials to meet project deadlines.
• Evaluate, organize, maintain, interpret and communicate information.
• Demonstrate creative problem solving skills.
• Participate as a team member in a diverse work environment.

To be awarded an A.S. degree, a student must complete:
1. All the Apparel Production 2 Certificate of Achievement 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.

<table>
<thead>
<tr>
<th>Required Courses:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 030</td>
<td>Introduction to Fashion Design</td>
</tr>
<tr>
<td>FD 030A</td>
<td>Success Strategies</td>
</tr>
<tr>
<td>FD 040A</td>
<td>Flats and Specs</td>
</tr>
<tr>
<td>FD 052A</td>
<td>Fabric Analysis I</td>
</tr>
<tr>
<td>FD 052B</td>
<td>Fabric Analysis II</td>
</tr>
<tr>
<td>FD 054</td>
<td>Apparel Manufacturing</td>
</tr>
<tr>
<td>FD 060</td>
<td>Professional Patternmaking I</td>
</tr>
<tr>
<td>FD 062</td>
<td>Patternmaking II</td>
</tr>
<tr>
<td>FD 063</td>
<td>Fitting and Pattern Alteration</td>
</tr>
<tr>
<td>FD 064</td>
<td>Professional Draping</td>
</tr>
<tr>
<td>FD 065</td>
<td>Patternmaking III</td>
</tr>
<tr>
<td>FD 067</td>
<td>Manual Pattern Grading</td>
</tr>
<tr>
<td>FD 017</td>
<td>Product Data Management</td>
</tr>
<tr>
<td>FD 018A</td>
<td>Pattern Grading and Marker Making</td>
</tr>
<tr>
<td>FD 018B</td>
<td>Electronic Patternmaking</td>
</tr>
<tr>
<td>FD 084</td>
<td>Fashion Design Internship</td>
</tr>
</tbody>
</table>

Plus 3 units from Career Enhancement Courses below:
- FD 027 | Professional Image |
- COMM 012 | Intercultural Communication |
- COMM 018 | Career Communication |
- BUS 030 | Introduction to Quality Management |
- BUS 054 | Small Business Start Up and Management |
- BUS 062 | Business Mathematics |
- BUS 078 | Business Communication |
- COUN 018 | Job Search Methods |
- COUN 050 | Cross-Cultural Perspectives |

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

Total Units: 44
- Use industry standard manufacturing equipment.
- Use computer aided design and manufacturing equipment and software for design development and production.
- Utilize available technology for research.
- Demonstrate ability to function in a professional apparel industry environment.
- Allocate time and materials to meet project deadlines.
- Evaluate, organize, maintain, interpret and communicate information.

Course | Units
--- | ---
FD 030 | Intro. to Fashion Design 3
FD 030A | Success Strategies 3
FD 044 | Fashion Drawing 3
FD 052A | Fabric Analysis I 3
FD 052B | Fabric Analysis II 3
FD 054 | Apparel Manufacturing 3
FD 060 | Patternmaking I 3
FD 066 | Technical Design 2
FD 070 | Elem. and Princ. of Design 3
FD 084 | Fashion Design Internship 3
FD 085 | Cad: Scanning and Color Printing 1
FD 087 | CAD: Tech. Drawing & Specs 3
Total Units | 33

**APPAREL DESIGN-Level 2 (Certificate of Achievement)**

Course | Units
--- | ---
FD 018A | Pattern Grading and Marker Making 3
FD 018B | Electronic Patternmaking 3
FD 030 | Intro to Fashion Design 3
FD 030A | Success Strategies 3
FD 032 | History of Fashion 3
FD 044 | Fashion Drawing 3
FD 052A | Fabric Analysis I 3
FD 052B | Fabric Analysis II 3
FD 054 | Apparel Manufacturing 3
FD 060 | Patternmaking I 3
FD 062 | Patternmaking II 3
FD 066 | Technical Design 2
FD 070 | Elem. and Princ. of Design 3
FD 076 | Creative Apparel Design 3
FD 080 | Line Development 3
FD 084 | Fashion Design Internship 3
FD 087 | CAD: Tech. Drawing & Specs 3
Plus 3 units Fashion Electives from below:

Course | Units
--- | ---
FD 020 | Couture Embellishment 3
FD 027 | Professional Image (can be used twice) 3
FD 050 | Basic Apparel Construction 3
FD 064 | Professional Draping 3
FD 065 | Patternmaking III 3
FD 083 | Fashion Field Studies 1
Total Units | 53

**APPAREL PRODUCTION 1 (Certificate of Achievement)**

Course | Units
--- | ---
FD 017 | Product Data Management 1
FD 018A | Pattern Grading and Marker Making 3
FD 018B | Electronic Patternmaking 3
FD 084 | Fashion Design Internship 3
Plus 3 units Fashion Electives from below:

Course | Units
--- | ---
FD 027 | Professional Image 3
COMM 012 | Intercultural Communication 3
COMM 018 | Career Communication 3
BUS 030 | Introduction to Quality Management I 3
BUS 054 | Small Business Start Up and Management 3
BUS 062 | Business Mathematics 3
BUS 078 | Business Communication 3
COUNS 018 | Job Search Methods 1
COUNS 050 | Cross-Cultural Perspectives 3
COMM 012 | Intercultural Communication 3
Total Units | 33

**APPAREL PRODUCTION 2 (Certificate of Achievement)**

Course | Units
--- | ---
FD 030 | Introduction to Fashion Design 3
FD 030A | Success Strategies 3
FD 040A | Flats and Specs 1
FD 052A | Fabric Analysis I 3
FD 052B | Fabric Analysis II 3
FD 054 | Apparel Manufacturing 3
FD 060 | Patternmaking I 3
FD 065 | Patternmaking III 3
FD 067 | Manual Pattern Grading 1
FD 017 | Product Data Management 1
FD 018A | Pattern Grading and Marker Making 3
FD 018B | Electronic Patternmaking 3
FD 084 | Fashion Design Internship 3
Plus 3 units Fashion Electives from below:

Course | Units
--- | ---
FD 027 | Professional Image 3
COMM 012 | Intercultural Communication 3
COMM 018 | Career Communication 3
BUS 030 | Introduction to Quality Management I 3
BUS 054 | Small Business Start Up and Management 3
BUS 062 | Business Mathematics 3
BUS 078 | Business Communication 3
COUNS 018 | Job Search Methods 1
COUNS 050 | Cross-Cultural Perspectives 3
Total Units | 44

**FD 018A PATTERN GRADING & MARKER MAKING**

Course | Units
--- | ---
FD 027 | Professional Image 3
COMM 012 | Intercultural Communication 3
COMM 018 | Career Communication 3
BUS 030 | Introduction to Quality Management I 3
BUS 054 | Small Business Start Up and Management 3
BUS 062 | Business Mathematics 3
BUS 078 | Business Communication 3
COUNS 018 | Job Search Methods 1
COUNS 050 | Cross-Cultural Perspectives 3
Total Units | 33

**FD 027 PROFESSIONAL IMAGE**

Course | Units
--- | ---
FD 027 | Professional Image 3
FD 030 | Introduction to Fashion Design 3
FD 030A | Success Strategies 3
FD 040A | Flats and Specs 1
FD 052A | Fabric Analysis I 3
FD 052B | Fabric Analysis II 3
FD 054 | Apparel Manufacturing 3
FD 060 | Patternmaking I 3
FD 062 | Patternmaking II 3
FD 066 | Technical Design 2
FD 070 | Elem. and Princ. of Design 3
FD 076 | Creative Apparel Design 3
FD 080 | Line Development 3
FD 084 | Fashion Design Internship 3
FD 087 | CAD: Tech. Drawing & Specs 3
Plus 3 units Fashion Electives from below:

Course | Units
--- | ---
FD 027 | Professional Image 3
COMM 012 | Intercultural Communication 3
COMM 018 | Career Communication 3
BUS 030 | Introduction to Quality Management I 3
BUS 054 | Small Business Start Up and Management 3
BUS 062 | Business Mathematics 3
BUS 078 | Business Communication 3
COUNS 018 | Job Search Methods 1
COUNS 050 | Cross-Cultural Perspectives 3
Total Units | 44

**FD 030A SUCCESS STRATEGIES**

Course | Units
--- | ---
FD 030 | Introduction to Fashion Design 3
FD 030A | Success Strategies 3
FD 040A | Flats and Specs 1
FD 052A | Fabric Analysis I 3
FD 052B | Fabric Analysis II 3
FD 054 | Apparel Manufacturing 3
FD 060 | Patternmaking I 3
FD 067 | Manual Pattern Grading 1
This course concentrates on computer techniques for digitizing (pattern input), grading (creating patterns in a full range of sizes), and creating markers (pattern cutting layouts) using the Gerber Technology (GT) AccuMark computer system. Students have the opportunity to learn Pattern Design and Marker Making software. Basics of manual pattern grading are also covered. Pass/No Pass Option

**FD 027 ELECTRONIC PATTERNMAKING**

Course | Units
--- | ---
FD 018A | Pattern Grading and Marker Making 3
FD 018B | Electronic Patternmaking 3
FD 084 | Fashion Design Internship 3
Plus 3 units Fashion Electives from below:

Course | Units
--- | ---
FD 027 | Professional Image 3
COMM 012 | Intercultural Communication 3
COMM 018 | Career Communication 3
BUS 030 | Introduction to Quality Management I 3
BUS 054 | Small Business Start Up and Management 3
BUS 062 | Business Mathematics 3
BUS 078 | Business Communication 3
COUNS 018 | Job Search Methods 1
COUNS 050 | Cross-Cultural Perspectives 3
Total Units | 44

**FD 030A PATTERN GRADING & MARKER MAKING**

Course | Units
--- | ---
FD 018A | Pattern Grading and Marker Making 3
FD 018B | Electronic Patternmaking 3
FD 084 | Fashion Design Internship 3
Plus 3 units Fashion Electives from below:

Course | Units
--- | ---
FD 027 | Professional Image 3
COMM 012 | Intercultural Communication 3
COMM 018 | Career Communication 3
BUS 030 | Introduction to Quality Management I 3
BUS 054 | Small Business Start Up and Management 3
BUS 062 | Business Mathematics 3
BUS 078 | Business Communication 3
COUNS 018 | Job Search Methods 1
COUNS 050 | Cross-Cultural Perspectives 3
Total Units | 44

**FD 027 PROFESSIONAL IMAGE**

Course | Units
--- | ---
FD 027 | Professional Image 3
FD 030 | Introduction to Fashion Design 3
FD 030A | Success Strategies 3
FD 040A | Flats and Specs 1
FD 052A | Fabric Analysis I 3
FD 052B | Fabric Analysis II 3
FD 054 | Apparel Manufacturing 3
FD 060 | Patternmaking I 3
FD 067 | Manual Pattern Grading 1
This course concentrates on computer techniques for digitizing (pattern input), grading (creating patterns in a full range of sizes), and creating markers (pattern cutting layouts) using the Gerber Technology (GT) AccuMark computer system. Students have the opportunity to learn Pattern Design and Marker Making software. Basics of manual pattern grading are also covered. Pass/No Pass Option

**FD 030A SUCCESS STRATEGIES**

Course | Units
--- | ---
FD 030 | Introduction to Fashion Design 3
FD 030A | Success Strategies 3
FD 040A | Flats and Specs 1
FD 052A | Fabric Analysis I 3
FD 052B | Fabric Analysis II 3
FD 054 | Apparel Manufacturing 3
FD 060 | Patternmaking I 3
FD 067 | Manual Pattern Grading 1
This course concentrates on computer techniques for digitizing (pattern input), grading (creating patterns in a full range of sizes), and creating markers (pattern cutting layouts) using the Gerber Technology (GT) AccuMark computer system. Students have the opportunity to learn Pattern Design and Marker Making software. Basics of manual pattern grading are also covered. Pass/No Pass Option
FD 032 HISTORY OF FASHION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This class covers the historical development of Western fashions/costumes with emphasis on the period from 1660 to the present. The effect of a historical period on the fashions of the times is explored with an emphasis on the relationship between past eras and today’s fashion. Students will study the careers of major twentieth century designers and their contribution to the field of fashion. The course fulfills the West Valley General Education Pattern under Area C Humanities. Pass/No Pass Option

FD 044 FASHION DRAWING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces the techniques for drawing apparel. These techniques include principles of fashion figure proportion, garment styling, and fabric rendering. Basic fashion figures called “croquis” forms are used to draw apparel in the flat and the three dimensional form. This course is essential for anyone entering any apparel design career and is helpful to those entering an apparel manufacturing or patternmaking career. Pass/No Pass Option

FD 050 BASIC APPAREL CONSTRUCTION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course provides students with the opportunity to learn basic apparel construction techniques using industry standard methods for mass production of apparel. Students have the opportunity to learn constructing techniques as well as how to determine appropriate sewing sequence. Working in a mock-factory setting, students have the opportunity to learn to operate and maintain industrial production equipments. Pass/No Pass Option

FD 052A FABRIC ANALYSIS I
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
Fabric information specific, but not limited to apparel is presented in depth. Emphasis is placed on analysis of fibers, yarns, fabric construction, coloration and finishes as they relate to specific industry requirements. Students perform hands-on experiments and dye and print fabrics to reinforce basic information and expand their working knowledge of fabrics. Pass/No Pass Option

FD 052B FABRIC ANALYSIS II
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is a continuation of FD 052A. Students study woven, knit and printed fabrics in depth. Textile testing, textile labeling requirements, and textile regulations are covered as well as innovations in textiles. Emphasis is placed on understanding fabric’s behavior, durability, performance and the criteria for selecting appropriate fabrics for apparel. Pass/No Pass Option

FD 054 APPAREL MANUFACTURING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces the industrial process of apparel manufacturing, including garment construction and assembly techniques, factory methods of mass production, operation of industrial power equipment, and the processes of workflow and production management. Pass/No Pass Option

FD 060 PROFESSIONAL PATTERNMAKING I
3 units
Lecture 3 hours; lab 0 hours
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 a style variation by manipulating basic pattern blocks. Designs are transferred from sketches into usable first patterns for apparel production. Pass/No Pass Option

FD 062 PROFESSIONAL PATTERNMAKING II
3 units
Lecture 3 hours; lab 0 hours
Prerequisites: FD 060
Acceptable for credit: California State University
This course is a continuation of Professional Patternmaking I. Advanced flat patternmaking techniques are emphasized for both woven and knit fabrics. Students draft style variations for sportswear, active wear and outerwear designs using basic pattern blocks. First patterns are developed and sample garments constructed and tested for fit on industry dress forms. Pass/No Pass Option

FD 064 PROFESSIONAL DRAPING
3 units
Lecture 3 hours; lab 0 hours
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 then transferred into first patterns for apparel production. Sample garments are constructed. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
FD 065 PATTERNSMAKING III
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FD 062
Acceptable for credit: California State University
This course covers computer techniques for creating garment specification packages for apparel manufacturing. Students 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. The course provides direct industry experience as a forum to discuss various aspects of employment in the apparel industry. Each Internship must focus on a different company or department to provide a unique learning opportunity. Pass/No Pass Option

FD 066 TECHNICAL DESIGN
2 units
Lecture 2 hours; lab 0 hours
Recommended preparation: FD 087
Acceptable for credit: California State University
This course explores the creative process of apparel design and development of groups and collections. Students learn the process of designing for specific markets, seasons and price categories and develop designs within their chosen area of interest. Methods of organizing and presenting design concepts are stressed. Sample garments are constructed using industrial production equipment in the FD lab. Pass/No Pass Option

FD 070 ELEMENTS & PRINCIPLES OF DESIGN
3 units
Lecture 3 hours; lab 0 hours
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. Pass/No Pass Option

FD 076 CREATIVE APPAREL DESIGN
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FD 044, 052A, 060, 070
Recommended preparation: MATH 902, FD 064
Acceptable for credit: California State University
This course explores the creative process of apparel design and the development of groups and collections. Students learn the process of designing for specific markets, seasons and price categories and develop designs within their chosen area of interest. Methods of organizing and presenting design concepts are stressed. Sample garments are constructed using industrial production equipment in the FD lab. Pass/No Pass Option

FD 080 LINE DEVELOPMENT
3 units
Lecture 3 hours; lab 0 hours
Prerequisites: FD 044, FD 052B, FD 054, FD 062, FD 076
Acceptable for credit: California State University
This course focuses on the process of developing a line of apparel and techniques for presenting it using a professional portfolio. Emphasis is on the process of organizing original design concepts into a complete apparel mini-collection including the designing, construction, and costing of pre-production samples. Students create their own line of apparel in the chosen area of interest. Pass/No Pass Option

FD 083 FASHION FIELD STUDY
1 unit
Lecture 1 hour; lab 0 hours
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. Pass/No Pass Option

FD 084 FASHION DESIGN INTERNSHIP
3 units
Lecture 1 hour; lab 6 hours
The student applies knowledge/skills learned in the Fashion Design Program through an internship in an apparel firm or design department under the supervision of a fashion professional. The course provides direct industry experience as a forum to discuss various aspects of employment in the apparel industry. Each Internship must focus on a different company or department to provide a unique learning opportunity. Pass/No Pass Option

FD 087 CAD: TECHNICAL DRAWINGS AND SPECIFICATIONS
3 units
Lecture 3 hours; lab 0 hours
This course covers the methods of creating flat sketches, technical drawings for apparel and basic textile designs using common computer aided design programs. Techniques for creating specification sheets, layouts, and presentations are also covered. This course is appropriate for students who want to create flat drawings, technical drawings, and background images in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, multimedia. Pass/No Pass Option

FD 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
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.

Foreign Languages
(See World Languages)
FRNCH 002A INTERMEDIATE FRENCH
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: FRNCH 001B or 3 years of HS French
Acceptable for credit: University of California, California State University
Students will review basic grammar and learn new structures and vocabulary while furthering their knowledge of the customs and cultures of France and other French-speaking countries. Conversation and oral and written drills will be emphasized, as well as practice in written composition. Examples of different styles of literature will be introduced to enhance reading skills.
Pass/No Pass Option

FRNCH 002B INTERMEDIATE FRENCH
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: FRNCH 002A or 4 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 expression. Emphasis will be placed on oral and written composition. Readings will center on the contemporary customs, history, and arts of France. Pass/No Pass Option

FRNCH 003A ADVANCED FRENCH ORAL & WRITTEN COMPOSITION
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: FRNCH 002B
Acceptable for credit: University of California, California State University
This course centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Comprehension will be enhanced by use of video cassettes and native guest speakers. Pass/No Pass Option

FRNCH 003B ADVANCED FRENCH ORAL & WRITTEN COMPOSITION
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: FRNCH 003A
Acceptable for credit: University of California, California State University
This course is a continuation of French 003A. It centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Listening comprehension will be enhanced through videos and native guest speakers. Pass/No Pass Option

FRNCH 011A FRENCH LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours
Corequisite: FRNCH 001A
Recommended preparation: FRNCH 001A concurrently
Acceptable for credit: California State University
The students practice their French language skills and expand their knowledge of the cultures of French-speaking people through the use of the latest language learning technology. It is a required co-requisite to French 001B. Pass/No Pass Option

FRNCH 011B FRENCH LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours
Corequisite: FRNCH 001B
Recommended preparation: FRNCH 001B concurrently
Acceptable for credit: California State University
This course is a continuation of French 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of French-speaking people through further use of slides, tapes, filmstrips, films and current publications. Tapes and programs providing French language and pronunciation drill are also available. The course provides an excellent supplement to French language classes and is usually taken in conjunction with French 001B. Pass/No Pass Option

FRNCH 030A BASIC FRENCH PRONUNCIATION
1 unit
Lecture 1 hour; lab 0 hours
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 readings and short dialogues are used for practice drills. Pass/No Pass Option

FRNCH 030B BASIC FRENCH PRONUNCIATION
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought-provoking short reading selections and short dialogues are used for practice drills.

FRNCH 050A BASIC FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 050A
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in France today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. This course may also appeal to the growing number of people conducting business with foreign countries. Pass/No Pass Option

FRNCH 050B BASIC FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 050B
Acceptable for credit: California State University
This course is a continuation of French 050A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of France will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Pass/No Pass Option

FRNCH 051A INTERMEDIATE FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 051A
Acceptable for credit: California State University
This course is a continuation of French 051A. Students will enhance their ability to express themselves orally in French. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their French while furthering their knowledge of the customs and culture of France and other French-speaking countries. Pass/No Pass Option

FRNCH 051B INTERMEDIATE FRENCH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 051A
Acceptable for credit: California State University
This course is a continuation of French 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option
FRNCH 057A FRENCH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is suitable for students in the following areas: business majors planning to study international business or government; undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business, and majors in science and technology fields planning to enter the expanding international business world opening up to American based firms. It is designed to give students a solid foundation in business vocabulary, basic business and cultural concepts, and situation practice necessary to be successful in today's French speaking business world. It may be repeated once. Pass/No Pass Option

FRNCH 057B FRENCH FOR INTERNATIONAL BUSINESS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: FRNCH 001B
Acceptable for credit: California State University
This course is suitable for students in the following areas: business majors planning to study international Business or government; undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter and to expand the international business world opening up to American-based firms. It may be repeated once. Pass/No Pass Option

FRNCH 060A THE FRENCH MOVIE: COMPREHENSION/CULTURE
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: FRNCH 050A
Acceptable for credit: University of California, California State University
This course consists of six lectures (in English) designed to incorporate six subtitled French films on video followed by student discussions. The lecture themes will focus on some selected aspects of French culture (art, history, literature, and geography). Some comprehension skills are covered. Discussion of the philosophy and psychology of certain regions of France will also be discussed. Although students will be encouraged to do their research in French and conduct their discussions in French whenever possible, English is permitted for those students who are insecure in their French skills. Instructional materials will be provided in both French and English, and the class will be conducted in English. Pass/No Pass Option

FRNCH 060B THE FRENCH MOVIE II: COMPREHENSION/CULTURE
1 unit
Lecture 1 hour; lab 0 hours
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 60A, 60C), 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. French 50A is recommended (not required). Pass/No Pass Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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

---

**FRNCH 060C THE FRENCH MOVIE II: COMPREHENSION/CULTURE**
1 unit
Lecture 1 hour; lab 0 hours

*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 60A, 60B), 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. Pass/No Pass Option

**FRNCH 062 AN INTRODUCTION TO THE CULTURE OF FRANCE**
2 units
Lecture 2 hours; lab 0 hours

This is a multi-disciplinary introduction to the culture of France. Topics include the regions of France, French food and wines, an introduction to the French language, Paris, French art, the French character, and business customs. This course will be of interest for those who travel, do business with French companies, work in the food and restaurant industry, and for those wishing to expand their general knowledge of culture. Pass/No Pass Option

**FRNCH 091, 092, 093 DIRECTED STUDIES**
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours

*Prerequisite: Interview with instructor to determine objectives and write a contract. One semester of French or equivalent.*

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

Individual work in fundamentals of grammar and pronunciation and further as needed. Topics will include, but are not limited to: international and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. It may be repeated two times. Pass/No Pass Option

**Gender Studies**
(See Women’s Studies)

---

**Geography**

**THE FACULTY**

Joe Hasty

DIVISION Social Science
DIVISION CHAIR Stephen Juarez
DEPARTMENT CHAIR Joe Hasty
PHONE 408-741-2521
EMAIL joseph.hasty@westvalley.edu
COUNSELING 408-741-2009

**Learning Outcomes**

After completing an Associate of Arts degree in Social Sciences with an emphasis in Geography, a student will be able to:

- Analyze the controls, distribution, and classification of world climates;
- Compare and contrast different types of landforms;
- Analyze spatially related problems related to current/recent geo-political events.

**GEOGRAPHY: Transfer:**

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

**GEOGRAPHY: (A.A. degree)**

see social science A.A. degree with option in geography.
GEOG 001 INTRODUCTION TO PHYSICAL GEOGRAPHY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This is a survey course of the physical earth and its impact upon human utilization of the environment. The earth is depicted as the home of people where the interrelationship of weather and climate, soil and vegetation patterns, landforms, minerals, and ocean basins are stressed as they relate to human activities. The various types of maps and their practical application are also considered. Pass/No Pass Option

GEOG 002 INTRODUCTION TO CULTURAL GEOGRAPHY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People's relationship to the land is observed through the description and explanation of changes made on the earth's surface by human cultures. Pass/No Pass Option

GEOG 006 WORLD REGIONAL GEOGRAPHY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University; University of California
World Regional Geography uses the theme of economic development to organize and present a variety of topics about the major regions of the world. Development is viewed from the perspective of the natural environment that provides the stage and materials for development, the cultural characteristics and social organizations, and the economic factors as they vary from region to region.

Geographic Info. Systems
(See Park Management)

Geology
THE FACULTY
Robert Lopez
DIVISION Science and Mathematics
DIVISION CHAIR Rebecca Wong
DEPARTMENT CHAIR Doug Epperson
PHONE 408-741-4662
EMAIL doug.epperson@westvalley.edu
COUNSELING 408-741-2009

Geology is for explorers, people interested in their surroundings and in the physical processes that shape the land. Explorers study mountains and valleys, oceans and atmospheres, earth and life through time, and the origins of the universe. Geology is a multidisciplinary science that applies the concepts of biology, chemistry, physics, mathematics, and engineering to the natural world. The multidisciplinary approach is what makes geology exciting and challenging for students with broad scientific interests and curiosity of how natural systems work through time and space. The blend of scientific reasoning and historical perspective gives geologists an important role in society where they can apply their skills to the complex interaction of humans and the natural systems (geologic hazards and natural resources). The exploration of geology is a hands-on discipline that is realized by working with hand specimens in the lab and seeing the earth system through field experience.

At West Valley College, students of geology can choose from a variety of courses offered through the Department of Geology and Department of Oceanography. Many of our courses fulfill the transfer requirements to four-year universities. Students should consult with the university they plan to attend to make sure that all lower division transfer requirements have been fulfilled.

Learning Outcomes
After completing an Associate of Science degree in Geology, a student will be able to:
• Use geological concepts to explain the physical planet, its change through time, and its influence on life through time;
• Apply observational skills and the scientific method to address problems in geology;
• Demonstrate oral and written communication skills.

Career Options
Fields of study include:
• engineering geology
• environmental geology
• geology
• geochronometry
• geophysics
• hydrogeology
• oceanography
• paleontology
• volcanology

Most job opportunities available to geology graduates are in the private industry of engineering geology (evaluating sites for homes, commercial buildings, highways, tunnels, and other construction), environmental geology (environmental impact studies, evaluation and remediation of contaminated sites), and hydrogeology (development and control of water resources). Geologists are also employed in the discovery and extraction of earth's natural resources (oil, gas, coal, metallic and non-metallic ores). Government agencies (federal, state, county, and city) also employ geologists at all levels for planning and regulation (inspection and monitoring) activities. A degree in geology is an excellent background for teaching science at the secondary school level.

Highlights:
The Geology/Oceanography Department offers:
• Transferable courses (all courses fully transferable to CSU; all courses except GEOL 003, GEOL 005, and GEOL 020 fully transferable to UC).
• Half day and whole day field trips in the San Francisco and Monterey Bay regions.
• Overnight and week-long trips (GEOL 003) to western United States national parks.
• Course Web Pages and Online Study Guides.

GEOL 001 PHYSICAL GEOLOGY
4 units
Lecture 3 hours; lab 3 hours
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. Pass/No Pass Option

WEST VALLEY COLLEGE 2012 • 2013 CATALOG
93
GEOL 001AH HONORS PHYSICAL GEOLOGY
4 units
Lecture 3 hours; lab 3 hours
Acceptable for credit: University of California, California State University
Recommended preparation: MATH 902 or 902P
Honors Physical Geology uses the pedagogical methods common to all Honors courses: inter-disciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course provides an introduction to the field of science as applied to the study of the nature, properties, and distribution of earth materials; how the material forms, changes, and moves throughout the earth; and how landscapes develop. It is designed to serve both the non-science major and those students intending to major in the earth sciences.

GEOL 001B HISTORICAL GEOLOGY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Theories of the origin of the earth, and a study of the evolutionary history of the earth as seen in the fossil and stratigraphic record. Emphasis on the development of the North American continent.

GEOL 002B HISTORICAL GEOLOGY LABORATORY
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: GEOL 001B or concurrent
Acceptable for credit: 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 005 GEOLGY OF CALIFORNIA
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Study of the geologic development of California in space and time as shown by sedimentary, igneous, and metamorphic rocks and associated faults, folds, and land forms. A background of earth science, although not required, will help the student considerably.

GEOL 020 FIELD GEOLOGY
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: California State University
Study and practice in observing, mapping, and interpreting rocks and rock structures in the field. Locations studied depend on the season and interests of the class. In the past, work has been done in the Santa Cruz Range, the Diablo Range, Lassen Volcanic National Park, Yosemite National Park, the northern California Coast Range, and Point Reyes National Park. The class meets nominally one day per week. Saturday and weekend field trips are by arrangement.

GEOL 030 REGIONAL GEOLOGY FIELD EXCURSION
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This is a weekend field lecture course, whose location may change from semester to semester, that allows students to study, through direct observation, the geologic history and processes that have formed and shaped the Earth. The course includes pre-trip lecture meetings that cover the fundamentals of geology and the geologic history of the specific location chosen for the trip. Hiking and overnight stay are required. The course is held in conjunction with ASTRO 030. Pass/No Pass Option

GEOL 091, 093 DIRECTED STUDIES
1 - 3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with a teacher or complete relevant course
Recommended preparation: MATH 902
Acceptable for credit: *University of California, California State University
Students may apply for Directed Studies in Geology provided they have successfully completed sufficient course work to do advanced, independent work beyond the regular course curriculum. A project report is required.

GEOL 091A DIRECTED STUDIES
1 - 3 units (See department for schedule)
Prerequisite: GERM 001B or three years of high school German
Acceptable for credit: University of California, California State University
The students will learn the fundamentals of grammar and pronunciation and be expected to converse on a limited scale about everyday topics, and how to write and understand the course content. Emphasis will be placed on communication, and students will be exposed to various aspects of the customs and culture of Germany, Switzerland and Austria. Pass/No Pass Option

GEOL 091B DIRECTED STUDIES
1 - 3 units (See department for schedule)
Prerequisite: GERM 001B or three years of high school German
Acceptable for credit: University of California, California State University
The students will continue their development of speaking, reading and writing skills and increase their vocabulary knowledge of basic German. They are expected to converse on a limited scale about the topics covered in the text. The student will also be exposed to various aspects of the customs and culture of Germany, Switzerland and Austria. Readings from simple prose and poetry will be introduced. Pass/No Pass Option

GEOM 002A INTERMEDIATE GERMAN
5 units
Lecture 5 hours; lab 0 hours
Corequisite: GERM 001B
Acceptable for credit: University of California, California State University
Review of grammar, discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction, composition and conversation and readings from prose and poetry. Pass/No Pass Option

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
GERM 002B INTERMEDIATE GERMAN
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: GERM 002A or four years of high school German
Acceptable for credit: University of California, California State University
Continuation of GERM 002A. Review of grammar. Discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction. Composition and conversation based on text material. Excerpts from prose and poetry. Pass/No Pass Option

GERM 011A GERMAN LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours
Corequisite: GERM 001A
Acceptable for credit: California State University
This is a separate beginning laboratory course offered by arrangement at the student's convenience, which aims to present the culture of the German-speaking world through a variety of media. The student will review the customs and culture of German speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing German language and pronunciation drill are also available. The course provides an excellent supplement to GERM 001A. Pass/No Pass Option

GERM 011B GERMAN LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours
Corequisite: GERM 001B
Acceptable for credit: California State University
This course is a continuation of GERM 011A, although GERM 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of German-speaking people through further use of slides, tapes, filmstrips, films and current publications. Tapes and programs providing German language and pronunciation drill are also available. The course provides an excellent supplement to German language classes and is usually taken in conjunction with GERM 001B. Pass/No Pass Option

GERM 050A, B BASIC GERMAN CONVERSATION & CULTURE
3 units each
Lecture 3 hours; lab 0 hours
Prerequisite: GERM 050A is prerequisite for GERM 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. GERM 050B is a continuation of GERM 050A. Pass/No Pass Option

GERM 051A, B INTERMEDIATE GERMAN CONVERSATION & CULTURE
3 units each
Lecture 3 hours; lab 0 hours
Prerequisite: GERM 050B; GERM 051A is prerequisite for 051B
Acceptable for credit: California State University
Advanced language abilities will be taught with an emphasis on vocabulary and skills designed to assist people with the conduct of business in foreign countries. GERM 051B is a continuation of GERM 051A. Pass/No Pass Option

Health Care Technologies

FACULTY
Kris Gaiero
Faraneh Javan

DIVISION
Applied Arts & Sciences

DIVISION CHAIR
Diane Hurd

DEPARTMENT CHAIR
Kris Gaiero

PHONE
408-741-4019

EMAIL
kris.gaiero@westvalley.edu

COUNSELING
408-741-2009

MEDICAL ASSISTANT
The Medical Assistant Program prepares students to work in the front and back office of a physician's office, clinic, or other outpatient facilities. Multiple skills and areas of theory are taught so that graduates are prepared to assume an important and valuable role as a team member in health care delivery. Upon completion of all required courses, students are placed in an internship in a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace.

Program Options
• Associate of Science Degree
• Certificate of Achievement
The following are required prior to entry into the internship:
• Statement of Eligibility for Internship
• Health statement and physical examination
• Current CPR certificate
• 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

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

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

CLINICAL ASSISTANT
The eleven-month Clinical Assistant program has been designed for individuals who are interested in working in the back office setting in a large clinic or outpatient facility. Clinical duties include obtaining and recording patients' height, weight, temperature and blood pressure, obtaining case histories, performing basic laboratory tests, preparing patients for and assisting with examinations, as well as office surgeries, taking EKGs, and sterilization of instruments and materials.
The program also includes instruction in the important areas of medical ethics and law, interpersonal relationships and patient care, appointment scheduling, telephone technique, and records management.

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

Program Option
- Certificate of Achievement

The following are required prior to entry into the internship:
- Statement of Eligibility for Internship
- Health statement and physical examination
- Current CPR certificate
- Completion of all required courses with a grade of C or better 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 and dates of treatment from patient records, complete forms, and answer inquiries from doctors, patients, and insurance companies. Billing specialists must have knowledge of medical terminology, diagnostic and procedural coding, as well as the legal requirements for release of medical information.

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

A Statement of Eligibility for Internship, a health statement and physical examination, current CPR certificate, keyboarding proficiency, basic word processing skills, and completion of all required courses with a grade of "C" or better are required prior to entry into internship (HTECH 054A).

Program Option
- Certificate of Achievement

Career Options
- 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 Achievement

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.

MASSAGE THERAPY

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

Program Option
- Certificate of Achievement

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

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

MEDICAL ADMINISTRATIVE ASSISTANT

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

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

Program Option
- Certificate of Achievement

The following are required prior to entry into the internship:
- Statement of Eligibility for Internship
- Health statement and physical examination
- 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

ORTHOPEDIC TECHNICIAN

West Valley College has worked in affiliation with Kaiser Hospital to develop this certificate program to promote career development and enhance job opportunities for Clinical Assistant or Medical Assistant students. Workplace settings can include hospitals, large medical clinics and orthopedic practices.

HEALTH CARE TECHNOLOGIES

There are seven programs in the department.

1. Medical Assistant Certificate of Achievement Program

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.

Course | Units
--- | ---
HED 011.5 | .5
HTECH 001 | 1
HTECH 002 | 2
HTECH 004 | 3
HTECH 005 | 3
HTECH 006 | 3
HTECH 007 | 2
HTECH 008 | 2
HTECH 025A | 2
HTECH 041 | 3
HTECH 042 | 2
HTECH 043 | 3
HTECH 054A | 2
HTECH 054B | 2
HTECH 055 | 3
HTECH 057 | 2.5
HTECH 058 | 3
HTECH 063 | 1.5
HTECH 064 | 2.5

Recommended Electives:
- CHS 002 Child Growth and Development 3
- COMM 012 Intercultural Communication 3
- FD 027 Professional Image 3
- HTECH 090 Medical Assisting Review 1
- **18 diversified semester units in general education should include at least one course in each of the following areas: 1. Humanities and/or Fine Arts, 2. Social Sciences, 3. Math and/or Science, 4. English/Language Arts

Total Units | 42

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
**INSURANCE BILLING SPECIALIST**
(Certificate of Achievement)

**Learning Outcomes**
- Use medical terminology, diagnostic and procedural coding to process medical claim forms.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTECH 001</td>
<td>1</td>
</tr>
<tr>
<td>HTECH 002</td>
<td>1</td>
</tr>
<tr>
<td>HTECH 005</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 006</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 007</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 008</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 041</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 042</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 043</td>
<td>2</td>
</tr>
<tr>
<td>*HTECH 054A</td>
<td>2</td>
</tr>
</tbody>
</table>

**Recommended Electives:**
- COMM 012 Intercultural Communication 3

**MEDICAL ADMINISTRATIVE ASSISTANT**
(Certificate of Achievement)

**Learning Outcomes**
- Manage medical front office tasks and responsibilities.
- Access and input patient information using electronic medical record systems.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.ED 011</td>
<td>1.5</td>
</tr>
<tr>
<td>HTECH 001</td>
<td>1</td>
</tr>
<tr>
<td>HTECH 002</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 005</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 006</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 007</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 008</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 041</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 042</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 043</td>
<td>3</td>
</tr>
<tr>
<td>*HTECH 054A</td>
<td>2</td>
</tr>
</tbody>
</table>

**Plus 3 units of electives from below:**
- FD 027 Professional Image 3
- COMM 012 Intercultural Communication 3

**Total Units** 23

**MEDICAL ASSISTANT**
(Certificate of Achievement)

**Learning Outcomes**
- Access and input patient information using electronic medical record systems.
- Assist medical care providers in delivering patient care.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTECH 001</td>
<td>1</td>
</tr>
<tr>
<td>HTECH 002</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 004</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 005</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 006</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 007</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 041</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 042</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 043</td>
<td>3</td>
</tr>
<tr>
<td>*HTECH 054A</td>
<td>2</td>
</tr>
</tbody>
</table>

**Recommended Electives:**
- COMM 012 Intercultural Communication 3

**MEDICAL OFFICE RECEPTION**
(Certificate of Achievement)

**Learning Outcomes**
- Use communication skills to promote client relationships.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTECH 001</td>
<td>1</td>
</tr>
<tr>
<td>HTECH 002</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 005</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 006</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 008</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 041</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 054A</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Units** 15

**MASSAGE THERAPY**
(Certificate of Achievement)

**Learning Outcomes**
- Perform various modalities of massage therapy.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTECH 004</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 005</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 007</td>
<td>2</td>
</tr>
<tr>
<td>HTECH 008</td>
<td>2</td>
</tr>
</tbody>
</table>

**ORTHOPEDIC TECHNICIAN**
(Certificate of Achievement)

**Learning Outcomes**
- Demonstrate skills in cast application and removal.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTECH 004</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 006</td>
<td>3</td>
</tr>
<tr>
<td>HTECH 054A</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Units** 17

**NOTE:** A grade of C or better must be earned for all certificate programs.

**HTECH 001 INTRODUCTION TO HEALTH CARE**
1 unit
Lecture 1 hour; lab 0 hours
Survey of the health care delivery system, the history of medicine and the development of the health care ancillary fields. Orientation to the department and programs. This course is required during the student’s first semester in the Health Care Technologies Department. Students from all of our programs will be required to take this course. Pass/No Pass Option

**HTECH 002 MEDICAL INFORMATION PROCESSING**
2 units
Lecture 1 hour; lab 3 hours
Rec prep: Typing speed at 35 wpm
The student will receive instruction in medical information processing. The areas covered are application and use of medical terminology, abbreviations, symbols, numbers and appropriate formats in medical communications such as medical chart notes, history and physicals, consultations and operative reports. Pass/No Pass Option

**HTECH 004 STRUCTURE & FUNCTION OF THE HUMAN BODY**
3 units
Lecture 3 hours; lab 1 hour
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 have the opportunity to learn the basic anatomical and physiological components associated with each body system. Pass/No Pass Option

*PREREQUISITES and COREQUISITES are MANDATORY. See page 5 for specific information.*
*Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.*
*RECOMMENDED preparations are ADVISORY.*
*This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/*
HTECH 005 BASIC MEDICAL TERMINOLOGY  
3 units  
Lecture 3 hours; lab 1 hour  
Designed to provide a basic understanding of medical abbreviations and usage; prefixes, suffixes, root words and their combinations; technical terms and their proper usage. Pass/No Pass Option

HTECH 006 ADVANCED MEDICAL TERMINOLOGY  
3 units  
Lecture 3 hours; lab 0 hours  
Prerequisite: HTECH 005  
Acceptable for credit: California State University  
This course provides an introduction to the nature of diseases and terms of the clinical procedures, laboratory tests, and abbreviations connected with them. Students have the opportunity to explore the terminology related to anatomy and physiology of the body systems. Pass/No Pass Option

HTECH 007 MEDICAL ETHICS & LAW  
2 units  
Lecture 2 hours; lab 0 hours  
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. Pass/No Pass Option

HTECH 008 COMMUNICATION FOR HEALTH CARE PERSONNEL  
2 units  
Lecture 2 hours; lab 0 hours  
This course will provide instruction for the health care provider in the concept of team membership. Styles of communication, human needs, individual differences and cultural biases will be examined. The behavior, needs, and method of communication required by differing groups of patients (children, youths, elderly as well as those suffering from violence, homelessness, life altering illness or injury, chemical dependency, anger or depression, and those who are dying) will be represented. Pass/No Pass Option

HTECH 041 BASIC MEDICAL OFFICE BUSINESS PROCEDURES  
3 units  
Lecture 2 hours; lab 3 hours  
Recommended preparation: HTECH 005  
Acceptable for credit: California State University  
This course provides instruction and practical application of administrative procedures in a medical office. These procedures include management of appointment schedules, telephone communications, medical record management, credit and collections, accounts receivable, accounts payable, personnel selection, training and supervision, and payroll record keeping. Pass/No Pass Option

HTECH 042 INSURANCE BILLING & CODING  
2 units  
Lecture 1 hour; lab 3 hours  
Recommended preparation: HTECH 005 and MATH 103/103R  
The students will receive instruction in the theory and practice of ICD-O (diagnostic) and CPT (procedural) coding as well as the billing of private and government health insurance programs for the medical office. Pass/No Pass Option

HTECH 043 BASIC MEDICAL ACCOUNTING & RECORD KEEPING  
3 units  
Lecture 3 hours; lab 1 hour  
Prerequisite: HTECH 042  
Recommended preparation: MATH 902  
Acceptable for credit: California State University  
Instruction includes a review of basic mathematical principles of decimals, fractions and percentages as they apply to the business office (discounts, commission, markup, depreciation, simple and compound interest). Instruction in medical office financial records control, petty cash control, office record keeping, and payroll accounting. Application of concepts and procedures of office record keeping through the use of a practice set or computer program. Pass/No Pass Option

HTECH 044 ELECTRONIC MEDICAL RECORDS USING ECW  
2 units  
Lecture 1 hour; lab 4 hours  
Recommended preparation: CA 010D  
Prerequisite: HTECH 005, HTECH 041, HTECH 55  
Acceptable for credit: California State University  
This course covers instruction on eClinicalWorks (one of the leading Electronic Medical Software Programs in the Health care setting). Students have the opportunity to work hands on with the front office aspects of an EHR, such as scheduling, communicating with patients, referrals, telephone encounters, web encounters, using alerts, and using the eClinicalWorks messaging. It also gives students the opportunity to work hands on with tools such as a fax server and a scanner. Students have the opportunity to develop progress notes, templates, flow sheets, smart forms, order sets using features in the eClinicalWorks. Pass/No Pass Option

HTECH 054A INTERNSHIP  
2 units  
Lecture 0 hours; lab 0 hours  
Prerequisite: All required courses for each certificate must be met prior to enrolling in HTECH 054A or 054B. See the Health Care Technologies section under Instructional Programs in this catalog for a list of required courses by certificate. Contact the Health Care Technologies Department Chair to verify that prerequisites have been met and to register in HTECH 054A and 054B.  
Practical experience, under supervision, in hospital, clinic or physician’s office, with classroom critique. Pass/No Pass Option

HTECH 054B INTERNSHIP  
2 units  
Lecture 0 hours; lab 0 hours  
Prerequisite: All required courses for each certificate must be met prior to enrolling in HTECH 054A or 054B. See the Health Care Technologies section under Instructional Programs in this catalog for a list of required courses by certificate. Contact the Health Care Technologies Department Chair to verify that prerequisites have been met and to register in HTECH 054A and 054B.  
Practical experience, under supervision, in hospital, clinic or physician’s office, with classroom critique. Pass/No Pass Option

HTECH 055 VITAL SIGNS & CHARTING  
2 units  
Lecture 1 hour; lab 3 hours  
Recommended preparation: HTECH 005 and MATH 902  
This course provides instruction in the duties and responsibilities of the clinical area of a medical office. This will include equipment and supplies control; medical apheresis assisting with physical examinations including positioning, height, weight, and visual acuity; vital signs determination (temperature, pulse, respiration, and blood pressure); assisting with specialty examinations. Pass/No Pass Option

HTECH 057 STERILE TECHNIQUES  
2.5 units  
Lecture 2 hours; lab 1.5 hours  
Recommended preparation: HTECH 005 and MATH 902  
This course will give the students the opportunity to learn the theory and practice in sterilization, sterile technique, assisting with minor office surgery, and assisting with examinations and procedures in pediatrics, proctology, gynecology and obstetrics, Instruction in basic nutrition and diet therapy are taught. Pass/No Pass Option

HTECH 058 LABORATORY TECHNIQUES  
3 units  
Lecture 2 hours; lab 3 hours  
Recommended preparation: MATH 902  
Designed to develop knowledge and understanding of basic laboratory tests that may be done in a Medical Office, or sent to a reference laboratory; specimen collection, analytical techniques, normal values and interpretation of abnormal values. Pass/No Pass Options

HTECH 063 MEDICATION ADMINISTRATION  
1.5 units  
Lecture 1 hour; lab 1.5 hours  
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). Pass/No Pass Option

Recommended Preparations in Basic Skills:  
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.  
NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
HTECH 064 ECG & ORTHO TECHNICIAN
2.5 units
Lecture 1.5 hours; lab 3 hours
Recommended preparation: HTECH 005 and MATH 902
This course offers participants the didactic and practical skills necessary to perform 12-lead elecrocardiograms (ECGs) and provide care for orthopedic patients in acute and clinical setting. In addition, this course introduces the participants to medical office first aid procedures and basic physical therapy modalities. Pass/No Pass Option

HTECH 070 INTRODUCTION TO HOLISTIC MEDICINE
1 unit
Lecture 0.5 hours; lab 1.5 hours
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course is an introduction to newer forms of alternative medicine including diet and nutrition, yoga, meditation, homeopathy, aromatherapy, massage therapy, and acupuncture. In this course the four aspects of complete health (spiritual, emotional, mental, and physical health) are discussed. The emphasis is on assisting people to understand and help themselves, on education and self-care, prevention of disease, and promotion of a healthy lifestyle. Pass/No Pass Option

HTECH 071A BASIC MASSAGE THERAPY
2 units
Lecture 1 hour; lab 3 hours
Recommended preparation: HTECH 004
This course provides the student with fundamental training in Swedish and Sports massage theory, technique, and practice. The curriculum covers various topics including anatomy, with emphasis on the musculoskeletal system, benefits and contraindications of massage therapy, biomechanics, athletic training and common sports injuries, diet and nutrition, yoga, cryotherapy, holistic health and wellness. Pass/No Pass Option

HTECH 071B SHIATSU & CHAIR MASSAGE
2 units
Lecture 1 hour; lab 3 hours
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 practical of yoga/stretching and/or meditation. Pass/No Pass Option

HTECH 075 INTRODUCTION TO AROMATHERAPY FOR HEALTHCARE PROFESSIONALS
2 units
Lecture 2 hours; lab 0 hours
This course explores beginning theory, practice and hands-on application of aromatherapy essential oils. Students develop a deep understanding of safety and efficacy and learn to integrate the use of therapeutic essential oils into a healthcare practice. Topics include an introduction to 16 practical essential oils, history, blending and diffusion techniques, family care and treatments for specific conditions. Pass/No Pass Option

H.ED 005 FIRST AID/CPR/AED: RESPONDING TO EMERGENCIES
2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course teaches the principles and applications of first aid and safety so that the student can correctly respond during an emergency. First Aid instruction includes techniques to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until advanced medical help arrives. In addition to First Aid, this course includes instruction in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED). Successful completion leads to certifications in “Responding to Emergencies” and “CPR/AED” of the American Red Cross. Pass/No Pass Option

H.ED 008 CONTEMPORARY HEALTH
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course studies current health issues and considers the biological, psychological, and sociological aspects of health wellness and disease. Topics include the latest information on stress, mental health, drug abuse, nutrition, exercise, weight loss, sexuality, chronic disease, cardiovascular disease, communicable disease, aging, etc. Transferable to UC and CSU. Satisfies General Education area E. This course meets the Health Education requirement for California Teaching Credentials. This is a information competency infused course. Pass/No Pass Option

---

**Learning Outcomes**

After completing courses in Health Education, a student will be able to:

- Identify one or more health-related behaviors in physical, social, emotional, intellectual, spiritual, and/or environmental health and the risk and protective factors which influence individual and community health behaviors.
- Identify immediate and long-range effects of health-related behaviors.
- Select valid, reliable, and credible sources of information about health needs, interests, and concerns.

**H.ED 005 FIRST AID/CPR/AED:**

**RESPONDING TO EMERGENCIES**

2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course teaches the principles and applications of first aid and safety so that the student can correctly respond during an emergency. First Aid instruction includes techniques to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until advanced medical help arrives. In addition to First Aid, this course includes instruction in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED). Successful completion leads to certifications in “Responding to Emergencies” and “CPR/AED” of the American Red Cross. Pass/No Pass Option

**H.ED 008 CONTEMPORARY HEALTH**

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course studies current health issues and considers the biological, psychological, and sociological aspects of health wellness and disease. Topics include the latest information on stress, mental health, drug abuse, nutrition, exercise, weight loss, sexuality, chronic disease, cardiovascular disease, communicable disease, aging, etc. Transferable to UC and CSU. Satisfies General Education area E. This course meets the Health Education requirement for California Teaching Credentials. This is a information competency infused course. Pass/No Pass Option
H.ED 010 HUMAN SEXUALITY  
3 units  
Lecture 3 hours; lab 0 hours  
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 dysfuction, and sexual decision making. Historical issues and the major contributors of sexual research are also reviewed. Pass/No Pass Option  

H.ED 11.5 CARDIOPULMONARY RESUSCITATION - BASIC LIFE SUPPORT FOR PROFESSIONALS  
.5 unit  
Lecture 1 hour (over 9 weeks); lab 0 hours  
Cardiovascular Disease is a leading cause of death. This course focuses on the cardiac chain of survival and includes the study of how to recognize and respond to cardiac and respiratory emergencies for the adult, child, and infant. Additional topics include the principles and application of CPR and the Automated External Defibrillator, as well as advanced airway management, victim and rescuer safety, and the prevention of disease transmission. Recommended for individuals with a professional duty to respond to emergencies. Pass/No Pass Option  

H.ED 012 STRESS MANAGEMENT  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  
Stressors are a component of daily life. How one deals with these stressors determines whether that stress will produce growth or the breakdown of body systems. This course will help the student understand the basic principles of holistic stress management through the presentation of coping skills, the study of the mind-body relationship in stress management (psycho-physiology of stress), cognitive reappraisal of daily life stressors, and techniques to deal with these stressors. These cognitive strategies and relaxation techniques are the cornerstones for optimal health and will help one, throughout life, to manage stressors in a healthful and productive manner. Pass/No Pass Option  

HISTORY  
THE FACULTY  
Stephen Juarez  
Timm Kelly  
Melvin Fritchard  
DIVISION  
Social Science  
DIVISION CHAIR  
Stephen Juarez  
DEPARTMENT CHAIR  
Stephen Juarez  
PHONE  
408-741-2566  
EMAIL  
stephen.juarez@westvalley.edu  
COUNSELING  
408-741-2009  
The study of history provides students with a descriptive overview and critical consideration of the development of the several civilizations included among the course offerings.  

Learning Outcomes  
After completing an Associate of Arts degree in History, a student will be able to:  
- Describe how the social, political, intellectual, and economic systems of a particular society change over time;  
- Analyze how the interplay of multiple factors in a society including intellectual, economic, demographic, and cultural variables resulted in particular historical outcomes;  

Career Options  
- Archivist  
- Business Person  
- Government Service  
- Journalist  
- Lawyer  
- Librarian  
- Museum Curator  
- News Analyst, Reporter, Correspondent  
- Researcher  
- Social Scientist  
- Teacher  
- Writer  

Degree  
A.A., History  

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

HISTORY (A.A. DEGREE)  
Major Requirements  
Course  
Units  
HIST 004A History of Western Civilization  
3  
HIST 004B History of Western Civilization  
3  
HIST 017A U.S. History  
3  
HIST 017B U.S. History  
3  
Choose 6 Units of Electives from HIST 008A, 008B, 012, 014, 016, 020  
3  
Requirements vary somewhat among four-year institutions. Consult the department advisor and counselor for transfer requirements of the institution of your choice.  
To be awarded an A.A. Degree, a student must complete:  
1. All the major requirements  
2. Additional units to meet the college graduation requirements.  

HIST 003 ASIAN AMERICAN HISTORY  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
History 003 examines and compares the diverse historical experiences of major Asian American groups since the mid-nineteenth century. Topics that this course will cover include: origins of emigration; the formation and transformation of community and political identity; gender and family life; interethnic and intergenerational conflict; interracial unions; and the changing roles of Asian Americans in American society. Pass/No Pass Option  

HIST 004A HISTORY OF WESTERN CIVILIZATION  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
History 004A is a survey of the political, economic, social, cultural and religious development of western civilization from prehistoric times through the Protestant Reformation. Subject areas covered include Mesopotamia, Egypt, the Old Testament, Greece, Rome, the Middle Ages, the rise of Christianity, the Renaissance and Protestant Reformation. Pass/No Pass Option  

HIST 004B HISTORY OF WESTERN CIVILIZATION  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
History 004B is a survey of the political, social, economic and cultural development of western civilization from 1600 to the present. The course starts with the 17th century revolutions in England, which paved the way for the later industrial revolution, the French revolution and the rise of the middle class. Nationalism, socialism, and imperialism are covered in the 19th century, while the Russian and Chinese revolutions, World Wars I and II, and the contemporary age are featured in the 20th century. Pass/No Pass Option  

HIST 005A WORLD HISTORY: PREHISTORY TO 1500  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: University of California, California State University  
This course provides a comparative, interactive investigation and analysis of World History as related to the development of the modern world. Five geographic regions surveyed include: Asia/ Pacific Islands, Africa, Europe, North America and South America. Students are acquainted with the major historical trends and developments in World History from Prehistory to 1500. The methods of historical analysis and interpretation are addressed through survey of cultural, economic, political, social and technological similarities and differences between civilizations. Students examine issues relevant to understanding race, culture, class, ethnicity, gender, religion, disabilities and sexualities in human societies through World History. Pass/No Pass Option  

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
HIST 005B WORLD HISTORY FROM 1500
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

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

HIST 008A HISTORY OF THE AMERICAS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

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

HIST 008B HISTORY OF LATIN AMERICA
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

To understand the nations of the Americas today, this course includes the United States and the Latin American nations from 1825 to the present. The 19th Century involved industrialization as well as political change. The effect on women and men is followed by an analysis of 20th Century developments. The revolutions in Latin America and the interaction among the three areas conclude the course. Pass/No Pass Option

HIST 012 AFRICAN-AMERICAN HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

History 012 is a survey of the roles and experience of African-Americans from colonial times to the present in the historical development of the United States. The course includes the beginnings and implications of slave trading, the institutionalization of slavery through law, the rise of the abolitionist movement and the struggle for equality from the Reconstruction Period to the present. Pass/No Pass Option

HIST 014 HISTORY OF THE NATIVE NORTH AMERICANS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

History 014 is a history of Native Americans who lived in the area, which is now the United States from pre-European settlement to the present day. This course includes the primary political, economic and social factors of American historical development, emphasizing their effects on Native Americans. In conjunction with this historical perspective, the course will accentuate the ecological lifestyle of Native Americans, exclusive of the Indians of Mexico. Pass/No Pass Option

HIST 016 MEXICAN-AMERICAN HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

This course introduces students to the history of the United States and the Mexican-American experience form the Colonial Period to the present. The course will emphasize the role and life experiences of Mexican-Americans in the historical evolution of the political, economic and socio-cultural institution of the United States. Pass/No Pass Option

HIST 017A UNITED STATES HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

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

HIST 017B UNITED STATES HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

History 017B is a survey of the political, economic, social and cultural development of the United States from Reconstruction to the present. Topics covered include Reconstruction, Native American culture and western settlement, Industrialization, the Progressive Era, World War I, the Twenties, the New Deal, and World War II. Also covered are domestic, social, and foreign policy issues of the post-World War II period from the 1950s through the 1990s, including reform movements, Vietnam, the Civil Rights and other ethnic movements, the Feminist Movement, popular culture, and post-Cold War foreign policy. Pass/No Pass Option

HIST 020 HISTORY & GEOGRAPHY OF CALIFORNIA
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

This course examines California geographic regions, the Native Americans of California, discovery, institutions of Spanish California, developments in the Mexican period, the early American period, economic foundations of the state, political growth and institutions of American California, race and California history in the 20th Century, and state and local government. Pass/No Pass Option

HIST 034 HISTORY OF THE MIDDLE EAST
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course is designed to serve as an introduction to the History of the Middle East. The course offers a combination of chronological and topical approaches including the rise of Islam, the Caliphate, the Arab conquests, the Ottoman and Safavid Empires through Western colonialism, the nationalist response to western influence and the rise of fundamentalisms. Pass/No Pass Option
Honors University Transfer Program

COORDINATOR: Ann Malmuth-Onn
DIVISION CHAIR: Leigh Burrill
COORDINATOR: Ann Malmuth-Onn
PHONE: 408-741-2614
EMAIL: ann.malmuth-onn@westvalley.edu
COUNSELING: 408-741-2009

COUNSELOR: Angelica Bangle, Ed.D.
email: angelica.bangle@westvalley.edu

The West Valley College Honors University Transfer Program is one of the institution’s primary instruments for advanced academic excellence and scholastic training within a critical-thinking mode. The program’s primary mission is to create and maintain an alternative curriculum model which, by virtue of its interdisciplinary structure, ensures course enrichment and accelerates the intellectual and creative development of high-ability students.

Program Description

Honors Program courses require a higher level of analysis in order to benefit from an innovative curriculum model called a transdisciplinary unit, which expands the concept of team-teaching and interdisciplinary instruction. An Honors Program team consists of three to four instructors who coordinate their course content and methods. The Honors Program concentrates on three instructional themes (two per semester): Civilizations of the World, Science: Inquiry and Applications, and Thought and Politics. Each transdisciplinary unit offers an integrated curriculum without sacrificing the integrity and rigor of the content of the specific disciplines. Students have the option of enrolling in one, two, or three courses depending on pre- and co-requisites, the number and type of general education courses already completed, and the requirements of their majors.

By design both our Honors Program instruction and counseling services challenge students to be involved, communicate better and meet academic standards and expectations. As a team both counseling faculty and program coordinator work effectively to support students and address any personal, academic, family-related concerns they may experience in pursuit of their academic and transfer goals.

Most students are aware of the Transfer Alliance Program (TAP) with UCLA. Honors students who wish to transfer under the terms of the transfer alliances with selected universities receive priority consideration.

To qualify for the TAP agreement, Honors Program students must complete six or more Honors courses (18 units) with a 3.25 or higher GPA (specific to majors) by the time they complete 60 or more transferable units. Additional transfer opportunities provide students with a competitive edge when applying to other colleges and universities throughout the country.

Course enrollment is limited to approximately 20 students. Because students often register for more than one course within a transdisciplinary unit, the Honors program encourages peer support study groups, and esprit de corps.

Course Content and Methodology

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

Courses in the Honors Program have been selected to fulfill University of California and California State University general education requirements. Please refer to the following descriptions of each specific honors course listed in order to find course description, units and prerequisites.

ART 001AH HONORS SURVEY OF WESTERN ART I

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Survey of Western Art I uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, emphasizing the evolution of changing attitudes toward form and content. This is an information competency infused course. Pass/No Pass Option

ART 001BH HONORS SURVEY OF WESTERN ART II

3 units
Lecture 3 hours; lab 0 hours
Prerequisite: Pre-approval into Honors Program.
Acceptable for credit: University of California, California State University
This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, emphasizing the evolution of the changing attitudes toward form and content. Honors Survey of Art II uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit.

ART 001CH HONORS ART OF THE 20TH CENTURY

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Art of the 20th Century uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a general survey of painting, sculpture, and architecture in the western world from the Impressionists to the present day, emphasizing the evolution of changing attitudes toward form and content. This is an information competency infused course. Pass/No Pass Option

ART 004H HONORS ART APPRECIATION

3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Art Appreciation uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is a general survey of painting, sculpture, and architecture in the western world from the Gothic period, using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural and historical values. Pass/No Pass Option

Recommended Preparations in Basic Skills:

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
ASTRO 001H HONORS ASTRONOMY
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University

Honors Astronomy uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This is a course in descriptive Astronomy, covering the entire panorama of evolution: the birth, life, and death cycle of stars, the birth, life, and death cycle of galaxies, the origin of the entire universe, the origin of planets, and the beginnings of life on earth. With that as a foundation, the process of communicating with distant technical civilizations is discussed.

ASTRO 002H HONORS ASTRONOMY LABORATORY
1 unit
Lecture 0 hours; lab 1 hour
Corequisite: Must be taken concurrently with ASTRO 001H
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University

Honors Astronomy Laboratory uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This lab uses a hands-on approach to learning astronomical data-collecting methods, reinforcing concepts learned in Astronomy 1. Methods include use of the planetarium, celestial globes, “homemade” instruments such as sundials, and astronomical photographic plates of stars and galaxies.

BIO 011H HONORS HUMAN BIOLOGY
4 units
Lecture 3 hours; lab 1 hour
Acceptable for credit: University of California, California State University

Honors Human Biology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This is an introductory biology course that uses humans as the model for understanding and applying the principles and concepts of biology. Emphasis is placed on using critical thinking skill to find solutions to everyday problems. Topics include the scientific method, cell structure and function, the physiology of human nutrition, circulation, excretion, reproduction, heredity, and how humans are related and adapted to their environment. Laboratory work includes hands-on application of concepts discussed in lectures. This course will be of particular interest to students considering careers in health. This course meets the same general education requirements as Bio 010. Biology 011 is not open to students who have completed Biology 010 with a grade of C or better.

COMM 010H HONORS PERSUASIVE SPEAKING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 905
Recommended preparation: ESL 65GW
Acceptable for credit: University of California, California State University

Honors Persuasive Speaking uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. In this course attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages.

COMM 020 HONORS ARGUMENTATION & DEBATE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 905
Recommended preparation: ESL 65LS strongly recommended for ESL students
Acceptable for credit: University of California, California State University

In Argumentation and Debate, students will learn the means of discovering and supporting intelligent decisions and effectively presenting them orally. The study of rhetorical theory and practice will be adapted to the content presented in the Honors Program units Thought and Politics and Science Inquiry and Application. Students will be expected to present arguments which demonstrate a higher level of analysis and breadth acquired by the Corequisite courses and supported by Dialogue searches.

ECON 001AH HONORS PRINCIPLES OF MACROECONOMICS
3 units
Lecture 3 hours; lab 0 hours
Corequisite: Course required to be taken concurrently ECON 002A
Acceptable for credit: University of California, California State University

An introduction to macroeconomic analysis and Honors Principles of Macroeconomics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course offers instruction and practice in methods of critical thinking and formal argument writing, emphasizing the following: the principles of classical argument structure and methods of reasoning; analysis and evaluation of rhetorical argument; identification of the assumptions underlying a given argument; identification and critique of fallacies in arguments; and analysis of language use and its implications in argument writing. Students in this course practice critical thinking by writing substantive arguments, essays, and a documented research paper.

ECON 001BH HONORS PRINCIPLES OF MICROECONOMICS
3 units
Lecture 3 hours; lab 0 hours
Corequisite: Course required to be taken concurrently ECON 002B
Acceptable for credit: University of California, California State University

Honors Principles of Microeconomics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course provides an introduction to microeconomics. The class analyzes the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and non-competitive product markets. The course analyzes the role of public policy in the economy.

ENGL 001CH HONORS CLEAR THINKING AND WRITING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 901A
Acceptable for credit: University of California, California State University

Honors Critical Thinking and Writing uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course offers instruction and practice in methods of critical thinking and formal argument writing, emphasizing the following: the principles of classical argument structure and methods of reasoning; analysis and evaluation of rhetorical argument; identification of the assumptions underlying a given argument; identification and critique of fallacies in arguments; and analysis of language use and its implications in argument writing. Students in this course practice critical thinking by writing substantive arguments, essays, and a documented research paper.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
ENGL 006AH HONORS WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors World Literature uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course surveys literature around the world produced from the beginnings of oral history up to the year 1650. This course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues such as global migrations, international power dynamics, and transnational patterns of inequality in a world context. Pass/No Pass Option

ENGL 006BH HONORS WORLD LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors World Literature uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course surveys literature around the world produced from the beginnings of oral history up to the year 1650. The course emphasizes literature outside the Anglo-American tradition. Students analyze and compare texts representing various genres from different cultural regions, including Africa, Asia, Europe, the Middle East, Latin America, and the Pacific Islands. Through this cross-cultural study of literature, students engage in thinking critically about cultural diversity and related issues such as global migrations, international power dynamics, and transnational patterns of inequality in a world context. Pass/No Pass Option

ENGL 046H HONORS CONTEMPORARY AMERICAN MULTI-CULTURAL LITERATURE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors Contemporary American Multi-Cultural uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course examines contemporary American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern-American. Students examine issues such as race, class, gender, and sexualities as explored in the literary works. This course satisfies the 3-unit Cultural Diversity requirement for the associate degree.

ENGL 048H HONORS INTRODUCTION TO SHAKESPEARE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Honors Introduction to Shakespeare is being created to provide a unique course outline for the Honors course version of an existing course. The content remains the same, but the delivery methods include a higher standard of rigor based on more individualized and experiential instruction. In this course students read, view, and critically analyze a selection of Shakespeare’s major plays and poetry. The course provides overviews of the historical and political events of Shakespeare’s age, the religious and philosophical ideas of the Early Modern period, and modern critical approaches to Shakespeare’s works. In addition, the course gives students opportunities to evaluate productions of Shakespeare’s plays. Pass/No Pass Option

ENGL 049H HONORS MODERN FICTION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: ENGL 001A
Acceptable for credit: University of California, California State University
Honors Modern Fiction uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course focuses on reading and analyzing fiction from the Modern Period (1895-1945). It also covers Pre-modern literary movements and Postmodern texts. It fulfills general education requirement for literature.

GEOG 002H INTRODUCTIONS TO CULTURAL GEOGRAPHY
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: MATH 002 or MATH 002P
Acceptable for credit: University of California, California State University
Honors Cultural Geography uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course provides an introduction to the field of science as applied to the study of the nature, properties, and distribution of earth materials; how the material forms, changes, and moves throughout the earth; and how landscapes develop. It is designed to serve both the non-science major and those students intending to major in the earth sciences.

HIST 004A HONORS HISTORY OF WESTERN CIVILIZATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
The Western Civilization — Honors course traces the evolution of western culture from prehistoric times through the Protestant Reformation. In a small group setting, students are encouraged to explore and to critically evaluate the important themes in the western tradition. Special emphasis is given to literary, religious, and political achievements of the Greco-Roman and Christian eras.

HIST 004B HONORS HISTORY OF WESTERN CIVILIZATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors HIST 004B is a survey of the political, social, economic, and cultural development of western civilization from 1600 to the present. The course starts with the 17th century revolutions in England, which paved the way for the later industrial revolution, the French revolution and the rise of the middle class. Nationalism, socialism, and imperialism are covered in the 19th century, while the Bolshevik and communist revolt in China, World Wars I and II, and the contemporary age are featured in the 20th century.
HIST 017B HONORS UNITED STATES HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors HIST 017B is a survey of the political, economic, social and cultural development of the United States from Reconstruction to the present. Topics covered include Reconstruction, Industrialization, the Progressive Era, World War 1, the Twenties, the New Deal and foreign policy issues of the post-World War II period including the 1950s and 60s, Vietnam and Watergate. This course also highlights the development of California State and local governments.

HUMAN 001A HONORS HUMAN VALUES IN & FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors HUMAN 001A is designed to show integration of the visual, literary and musical arts within a historical context from ancient world to the early Renaissance, leading to better understanding of past values and their continuity, relationship and connection to our own times and lives. It is an interdisciplinary approach to cultural epochs through the use of the mati materials, ideas and values.

HUMAN 001B HONORS HUMAN VALUES IN & FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors HUMAN 001B is a continuation of Humanities 1A from Renaissance to the present. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values.

MATH 010H HONORS ELEMENTARY STATISTICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 or 106R; or qualifying score on Placement Test and proof of Algebra II. Acceptable for credit: University of California, California State University
Honors Elementary Statistics uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course covers descriptive and inferential statistics including data analysis, correlation, linear regression, probability, probability distributions, parameter estimation and hypothesis testing. Particular emphasis is placed on applications.

MUSIC 001 HONORS MUSIC HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
A historically oriented and chronological study of music from early origins to 1750 with emphasis on stylistic concepts as shown by intensive study of representative works.

MUSIC 002 HONORS MUSIC HISTORY
3 units
Lecture 3 hours; lab 0 hours
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.

PHIL 004 HONORS PATTERNS IN COMPARATIVE RELIGION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arabic, and Oriental peoples.

POLIT 001H HONORS AMERICAN GOVERNMENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors American Government uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course covers the structure and functions of the American national government including consideration of state and local governments. Emphasis is placed on the development of democratic institutions through historical and contemporary studies. This course may be used to meet Social Science Area D in the General education pattern for transfer to California State University system.

POLIT 003H HONORS INTRODUCTION TO POLITICAL SCIENCE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Introduction to Political Science uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course is an introduction to political theory analyzing the ideological origins of nation-states from direct democracy to totalitarian forms of government. This course may be used to meet Social Science Area D requirements in the General Education pattern for transfer to the California State University System.

PSYCH 002 HONORS EXPERIMENTAL PSYCHOLOGY WITH LAB
4 units
Lecture 3 hours; lab 3 hours
Prerequisite: PSYCH 1
Corequisite: MATH 10
Recommended preparation: MATH 106/106R
Acceptable for credit: University of California, California State University
The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiology and behavior. A computerized psychophysiology laboratory will be used to introduce students to (1) experimental design and analysis, and (2) theoretical and methodological concepts in psychophysiological research, which investigates the relationship between physiological events and behavior. General areas covered include: philosophy of science, research design, experimental procedures, data analysis, synthesis, evaluation, and summary. Elementary statistics will be incorporated into the course using actual data collected from experiments conducted during laboratory sessions. Computer modeling will be compared and contrasted with empirical research as a problem solving method. Primary references used for experimental write-ups and the final research project will require database searching on Dialog.
Humanities

DIVISION
Social Science

DIVISION CHAIR
Stephen Juarez

DEPARTMENT CHAIR
Nichola Gutierrez

PHONE
408-741-2557

EMAIL
nichola.gutierrez@westvalley.edu

COUNSELING
408-741-2009

Learning Outcomes
After completing courses in Humanities, a student will be able to
• Analyze major cultural attributes such as literary, musical, artistic and religious representing a variety of civilizations;
• Evaluate changes in humanistic traditions using cross-cultural and historical comparisons.

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

HUMAN 001A HUMAN VALUES IN AND FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed to show integration of the visual, literary and musical arts within a historical context from the Renaissance to the Modern Age. This course is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas, and values. This course is designed to illustrate the integration of visual, literary, and musical arts and cultural values from Western and Asian perspectives. Pass/No Pass Option

HUMAN 001B HUMAN VALUES IN AND FROM THE ARTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed to show integration of the visual, literary and musical arts within a historical context from the Renaissance to the Early Renaissance. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas, and values. Pass/No Pass Option

HUMAN 002 INTRODUCTION TO HUMANITIES IN AMERICA
3 units
Lecture 3 hours; lab 0 hours
This class is an historical survey of the arts and culture of the United States from the earliest civilizations to the present. It includes, but is not limited to, the contributions to art, music, literature, dance and theater of African Americans, Native Americans, Asian Americans, Hispanic Americans, and Jewish Americans.

HUMAN 003 LATIN AMERICAN ARTS AND CULTURE
3 units
Lecture 3 hours; lab 0 hours
This course is an exploration of Latin American arts and culture from the earliest times to the present. It explores the diverse cultures from historical, cultural and artistic perspectives, looking at the sculpture, painting, theater, dance, literature, architecture and religion of the varied societies of Latin America.

Information Competency
(See Library & Info. Studies: Library 004)
Interdisciplinary Studies

IS 040 TUTOR TRAINING
0.5 units
Lecture 1.5 hours; lab 0 hours
Prerequisite: A or B in appropriate academic course and recommendation from a faculty member in the appropriate discipline.

This course is designed to train tutors to help students as peers to maximize their learning potential. However, this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/lecture discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach.

IS 040E TUTOR TRAINING
1 unit
Lecture 1 hour; lab 0 hours
Prerequisite: A or B in appropriate academic course and recommendation from a faculty member in the appropriate discipline.

This course is designed to train students to be peer writing tutors. However, skills covered in this course are also applicable to academic and personal success in settings other than peer tutoring. Topics include communication skills, tutoring techniques, the writing process, study skills, learning styles, essay exam strategies, problem solving skills, and student support services. Students who enroll in this course are eligible to apply to be hired as peer writing tutors; however, course enrollment or completion does not guarantee employment. Pass/No Pass Only.

Interior Design

DIVISION
Applied Arts & Sciences
DIVISION CHAIR
Christopher Wright
DEPARTMENT CHAIR
Diane Hurd
PHONE
408-741-2098
EMAIL
christopher.wright@westvalley.edu
COUNSELING
408-741-2049

FACULTY ADVISORS
Cigdem Bulut (A-F) 408-741-4638
Diane Hurd (G-L) 408-741-2406
Jane Lily (M-Re) 408-741-2081
Christopher Wright (R-Z) 408-741-2049

The Program
The Interior Design Program has a comprehensive, professional curriculum that provides courses focusing on the vital and basic aspects of interior design. Throughout the program, emphasis is placed on the fundamental relationship of interior design and the visual and decorative arts.

In addition to interior design certificates, the program offers specialty certificates that promote professional development in terms of successful course completion, alternative basic skills, and enhanced workforce development. These certificates provide alternative paths, and at the same time answer critical industry needs.

When available and appropriate, students may be required to participate in design-related competitions to reinforce the classroom learning experience.

National Kitchen and Bath Association Accreditation
The Interior Design department has worked with the National Kitchen and Bath Association (NKBA) to develop the kitchen and bath specialty within the interior design curriculum. The collaboration with NKBA provided support in developing the Kitchen and Bath Certificate, which is accredited by NKBA. Students who graduate from this program are eligible to sit for the academic portion of the NKBA Certification Examination, adding to the status of the program.

Learning Outcomes
After completing a certificate or A.S. degree in Interior Design, a student will be able to:

- Identify, research, and creatively solve problems pertaining to the function and quality of the interior environment;
- Perform services relative to interior spaces, including design analysis, programming, space planning and aesthetics;
- Use specialized knowledge of interior construction, building codes, equipment, materials and furnishings;
- Prepare drawings and documents relative to the design of interior spaces in order to enhance and protect the health, safety, and welfare of the public.

Career Options
- Commercial Design
- Computer-Aided Design and Drafting
- Education and Research
- Facilities Management
- Furniture Design
- Health Care Design
- Historic Preservation

- Hospitality Design
- Kitchen and Bath Design
- Lighting Design
- Residential Design
- Restaurant Design
- Retail Design
- Space Planning
- Textile Design
- Green Design / Sustainable Design

Degree
A.S., Interior Design

Certificates
Interior Design
Interiors Design: Advanced

Prerequisites and Corequisites
Prerequisite: A or B in appropriate academic course and recommendation from a faculty member in the appropriate discipline.

Lecture 1.5 hours; lab 0 hours

0.5 units

Electives: Additional 3 Units Required From Recommended Electives
- ACCGT 050 Accounting for Small Business
- ARCH 046 History of Architectural
- ARCH 047 History of Modern Architecture
- ARCH 053 Introduction to Architectural & Environmental Design
- ARCH 056 Basic Architectural Design
- ART 031A Basic Drawing

Course Substitutions and Waivers
Course substitutions and waivers are approved by the department upon review of transcripts, course descriptions and evidence of proficiency in the subject matter.

Interior Design (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 below.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001B</td>
<td>3</td>
</tr>
<tr>
<td>ART 033A</td>
<td>3</td>
</tr>
<tr>
<td>ID 005</td>
<td>1</td>
</tr>
<tr>
<td>ID 010</td>
<td>3</td>
</tr>
<tr>
<td>ID 015</td>
<td>3</td>
</tr>
<tr>
<td>ID 020</td>
<td>3</td>
</tr>
<tr>
<td>ID 025</td>
<td>3</td>
</tr>
<tr>
<td>ID 028</td>
<td>3</td>
</tr>
<tr>
<td>D 030</td>
<td>3</td>
</tr>
<tr>
<td>ID 035A</td>
<td>3</td>
</tr>
<tr>
<td>ID 035B</td>
<td>3</td>
</tr>
<tr>
<td>ID 035C</td>
<td>3</td>
</tr>
<tr>
<td>ID 040</td>
<td>3</td>
</tr>
<tr>
<td>ID 045</td>
<td>3</td>
</tr>
<tr>
<td>ID 050</td>
<td>3</td>
</tr>
<tr>
<td>ID 055</td>
<td>3</td>
</tr>
<tr>
<td>ID 060</td>
<td>3</td>
</tr>
<tr>
<td>ID 065</td>
<td>3</td>
</tr>
<tr>
<td>ID 070</td>
<td>3</td>
</tr>
<tr>
<td>ID 075</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional 3 Units Required From Recommended Electives

- ACCGT 050 Accounting for Small Business
- ARCH 046 History of Architectural
- ARCH 047 History of Modern Architecture
- ARCH 053 Introduction to Architectural & Environmental Design
- ARCH 056 Basic Architectural Design
- ART 031A Basic Drawing

PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.

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

RECOMMENDED preparations are ADVISORY.

This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog
## INTERIOR DESIGN

### (Certificate of Achievement)

The following is an outline of the REQUIRED and RECOMMENDED courses in the certificate program. Courses may be taken during any semester (if offered), providing prerequisites are met. Certificates are awarded upon the recommendation and approval of the Interior Design Department.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 001B Survey of Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 033A Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 005 Intro. to Interior Design</td>
<td>1</td>
</tr>
<tr>
<td>ID 010 Elements and Principles of Interior Design</td>
<td></td>
</tr>
<tr>
<td>ID 015 Interior Architectural Drafting</td>
<td></td>
</tr>
<tr>
<td>ID 020 Color Theory and Application</td>
<td></td>
</tr>
<tr>
<td>ID 025 Interior Finish Materials</td>
<td></td>
</tr>
<tr>
<td>ID 028 Interior Construction and Building Systems</td>
<td></td>
</tr>
<tr>
<td>D 030 Graphic Techniques</td>
<td></td>
</tr>
<tr>
<td>ID 035A History of Furniture and Interiors</td>
<td></td>
</tr>
<tr>
<td>ID 035B History of Furniture and Interiors</td>
<td></td>
</tr>
<tr>
<td>ID 035C Design of Historic Interiors</td>
<td></td>
</tr>
<tr>
<td>ID 040 Residential Design</td>
<td></td>
</tr>
<tr>
<td>ID 045 Professional Practice</td>
<td></td>
</tr>
<tr>
<td>ID 050 Kitchen and Bath</td>
<td></td>
</tr>
<tr>
<td>ID 055 Estimating and Costing</td>
<td></td>
</tr>
<tr>
<td>ID 060 Commercial Design</td>
<td></td>
</tr>
<tr>
<td>ID 065 Intro to Computer-Aided Design and Drafting: AutoCAD</td>
<td></td>
</tr>
<tr>
<td>ID 070 Advanced Graphic Techniques</td>
<td></td>
</tr>
<tr>
<td>ID 075 Lighting Design</td>
<td></td>
</tr>
</tbody>
</table>

### Additional 3 Units Required From Recommended Electives Below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 050 Accounting for Small Business</td>
<td>1</td>
</tr>
<tr>
<td>ARCH 046 History of Architectural</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 047 History of Modern Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ARCH 053 Introduction to Architectural &amp; Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCH 056 Basic Architectural Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 031A Basic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 028 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 054 Small Business Start-Up &amp; Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>BUS 078 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>FD 027 Professional Image</td>
<td>3</td>
</tr>
<tr>
<td>ID 090A Internship</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018A Introduction to Stage Lighting</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Units

61

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 028 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 078 Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>DM/IS 086 Portfolio Planning/Review</td>
<td>3</td>
</tr>
<tr>
<td>ID 029 Principles of Green Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 066 Advanced Computer Aided Design and Drafting: AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ID 090 Advanced Commercial Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 080B Advanced Residential Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 085 Design Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ID 090B Internship</td>
<td>4</td>
</tr>
</tbody>
</table>

### Total Units

31

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements.

### COMPUTER AIDED DRAFTING & DESIGN

(Certificate of Achievement)

After completing this certificate the student will be able to:

- Under direction, and at an entry level, use AutoCAD and other digital media to prepare of interior design construction drawings.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 015 Interior Architectural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 065 AutoCAD-Introduction to Computer Aided Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 066 Advanced AutoCAD</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electives from recommended list

- Total Units

### Total Units

12

### KITCHEN AND BATH DESIGN

(Certificate of Achievement)

After completing the Kitchen and Bath Certificate, a student will be able to demonstrate the learning outcomes of the Interior Design Certificate and A.S. Degree in Interior Design on projects of greater depth and complexity in the area of kitchen and bathroom design.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 050 Kitchen and Bath</td>
<td>3</td>
</tr>
<tr>
<td>ID 080B Advanced Residential Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 085 Design Detailing</td>
<td>3</td>
</tr>
<tr>
<td>ID 090C Kitchen and Bath Design</td>
<td>6</td>
</tr>
</tbody>
</table>

### Total Units

15

### FACILITIES PLANNING AND DESIGN

(Certificate of Achievement)

After completing the Facilities Planning and Design Certificate, a student will be able to demonstrate the learning outcomes of the Interior Design Certificate and A.S. Degree in Interior Design on projects of greater depth and complexity with a focus on commercial facilities.

### Required Courses

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

### Total Units

12

### INTERIOR RESTORATION AND PRESERVATION

(Certificate of Achievement)

After completing the Interior Design Advanced Certificate, a student will be able to demonstrate the learning outcomes of the Interior Design Certificate and A.S. Degree in Interior Design on projects related to interior restoration and preservation.

### Required Courses

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

### Electives

- Choose one of the following:
  - HIST 004B, History of Western Civilization
  - HIST 020, History and Geography of California
  - ID 093 Directed Studies

### Total Units

17

### ID 005 INTRODUCTION TO INTERIOR DESIGN

1 unit

- Lecture 1 hour; lab 0 hours

**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. Pass/No Pass Option

### ID 010 ELEMENTS & PRINCIPLES OF INTERIOR DESIGN

3 units

- Lecture 2 hours; lab 3 hours

**Recommended preparation:** MATH 902

- Acceptable for credit: California State University

This course provides students with the knowledge of conceptual design elements and principles which will be applied to designing interior spaces in subsequent interior design courses and the profession. Pass/No Pass Option

### ID 015 INTERIOR ARCHITECTURAL DRAFTING

3 units

- Lecture 2 hours; lab 3 hours

**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. Pass/No Pass Option

---

**Recommended Preparations in Basic Skills:**

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

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
ID 020 COLOR THEORY & APPLICATION
3 units
Lecture 2 hours; lab 3 hours
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. Studio experiences expose students to 3-D design projects and concept development. Pass/No Pass Option

ID 025 INTERIOR FINISH MATERIALS
3 units
Lecture 3 hours; lab 0 hours
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. Pass/No Pass Option

ID 028 INTERIOR CONSTRUCTION & BUILDING SYSTEMS
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course is an overview of systems used in the construction of interior environments. This includes such building systems as floors, ceilings, and doors as well as systems developed for providing safety and comfort (plumbing, HVAC, lighting, and acoustics). Students have the opportunity to practice research techniques regarding the subject matter. In-depth information is addressed in other Interior Design courses. Pass/No Pass Option

ID 029 PRINCIPLES OF GREEN DESIGN
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ID 005
Recommended preparation: ID 025, ID 028, MATH 902
Acceptable for credit: California State University
This course introduces students to the history and the philosophical and practical principles of Green Design. Environmental issues, sustainable materials and methods, and application in professional practice are explored. The course provides a foundation for evaluation of materials, processes, and applications of design components related to the principles of sustainability and environmentally responsible design. By researching local, national, and international examples of Green Design, students study the implications of design decisions on the environment. Research on sustainable products, sustainable design and related construction methods are conducted. Students develop a Green Design File to organize information about products and processes associated with ecological and sustainable design practices. Pass/No Pass Option

ID 029A INTRODUCTION TO SUSTAINABLE DESIGN
1 units
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course is an overview of the concepts and strategies involved in sustainable building. The course covers the history of Sustainable Design, LEED categories, Build It Green, USGBC, and local and federal agencies overseeing and mandating green design. Also included are discussions of Green Point Raters, LEED AP, and additional certification opportunities along with Market advantages and greening your business. Pass/No Pass Option

ID 029B SUSTAINABLE DESIGN MATERIALS & RESOURCES
1 units
Lecture 1 hour; lab 0 hours
Recommended preparation: ID 029 or ID 029A
Acceptable for credit: California State University
This course provides an in-depth look at finish materials and specifications, waste management, reuse, recycle, renovation, historical preservation techniques, local product selection, and job site management. Pass/No Pass Option

ID 029C SUSTAINABLE DESIGN FOR RESIDENTIAL PROJECTS
1 units
Lecture 1 hour; lab 0 hours
Recommended preparation: ID 029 or ID 029A and ID 040
Acceptable for credit: California State University
This course provides an in-depth look at all aspects of sustainable residential design, remodeling, kitchen and bath, furnishings, window treatments, finish materials, and lighting, and covers holistic systemic sustainable categories such as, site, water efficiency, energy efficiency, materials and resources, waste management, and interior environmental quality. Pass/No Pass Option
ID 030 GRAPHIC TECHNIQUES
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers sketching and rendering techniques in relation to interior spaces. One-point perspective drawing, an introduction to two-point perspective drawing, and sketching and rendering techniques in black and white, with an introduction to color media, will be explored. Pass/No Pass Option

ID 035A HISTORY OF FURNITURE & INTERIORS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course covers the principal styles of furniture, interiors, and related decorative arts from antiquity through the French period. Pass/No Pass Option

ID 035B HISTORY OF FURNITURE & INTERIORS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ID 035A
Acceptable for credit: California State University
This course covers the principal styles of furniture, interiors, and related decorative arts from the English Period to the present. Pass/No Pass Option

ID 035C DESIGN OF HISTORIC INTERIORS
3 units
Lecture 2 hours; lab 3 hours
Prerequisites: ID 010, ID 015, ID 020, ID 035A, ID 035B
Recommended preparation: MATH 902, ID 025, ID 028, ID 030, ID 075
Acceptable for credit: California State University
This course examines the process, laws and regulations, categories, qualification criteria, and financial incentives for the interior design of historic buildings. In addition, rehabilitation of a building is explored in detail. Pass/No Pass Option

ID 040 RESIDENTIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours
Prerequisite: ID 005, ID 010, ID 015, ID 020, ID 025, ID 028, ID 030, ID 035A, ID 035B, ID 050, ID 075
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers planning and design for interior spaces, with emphasis on the residential environment. Projects include design theory research, design concept development, and implementation in residential spaces. Students produce design documents including scaled drawings and renderings, specifications, and design models. Pass/No Pass Option

ID 045 PROFESSIONAL PRACTICE
3 units
Lecture 3 hours; lab 0 hours
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. Students are introduced to proper business practices with an emphasis on operating a design business. Pass/No Pass Option

ID 050 KITCHEN & BATH DESIGN
3 units
Lecture 2 hours; lab 3 hours
Prerequisite: ID 005, ID 010, ID 015, ID 020, ID 025, ID 028, ID 030, ID 035A, ID 035B, ID 055, ID 075
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers the process of design for kitchens and bathrooms with emphasis on construction, working drawings, presentation drawings, finish selection and specifications. The National Kitchen and Bath Association guidelines for kitchen and bathroom design are studied and implemented. Pass/No Pass Option

ID 055 ESTIMATING & COSTING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ID 025
Recommended preparation: MATH 902, MATH 902P
Acceptable for credit: California State University
This course covers the processes and techniques of estimating and specifying materials related to finishing and furnishings of interior spaces, including window treatments, wall treatments, floor treatments, upholstery, furniture and other architectural surfaces. Pass/No Pass Option

ID 060 COMMERCIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours
Prerequisite: ID 040.
Recommended preparation: MATH 902
Acceptable for credit: California State University
Students study the methods of planning and design for interior spaces related to commercial projects and space planning for offices and public buildings. Finish materials and furniture suitable for commercial projects are examined and methods of producing presentation drawings are practiced. Pass/No Pass Option

ID 065 INTRODUCTION TO COMPUTER AIDED DESIGN: AUTOCAD
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course is an introduction to 2 dimensional and isometric computer-aided drafting using AutoCAD on the PC. It is designed for students with no computer experience and dual listed with ENGR 4. Pass/No Pass Option

ID 066 ADVANCED AUTOCAD
3 units
Lecture 2 hours; lab 3 hours
Prerequisites: ENGR 004 or ID 065
Acceptable for credit: California State University
This course provides an opportunity for students to use concepts acquired in ID 65 or ENGR 4 in a more complex way. Advanced topics in the construction of two and three dimensional drawing and solid modeling are addressed. This course is dual listed with ENGR 5. Pass/No Pass Option

ID 070 ADVANCED GRAPHIC TECHNIQUES
3 units
Lecture 2 hours; lab 3 hours
Prerequisite: ID 030
Recommended preparation: ID 040, MATH 902
Acceptable for credit: California State University
This course covers advanced sketching and rendering techniques in relation to interior spaces. Two-point perspective drawing, sketching and rendering techniques in different media and presentation materials will be explored. Pass/No Pass Option

ID 075 LIGHTING DESIGN
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ID 015
Recommended preparation: ID 020, MATH 902, MATH 902P
Acceptable for credit: California State University
This course covers the theory and practice of lighting design and development of drawings with lighting specifications. Pass/No Pass Option

ID 080 ADVANCED COMMERCIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours
Prerequisite: ID 060
Recommended preparation: ID 070, MATH 902
Acceptable for credit: California State University
This course involves the study of commercial interior design via projects of increased size and complexity and of diverse use. Pass/No Pass Option

ID 080B ADVANCED RESIDENTIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: MATH 902
Prerequisite: ID 040, ID 045
Acceptable for credit: California State University
This course covers advanced planning and design of the residential environment with an emphasis on kitchen and bathroom design. The course involves the study of advanced residential interior design via projects of increased size, detail and complexity and addressing diverse needs. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
ID 080C ADVANCED KITCHEN & BATHROOM DESIGN
3 units
Lecture 2 hours; lab 3 hours
Prerequisites: ID 050
Recommended preparation: MATH 902, ID 045
Acceptable for credit: California State University
This course covers the design of kitchens and bathrooms, with advanced study of the design process, design concept development, design phases, interior construction, building systems, materials and furnishings selections, and design documentation. Pass/No Pass Option

ID 085 DESIGN DETAILING
3 units
Lecture 2 hours; lab 3 hours
Prerequisites: ID 060, ARCH 030
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course covers the development of the design process and skills as applied to custom interior detailing and furniture design. Pass/No Pass Option

ID 090A INTERIOR DESIGN INTERNSHIP
3 units
Lecture 0 hours; lab 0 hours
Prerequisites: ID 005, ID 010, ID 015, and ID 020
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course provides students with in-the-field experience, working directly under the supervision of an interior designer or interior design-related professional. Students are able to apply knowledge and skills learned in the core interior design courses, further enhancing the learning process. Opportunities and encouragement to continue to research career possibilities are provided. Students may apply this 3-unit internship toward the elective in the Interior Design Certificate and A.S. Degree programs. Pass/No Pass Only

ID 090B INTERIOR DESIGN INTERNSHIP
4 units
Lecture 0 hours; lab 0 hours
Prerequisites: ID 040, ID 045, ID 050, and ID 060
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course provides students with in-the-field experience, working directly under the supervision of an interior designer or interior design-related professional. Students are able to apply knowledge and skills learned in the Interior Design Certificate courses, further enhancing the learning process. Opportunities and encouragement to continue to research career possibilities are provided. This 4 unit internship course is required for completion of the Interior Design Advanced Certificate. Pass/No Pass Only

ID 090C KITCHEN & BATH DESIGN INTERNSHIP
6 units
Lecture 0 hours; lab 0 hours
Prerequisite: ID 050
Recommended preparation: MATH 902
Acceptable for credit: California State University
This course is intended to provide students with advanced professional experience working in the profession of interior design, with an emphasis on kitchen and bathroom design and related areas. Pass/No Pass Only

ID 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
Recommended preparation: MATH 103/103R
Acceptable for credit: California State University
Independent work of special interest to the student related to but not included in regular Interior Design courses offered by the college. Pass/No Pass Option

**PREREQUISITES AND COREQUISITES are MANDATORY.** See page 5 for specific information.

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

**RECOMMENDED preparations are ADVISORY.**

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

DIVISION: Language Arts
DIVISION CHAIR: Leigh Burrill
DEPARTMENT CHAIR: Anna Brichko
PHONE: 408-741-4011
EMAIL: anna.brichko@westvalley.edu
COUNSELING: 408-741-2009

Learning Outcomes
See World Languages

ITAL 001A BEGINNING ITALIAN
5 units
Lecture 5 hours; lab 0 hours
Corequisite: ITAL 011A
Acceptable for credit: University of California, California State University

The students will learn the fundamentals of Italian grammar and pronunciation, how to converse on a limited scale about everyday topics, and how to write and understand Italian within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed upon communication, and students will be exposed to some of the culture of Italy. Pass/No Pass Option

ITAL 001B BEGINNING ITALIAN
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: ITAL 001A or 2 years of high school Italian
Corequisite: ITAL 011B
Acceptable for credit: University of California, California State University

Students will continue their development of speaking, reading and writing skills and increase their vocabulary and knowledge of basic Italian grammar. More emphasis will be placed on oral communication and the culture of Italy. Pass/No Pass Option

ITAL 002A, B INTERMEDIATE ITALIAN
5 units each course
Lecture 5 hours; lab 0 hours
Prerequisite: ITAL 001B or three years of high school Italian; 002A for 002B
Acceptable for credit: University of California, California State University

An intermediate course. Review of grammar, emphasizing structural analysis and practice in writing. Intensive oral and written drills. Selected readings from representative works of contemporary Italian authors. Pass/No Pass Option

ITAL 011A ITALIAN LABORATORY
0.5 unit
Lecture 0 hours; lab 0 hours
Corequisite: ITAL 001A
Acceptable for credit: California State University

This is a separate course, offered by arrangement at the student's convenience, which aims to present the culture of the Italian-speaking world through a variety of media. The student will review the customs and culture of Italian-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing Italian language and pronunciation drill are also available. The course provides an excellent supplement to Italian 1A. Pass/No Pass Option

ITAL 011B ITALIAN LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours
Corequisite: ITAL 001B
Acceptable for credit: California State University

This course is a continuation of Italian 011A, although 11A is not a prerequisite. The student will expand his/her knowledge of the cultures of Italian-speaking people through further use of slides, tapes, filmstrips, films and current publications. Tapes and programs providing Italian language and pronunciation drill are also available. The course provides an excellent supplement to Italian language classes and is usually taken in conjunction with Italian 1B. Pass/No Pass Option

ITAL 050A BASIC ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ITAL 050B
Acceptable for credit: California State University

A beginner's course in which the student is introduced to the customs and culture of Italy and Italian Switzerland. Pass/No Pass Option

ITAL 051A INTERMEDIATE ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ITAL 050B
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. Pass/No Pass Option

ITAL 051B INTERMEDIATE ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ITAL 051A
Acceptable for credit: California State University

Continuation of Italian 011A, although 11A is not a prerequisite. The student will expand his/her knowledge of the cultures of Italian-speaking people through further use of slides, tapes, filmstrips, films and current publications. Tapes and programs providing Italian language and pronunciation drill are also available. The course provides an excellent supplement to Italian language classes and is usually taken in conjunction with Italian 1B. Pass/No Pass Option

ITAL 050B BASIC ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ITAL 050A
Acceptable for credit: California State University

Designed for those desiring a less structured, more practical conversational approach, this course emphasizes conversation and vocabulary building. A variety of classroom activities will permit the students to use the language while studying it. Cultural topics will center on everyday life in Italy (food, customs and traditions, the family, etc.), and some audiovisual aids will be used. Pass/No Pass Option

ITAL 051A INTERMEDIATE ITALIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ITAL 050B
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. Pass/No Pass Option

ITAL 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract.

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

Individual work in fundamentals of grammar and pronunciation and further development of language skills. Some exposure to the customs and culture of Italy through discussions and reading selections. Pass/No Pass Option

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

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

DIVISION Language Arts
DIVISION CHAIR Leigh Burrill
DEPARTMENT CHAIR Anna Brichko
PHONE 408-741-4011
EMAIL anna.brichko@westvalley.edu
COUNSELING 408-741-2009

Learning Outcomes
See World Languages

JPNS 001A BEGINNING JAPANESE
5 units
Lecture 3 hours; lab 0 hours
Corequisite: JPNS 001A
Acceptable for credit: University of California, California State University
The student will learn the fundamentals of Japanese grammar and pronunciation and be able to converse on a limited scale about topics of everyday importance. He/she will be able to record this same information in writing and will be able to understand written and spoken Japanese within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to various aspects of the culture of the Japanese speaking world. Pass/No Pass Option

JPNS 001B BEGINNING JAPANESE
5 units
Lecture 3 hours; lab 0 hours
Prerequisite: 001A is prerequisite to 001B
Corequisite: JPNS 001B
Acceptable for credit: University of California, California State University
The student will learn the fundamentals of Japanese grammar and pronunciation and be able to converse on a limited scale about topics of everyday importance. He/she will be able to record this same information in writing and will be able to understand written and spoken Japanese within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to various aspects of the culture of the Japanese speaking world. Pass/No Pass Option

JPNS 002A INTERMEDIATE JAPANESE
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: JPNS 001A
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. Pass/No Pass Option

JPNS 002B INTERMEDIATE JAPANESE
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: JPNS 002A
Acceptable for credit: University of California, California State University
The course will continue the grammar and vocabulary of JPNS 002A, and it will introduce new material about the culture of Japan. Conversation and written drills will be emphasized as well as practice in written composition. Pass/No Pass Option

JPNS 011A JAPANESE LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours
Corequisite: JPNS 011A
Acceptable for credit: California State University
JPNS 011A is a separate course offered by arrangement for the student's convenience. It aims to present the culture of the Japanese speaking people through a variety of media. The student will review the Japanese culture through slides, filmstrips, 8mm, cassettes and current publications. The course provides an excellent supplement to Japanese language class and is usually taken in conjunction with JPNS 011A. Pass/No Pass Option

JPNS 011B JAPANESE LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours
Corequisite: JPNS 011B
Acceptable for credit: California State University
JPNS 011B is a continuation of JPNS 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the Japanese speaking people and their culture through further use of tapes, slides, filmstrips, and current publications. The course provides an excellent supplement to Japanese language class and is usually taken in conjunction with JPNS 011B. Pass/No Pass Option

JPNS 050A, B BASIC JAPANESE CONVERSATION & CULTURE
3 units each
Lecture 3 hours; lab 0 hours
Corequisite: JPNS 050A is prerequisite to JPNS 050B
Acceptable for credit: California State University
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Japan today (food, customs, traditions, government, etc.). A variety of audio-visual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Pass/No Pass Option

JPNS 051A INTERMEDIATE JAPANESE CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: JPNS 051A
Acceptable for credit: California State University
Designed for those desiring an intermediate, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Japan today (food, customs, traditions, government, etc.). A variety of audio-visual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Pass/No Pass Option

JPNS 051B INTERMEDIATE JAPANESE CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: JPNS 050B OR JPNS 001A
Acceptable for credit: California State University
Designed for those desiring an intermediate, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Japan today (food, customs, traditions, government, etc.). A variety of audio-visual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Pass/No Pass Option

Kitchen and Bathroom Design
(See Interior Design)
# Landscape Architecture

(See also Architecture)

**THE FACULTY**
Dr. Soroush Ghahramani, Registered Architect, Italy International Associate A.I.A.

**DIVISION** Applied Arts and Sciences  
**DIVISION CHAIR** Diane Hurd  
**DEPARTMENT CHAIR** Dr. Soroush Ghahramani  
**PHONE** 408-741-4097  
**EMAIL** soroush.ghahramani@westvalley.edu  
**COUNSELING** 408-741-2009

A blend of art and science, Landscape Architecture focuses on natural systems and cultural processes in the planning, design, and management of sustainable landscapes for this and future generations. Students of Landscape Architecture are capable of solving complex environmental problems and are able to communicate effective solutions.

The Program in Landscape Architecture at West Valley College emphasizes a process-oriented approach to problem solving while encouraging sensitivity toward community values and ecological principles. Students will develop creative ability and technical skill through a range of exercises and projects relating to recreation and open space planning, park design, landscape reclamation and preservation, resource management, urban planning and design as well as learning applications for residential, commercial, and public sites.

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

## Associate of Science in Landscape Architecture

### Learning Outcomes
After completing an A.S. degree in Landscape Architecture, a student will be able to
- Communicate effectively and professionally in the landscape architectural environment through proper use of verbal, written and graphic techniques.
- Apply mathematical skills to solve technical problems associated with landscape architectural drawings.
- Develop landscape architectural drawings and presentation drawings.
- Use computer graphics applications associated with landscape architectural projects.
- Select landscape construction materials based upon their properties and methods of installation.
- Demonstrate creativity and problem-solving abilities in landscape design for residential, commercial, and public sites.
- Use standard dimensions for space planning and human occupancy using Landscape Architectural Graphic Standards.
- Identify different types of landscape plants during the four seasons.
- Demonstrate creative abilities in landscape plant composition.
- Identify professional, ethical and societal responsibilities including respect for diversity.

### Career Paths
- Landscape Architects
- Resource Managers
- Designers
- Landscape Contractors
- Draftspersons
- Landscape Industry Representatives
- Planners

### LANDSCAPE ARCHITECTURE (A.S. Degree)

#### Major Requirements: (87 Units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH050</td>
<td>Construction Materials &amp; Methods 3</td>
</tr>
<tr>
<td>ARCH051</td>
<td>Architectural Graphics: Drawing &amp; Sketching 3</td>
</tr>
<tr>
<td>ARCH053</td>
<td>Introduction to Architectural &amp; Environmental Design 3</td>
</tr>
<tr>
<td>ARCH056</td>
<td>Basic Architectural Design 3</td>
</tr>
<tr>
<td>ARCH057</td>
<td>Architectural Model Making 1</td>
</tr>
<tr>
<td>ARCH058</td>
<td>Intro to Revit Architecture 3</td>
</tr>
<tr>
<td>ARCH061</td>
<td>Architectural Design I 3</td>
</tr>
<tr>
<td>ARCH062</td>
<td>Architectural Design II 3</td>
</tr>
<tr>
<td>ARCH072</td>
<td>History of Landscape Architecture 3</td>
</tr>
<tr>
<td>ARCH076</td>
<td>Landscape Construction Technology 3</td>
</tr>
<tr>
<td>ARCH081</td>
<td>Landscape Plants: Summer &amp; Autumn 3</td>
</tr>
<tr>
<td>ARCH082</td>
<td>Landscape Plants: Winter &amp; Spring 3</td>
</tr>
<tr>
<td>ARCH084</td>
<td>Sustainability in Landscape Architecture 3</td>
</tr>
</tbody>
</table>

#### Required Electives: (minimum of 13 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH040</td>
<td>Fundamentals of Historic Preservation 2</td>
</tr>
<tr>
<td>ARCH043</td>
<td>Styles in Architecture 2</td>
</tr>
<tr>
<td>ARCH045</td>
<td>Architectural Building Codes 3</td>
</tr>
<tr>
<td>ARCH046</td>
<td>History of Architecture 3</td>
</tr>
<tr>
<td>ARCH047</td>
<td>History of Modern Architecture 3</td>
</tr>
<tr>
<td>ARCH052</td>
<td>Architectural Graphics: Color Rendering 3</td>
</tr>
</tbody>
</table>

**Total Units** 87

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

---

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

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
Note: The student should choose those general education requirements, which may apply both toward graduation requirements of the college and toward the bachelor's degree requirements at the four-year institution to which he/she plans to transfer.

**ARCH 045 ARCHITECTURAL BUILDING CODES**
3 Units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course covers the building permit process and definition of building codes as described in the International Building Code. The course emphasizes use and occupancy, special use and occupancy, building heights and areas, type of construction, fire-resistance construction, interior finishes, fire-protection systems, means of egress, accessibility, interior environment, energy efficiency, exterior walls, roof assemblies, structural provisions, building materials and systems, and existing structures. Pass/No Pass Option

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

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

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

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

**ARCH 056 BASIC ARCHITECTURAL DESIGN**
3 units
Lecture 2 hours; lab 4 hours
Recommended preparation: MATH 103 or MATH 103R: Elementary Algebra
Acceptable for credit: University of California, California State University
This course is a study of the architectural design principles and methodologies. Students apply these principles to studio problems of increasing complexity. Various representation techniques are utilized, including sketching, manual drafting, computer graphics, and architectural model making. Pass/No Pass Option

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

**ARCH 058 INTRODUCTION TO REVIT ARCHITECTURE**
3 unit
Lecture 2 hours; lab 4 hours
Acceptable for credit: California State University
This course is an introduction to Autodesk: Revit Architecture - software specifically designed for use by architecture, landscape architecture, interior design, and civil engineering professionals. This course familiarizes both novice and experienced 3D artists with the process and capabilities of the Revit tool set. The course focuses on the process of developing projects with Revit. This course emphasizes the creation of a set of construction documents and advanced rendering perspectives from a 3D model of a building project and its context. Pass/No Pass Option

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

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

**ARCH 066 ADVANCED REVIT ARCHITECTURE**
3 units
Lecture 2 hours; lab 4 hours
Acceptable for credit: California State University
This course is an advanced Autodesk: Revit Architecture software specifically designed for use by architecture, landscape architecture, interior design, and civil engineering professionals. This course familiarizes both novice and experienced 3D artists with the process and capabilities of the Revit tool set. The course focuses on the process of developing projects with Revit. This course emphasizes the creation of a set of construction documents and advanced rendering perspectives from a 3D model of a building project and its context. Pass/No Pass Option

**ARCH 072 HISTORY OF LANDSCAPE ARCHITECTURE**
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California (Proposed), California State University
This course is a study of world landscape architectural history from prehistory to present. Pass/No Pass Option

**ARCH 076 LANDSCAPE CONSTRUCTION TECHNOLOGY**
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: MATH 103 or MATH 103R
Acceptable for credit: California State University, University of California (Proposed)
This course is a study of the landscape architectural technical implementation with an emphasis on basic principles of site layout, grading and drainage, earthwork computations, irrigation systems, landscape construction materials, and details. Pass/No Pass Option

---

*PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.*

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

*RECOMMENDED preparations are ADVISORY.*

*This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.*
ARCH 081 LANDSCAPE PLANTS: SUMMER & AUTUMN
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and groundcovers during the summer and autumn seasons. Emphasis is placed on growth habits, cultural requirements, maintenance, suitability for landscape use, and the ecology of plant communities. Pass/No Pass Option

ARCH 082 LANDSCAPE PLANTS: WINTER & SPRING
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: BIO 042
Acceptable for credit: University of California, California State University
This course is a study of ornamental trees, vines, and groundcovers during the winter and spring seasons. Emphasis is placed on growth habits, cultural requirements, maintenance, suitability for landscape use, and the ecology of plant communities. Pass/No Pass Option

ARCH 084 SUSTAINABILITY IN LANDSCAPE ARCHITECTURE
3 units
Lecture 3 hour; lab 0 hours
Acceptable for credit: California State University, University of California (Proposed)
This course covers the topic of sustainability in landscape architectural design studio. Students have opportunities to study sustainable environmental and visual phenomena through landscape architectural design exercises. Additional topics include Firescaping, green roof, plant restoration, habitat restoration, and Brownfield. Students have opportunities to apply sustainable design to a specific site. Pass/No Pass Option

Languages
(See specific language)

Latin
DIVISION Language Arts
DIVISION CHAIR Leigh Burrill
DEPARTMENT CHAIR Anna Brichko
PHONE 408-741-4011
EMAIL anna.brichko@westvalley.edu
COUNSELING 408-741-2009

Learning Outcomes
See World Languages

LATIN 050A GRAMMAR, STRUCTURE & ROMAN CULTURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is designed for students who wish to improve their understanding of foreign language, English, and the literature of ancient writers of Latin. The classroom activities consist of learning grammar, vocabulary, reading, and translating original passages in Latin classical literature. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
LEAD 020A INTRO TO DEVELOP LEADERSHIP
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course studies and challenges the conventional view of leadership which emphasizes positional power and conspicuous accomplishment. The student will discover the need for a strong self and learn the dynamics that make teams work. Pass/No Pass Only

LEAD 030A TRANSITION TO LEADERSHIP
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course studies and challenges the conventional view of leadership which emphasizes positional power and conspicuous accomplishment. It examines the application of ethics to leadership - articulating a vision, initiating change, and leading by serving.

ASSOCIATE OF ARTS DEGREE WITH NON-TRANSFER REQUIREMENTS
The A.A. in Liberal Arts: Non-Transfer degree is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." The Liberal Arts degree in an area of emphasis is designed to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success.

Students must fulfill the following requirements in order to earn the Liberal Arts Non-transfer degree:

1. A student can earn only one A.A. in Liberal Arts (Non-Transfer or Transfer) with a single area of emphasis. Complete at least 18 units with a "C" grade or better in one of the five following areas of emphasis:
   I. Arts and Humanities
   II. Communications and Media
   III. Social and Behavioral Sciences
   IV. Science and Math
   V. Cultural and Global Studies

2. Fulfill the graduation requirements in general education of at least 25 units.

3. Meet proficiency requirements in Reading, Writing, Mathematics, and Information Competency. Where appropriate, courses completed in an area of emphasis may also be used to complete a GE area.

4. Complete additional elective units as needed to meet the minimum 60 total units for the degree.

ASSOCIATES OF ARTS DEGREE WITH TRANSFER REQUIREMENTS
The A.A. in Liberal Arts: Transfer degree is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." The Liberal Arts degree in an area of emphasis is designed to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. A student can earn only one A.A. in Liberal Arts (Transfer or Non-transfer) with a single area of emphasis.

Students must fulfill the following requirements in order to earn the Liberal Arts Transfer degree:

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

2. Complete CSU GE with a minimum of 39 units or IGETC requirements with a minimum of 37-39 units in full at the time of the degree.

3. Complete additional graduation requirements including the a) Reading proficiency requirement; b) Completion of Library 004 with a C or better; c) Completion of a Cultural Diversity course which can be double-counted in CSUGE or IGETC pattern; and d) Completion of one semester unit of a PE activity course (PE 1.02-11.10). Courses completed in an area of emphasis may be double-counted in a GE area.

4. Complete UC or CSU additional elective units as needed to meet the minimum 60 total units for the degree.

LEADERSHIP

THE FACULTY
Kim Aufhauser

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Kim Aufhauser
PHONE 408-741-2403
EMAIL kim.aufhauser@westvalley.edu
COUNSELING 408-741-2009

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

• Determine a personal leadership style and employ effective leadership strategies within a group;
• Demonstrate skills in establishing consensus within a group and use effective leadership strategies to resolve conflicts;
• Explain service leadership and employ this concept in leadership situations

LEAD 020A INTRO TO DEVELOP LEADERSHIP
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: California State University
This innovative course is the foundation to an interdisciplinary program intended to provide students with the opportunity to develop leadership skills by first learning more about themselves and secondly working within a small team. In this course the student will be challenged emotionally, intellectually and physically in a wilderness environment. The student will discover the need for a strong self and learn the dynamics that make teams work. Pass/No Pass Only

LEAD 030A TRANSITION TO LEADERSHIP
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course studies and challenges the conventional view of leadership which emphasizes positional power and conspicuous accomplishment. It examines the application of ethics to leadership - articulating a vision, initiating change, and leading by serving.

ASSOCIATE OF ARTS DEGREE WITH NON-TRANSFER REQUIREMENTS
The A.A. in Liberal Arts: Non-Transfer degree is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." The Liberal Arts degree in an area of emphasis is designed to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. A student can earn only one A.A. in Liberal Arts (Transfer or Non-transfer) with a single area of emphasis.

Students must fulfill the following requirements in order to earn the Liberal Arts Non-transfer degree:

1. A student can earn only one A.A. in Liberal Arts (Non-Transfer or Transfer) with a single area of emphasis. Complete at least 18 units with a "C" grade or better in one of the five following areas of emphasis:
   I. Arts and Humanities
   II. Communications and Media
   III. Social and Behavioral Sciences
   IV. Science and Math
   V. Cultural and Global Studies

2. Fulfill the graduation requirements in general education of at least 25 units.

3. Meet proficiency requirements in Reading, Writing, Mathematics, and Information Competency. Where appropriate, courses completed in an area of emphasis may also be used to complete a GE area.

4. Complete additional elective units as needed to meet the minimum 60 total units for the degree.

ASSOCIATES OF ARTS DEGREE WITH TRANSFER REQUIREMENTS
The A.A. in Liberal Arts: Transfer degree is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." The Liberal Arts degree in an area of emphasis is designed to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes essential for personal and professional success. A student can earn only one A.A. in Liberal Arts (Transfer or Non-transfer) with a single area of emphasis.

Students must fulfill the following requirements in order to earn the Liberal Arts Transfer degree:

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

2. Complete CSU GE with a minimum of 39 units or IGETC requirements with a minimum of 37-39 units in full at the time of the degree.

3. Complete additional graduation requirements including the a) Reading proficiency requirement; b) Completion of Library 004 with a C or better; c) Completion of a Cultural Diversity course which can be double-counted in CSUGE or IGETC pattern; and d) Completion of one semester unit of a PE activity course (PE 1.02-11.10). Courses completed in an area of emphasis may be double-counted in a GE area.

4. Complete UC or CSU additional elective units as needed to meet the minimum 60 total units for the degree.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
AREAS OF EMPHASIS

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

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

COURSES FOR AA TRANSFER DEGREE:

ARCHITECTURE 43, 46, 47, 51, 52, 53, 56, 57, 61, 62, 63, 72
ART (HISTORY) 1A, 1B, 1D, 1E, 4, 10, 13, 14
ENGLISH 1A, 1C, 1D, 5A, 5B, 6A, 6B, 7A, 7B, 10, 41, 43, 44, 47, 48, 49, 70A, 70B
PHILOSOPHY 1, 2, 3, 4, 5, 6, 12, 16, 17, 21, 22
PHOTOGRAPHY 1, 2
PHYSICAL ED TH 51
THEATRE ARTS 1A, 2A, 10, 14A, 14B, 15, 19A, 20, 30, 40A, 40B

COURSES FOR AA NON-TRANSFER DEGREE:

ARCHITECTURE 43, 46, 47, 51, 52, 53, 56, 57, 61, 62, 63, 72
ART (HISTORY) 1A, 1B, 1D, 1E, 4, 10, 13, 14
ENGLISH 1A, 1C, 1D, 5A, 5B, 6A, 6B, 7A, 7B, 10, 41, 43, 44, 47, 48, 49, 70A, 70B
PHILOSOPHY 1, 2, 3, 4, 5, 6, 12, 16, 17, 21, 22
PHOTOGRAPHY 1, 2
PHYSICAL ED TH 51
THEATRE ARTS 1A, 2A, 10, 14A, 14B, 15, 19A, 20, 30, 40A, 40B

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

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

COURSES FOR AA TRANSFER DEGREE:

ADMINISTRATION OF JUSTICE 21
ART 39A, 39B, 39C, 55, 58, 60A, 60B
BUSINESS 40, 56, 72, 76, 81
COMMUNICATION STUDIES 1, 4, 8, 10, 20
COUNSELING 23A, 23B, 23C, 23D, 24, 25
DM/IS 24, 24A, 25, 25B, 72
ENGLISH 1A, 1C
JOURNALISM 1, 21A, 53, 55, 57
THEATRE ARTS 1A, 3A, 3B, 5A, 5B, 6A, 6B, 7A, 7B, 7C, 8A, 8B, 9, 30, 35A

COURSES FOR AA NON-TRANSFER DEGREE:

ADMINISTRATION OF JUSTICE 21
ART 39A, 39B, 39C, 55, 60A, 60B
BUSINESS 40, 56, 72, 81
COMM STUDIES 1, 4, 8, 10, 20, 25
COMP APPLICATIONS 41, 42A, 42B, 43B, 46B, 46C, 46D, 46F
COUNSELING 23A, 23B, 23C, 24
ENGLISH 1A, 1C
THEATRE ARTS 1A, 3A, 3B, 5A, 5B, 6A, 6B, 7A, 7B, 7C, 8A, 9, 30, 35A
PARK MANAGEMENT 24

III. SOCIAL AND BEHAVIORAL SCIENCES: Select a minimum of 18 units from the following Social & Behavioral Science courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.)

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

COURSES FOR AA TRANSFER DEGREE:

ANTHROPOLOGY 1
ASTRONOMY 1, 2 (lab), 10, 10L, 11, 11L, 14, 20, 21, 30
BIOLOGY 10, 11, 12, 13, 14, 15, 18, 22, 23, 24, 34, 35, 36, 41, 42, 43, 45, 46, 47, 48, 55, 56, 57
CHEMISTRY 1A, 1B, 2, 10, 12A, 12B, 30A, 30B
COMPUTER INFORMATION SYSTEMS 4A, 4A1, 4B, 4B1, 5, 11
ECONOMICS 10
ENGINEERING 10, 20, 21, 22, 23, 24, 25
GEOGRAPHY 1
GEOL 1A, 1B, 2B, 15, 20
HTECH 4
MATH D, G, 1, 2, 3A, 3B, 3A, 3A, 3B, 4, 4B, 4C, 8, 10, 12, 14, 19
NUTRITION STUDIES 15, 22
OCEANOGRAPHY 10
PARK MANAGEMENT 14
PHYSICAL SCIENCE 10, 20, 30, 40
PSYCHOLOGY 1, 2, 7
PHYSICS 1, 2A, 2B, 4A, 4B, 4C, 4D, 10

COURSES FOR AA NON-TRANSFER DEGREE:

HEALTH EDUCATION 8, 10, 12
HISTORY 4A, 4B, 8A, 8B, 12, 14, 16, 17A, 17B, 20
LEARNING SKILLS 1
POLITICAL SCIENCE 1, 2, 3, 4, 5
PSYCHOLOGY 1, 9, 12, 17, 25, 30
SOCIOLOGY 1, 2, 3, 20, 40, 45

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
ANTHROPOLOGY 1, 2 (lab), 10, 10L, 11, 11L, 14 add: 20, 21, 30

BIOLGY 10, 11, 12, 13, 14, 15, 18, 22, 23, 24, 34, 35, 36, 41, 42, 43, 45, 46, 47, 48, 55, 56, 57

CHEMISTRY 1A, 1B, 2, 10, 12A, 12B, 30A, 30B

COMP INFORMATION SYSTEMS 2, 4A, 5, 11, 4A1, 4B, 4B1

ECONOMICS 10

ENGINEERING 10, 20, 21, 22, 23, 24, 25

GEOGRAPHY 1

GEOLoGY 1A, 1B, 2B, 15, 20

HEALTH CARE Technologies 4

MATH 104, 105, 106, 106R, 107, D, G, 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 10, 12, 14, 19

NUTRITION STUDIES 15, 22

OCEANOGRAPHY 10

PARK MANAGEMENT 10

PHYSICAL SCIENCE 10, 20, 30, 40

PHYSICS 12, 4A, 4B, 4C, 4D 10

PSYCHOLOGY 2, 7

V. CULTURAL AND GLOBAL STUDIES: Select a minimum of 18 units from the following Cultural and Global Studies courses. For breadth, include at least two disciplines in your selection. Courses can be counted toward completion of General Education requirements. (Honors courses also meet emphasis requirements.) Note: A maximum of 10 units of foreign language (world language) credit can be applied to this area of emphasis. The courses in this area emphasize how we function effectively and live harmoniously in a pluralistic society in an increasingly global environment. The focus of this area is to foster a sense of inquiry about cultural differences and similarities. With this as a focus, the courses further acknowledge the experience, scholarship, and accomplishments of the many cultures in our society and in the world.

COURSES FOR AA TRANSFER DEGREE:

ANTHROPOLOGY 1, 2, 3, 4, 55

ART 7, 10, 12A, 12B, 13, 14

ARABIC 1A, 50A, 50B

CHILD STUDIES 5, 53

CHINESE 1A, 50B

COMMUNICATION STUDIES 12

COUNSELING 50

ENGLISH 12, 13, 16, 18, 46

Farsi 50A, 50B

FRENCH 1A, 1B, 2A, 2B, 50A, 50B, 57A, 57B, 58A

GEOGRAPHY 2, 6

GERMAN 1A, 1B, 2A, 2B, 50A, 50B

HISTORY 3, 5A, 5B, 8A, 8B, 12, 14, 16

ITALIAN 1A, 1B, 2A, 2B, 50A, 50B

JAPANESE 1A, 1B, 2A, 2B, 50A, 50B, 58A

MUSIC 55

NUTRITION STUDIES 20

PHILOSOPHY 4, 16, 21

PHYSICAL EDUCATION THEORY 51

POLITICAL SCIENCE 4, 5

PORTUGUESE 1A, 1B

PSYCHOLOGY 9

RUSSIAN 1A, 1B, 50A, 50B

SIGN LANGUAGE (AMERICAN) 60A, 60B

SOCIOLOGY 20

SPANISH 1A, 1B, 2A, 2B, 50A, 50B, 51A, 51B, 57A, 57B, 58A

WOMEN’S STUDIES 1, 2

COURSES FOR AA NON-TRANSFER DEGREE:

ANTHROPOLOGY 1, 2, 3, 4, 55

ART 7, 10, 12A, 12B, 13, 14

ARABIC 1A, 50A, 50B

CHILD STUDIES 5, 53

CHINESE 1A, 50A, 50B

COMMUNICATION STUDIES 12

COMPUTER APPLICATIONS 65

COUNSELING 50

ENGLISH 12, 13, 16, 18, 46

Farsi 50A, 50B

FRENCH 1A, 1B, 2A, 2B, 50A, 50B, 57A, 57B, 58A, 58B, 58C

GEOGRAPHY 2, 6

GERMAN 1A, 1B, 2A, 2B, 50A, 50B

HISTORY 3, 5A, 5B, 8A, 8B, 12, 14, 16

ITALIAN 1A, 1B, 2A, 2B, 50A, 50B

JAPANESE 1A, 1B, 2A, 2B, 50A, 50B, 58A

MUSIC 55

NUTRITION STUDIES 20

PHILOSOPHY 4, 16, 21

PHYSICAL EDUCATION THEORY 51

POLITICAL SCIENCE 4, 5

PORTUGUESE 1A, 1B

PSYCHOLOGY 9

RUSSIAN 1A, 1B, 50A, 50B

SIGN LANGUAGE (AMERICAN) 60A, 60B

SOCIOLOGY 20

SPANISH 1A, 1B, 2A, 2B, 50A, 50B, 51A, 51B, 57A, 57B, 58A

WOMEN’S STUDIES 1, 2

The focus of this area is to foster a sense of inquiry about cultural differences and similarities. With this as a focus, the courses further acknowledge the experience, scholarship, and accomplishments of the many cultures in our society and in the world.

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

Prerequisites and Corequisites are Mandatory. See page 5 for specific information.

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

Recommended preparations are advisory.

This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
Marketing and Sales
(Also see BUSINESS ADMINISTRATION/REAL ESTATE)

THE FACULTY
Heidi Diamond
Jim Henderson
Lance Shoemaker

DIVISION Business
DIVISION CHAIR Heidi Diamond
DEPARTMENT CO-CHAIRS Heidi Diamond
Lance Shoemaker

PHONE 408-741-2426
408-741-2436

EMAIL heidi.diamond@westvalley.edu
lance.shoemaker@westvalley.edu

COUNSELING 408-741-2009

BUS 040 SALES STRATEGIES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course includes the nature and concept of sales principles and strategies; careers in selling including manufacturer’s representatives, wholesale salespersons, retail salespersons, specialty salespersons and sales engineers; each category is explored in depth; issues on how to approach a prospect, how to prospect, qualify, make an effective sales presentation by using the stimulus-response method, the formula method, and the needs-satisfaction method are explored. Students taking this class will learn how to succeed in sales regardless of their chosen field. Motivation of the customer, handling customer objections and complaints, closing the sale, and follow up procedures are explored in depth. Pass/No Pass Option

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

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

Mathematics

THE FACULTY
Greg Allen
Stan Benkoski
Steve Blasberg
Alyson Butcher
Brad Chin
Chris Dyer
Gretchen Ehlers
Larry Handa
Faun Maddux
Kim Pham
Amy Vu
Betty Weiss
Rebecca Wong

DIVISION Science & Mathematics
DIVISION CHAIR Rebecca Wong
DEPARTMENT CHAIR Alyson Butcher
PHONE 408-741-2590

EMAIL alyson.butcher@westvalley.edu

COUNSELING 408-741-2009

Mathematics is a multifaceted subject of great beauty and application. The study of math explores some of the deepest questions and puzzles that have ever been encountered and equips the student with a universal language used to study quantities and relationships in all fields. Through the study of mathematics, the student develops both the ability to think logically and abstractly as well as the problem-solving and computational skills necessary for success in any field of study.

Highlights
- A professional and innovative staff committed to providing the best possible mathematics education, including the use of computers and multimedia presentations in the teaching of mathematics.
- A comprehensive mathematics curriculum addressing the needs of both the transfer student and the non-transfer student.
- A math resource center providing free tutoring and alternative modes of instruction and support for students
- A technology-mediated alternative for students in arithmetic and algebra.

Learning Outcomes
After completing an Associate of Arts degree in Mathematics, a student will be able to:
- Solve problems using mathematical symbols, operations, and techniques appropriate to the course content and level of study.
- Apply appropriate technology including calculators and computers to the solution of mathematical problems;
- Demonstrate computational, estimation, and problem-solving skills;
- Construct mathematical models of physical problems, draw conclusions from these models, and communicate their conclusions;
- Formulate and test mathematical conjectures;
- Adapt general mathematical techniques to course-specific problems.
Career Options
- Actuary
- Appraiser
- Assessor
- Auditor
- Biometrician
- Budget Analyst
- Casualty Rater
- Computer Programmer
- Controller
- Demographer
- Doctor
- Econometrician
- Engineering Analyst
- Epidemiologist
- Financial Analyst
- Investment Analyst
- Lawyer
- Management Scientist
- Mathematician
- Operations Researcher
- Public Opinion Analyst
- Statistician
- Surveyor
- Systems Analyst
- Teacher
- Urban Planner

Degree
A.A., Mathematics

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

MATHEMATICS (A.A. Degree)

Major Requirements:

Course | Units
--- | ---
MATH 003AB Analytical Geometry and Calculus | 5-5
MATH 004A Intermediate Calculus | 4
*MATH 004B Differential Equations | 4
PHYS 004ABC Engineering Physics | 5-5-5

Required electives from Recommended List | 3

*M *Upper Division at SJSU

Recommended Electives:

Course | Units
--- | ---
ENGR 021 Intro to Computing for Scientists and Engineers | 3
*MATH 004C Linear Algebra | 4
MATH 019 Discrete Mathematics | 4
*Upper Division at SJSU

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

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

MATH 000D TRIGONOMETRY
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 104 AND MATH 106 (or 108R); or qualifying score on Placement Test and proof of Geometry and Algebra II.
Acceptable for credit: California State University
This course covers trigonometric functions including applications to right triangles, circular functions, radian measure, graphs, trigonometric identities, inverse trigonometric functions, vectors & complex numbers.

MATH 000G MATHEMATICS FOR THE LIBERAL ARTS STUDENT
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 106 (or 108R); or qualifying score on Placement Test and proof of Algebra II
Acceptable for credit: California State University
This course introduces students to creative mathematical thinking and problem solving. Topics include logic, geometry, applications of exponential and logarithmic functions, and the mathematics of probability and statistics. It is intended to provide a survey of current mathematical techniques for the non-specialist.

MATH 001 PRE-CALCULUS ALGEBRA
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 (or 108R); or qualifying score on Placement Test and proof of Algebra II
Acceptable for credit: University of California, California State University

MATH 004A INTERMEDIATE CALCULUS
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 003B or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University

MATH 004B DIFFERENTIAL EQUATIONS
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 004A or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University

MATH 0003A CALCULUS & ANALYTICAL GEOMETRY
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 001 AND MATH 000D or MATH 002 or qualifying score on Placement Test and proof of Pre-Calculus and Trigonometry.
Acceptable for credit: University of California, California State University

MATH 0003B CALCULUS & ANALYTICAL GEOMETRY
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 003A or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University

MATH 004A INTERMEDIATE CALCULUS
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 003B or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University

MATH 004B DIFFERENTIAL EQUATIONS
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 003B or qualifying score on Placement Test and proof of Calculus II.
Acceptable for credit: University of California, California State University

This course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. It introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, singular points, Laplace transforms and linear systems.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED: preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
MATH 004C LINEAR ALGEBRA
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 003B or qualifying score on Placement Test and proof of Calculus II. Acceptable for credit: University of California, California State University
This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. It investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

MATH 008 FINITE MATHEMATICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II. Acceptable for credit: University of California, California State University
This course covers linear equations, systems of equations and inequalities, linear programming, set theory, elements of probability, mathematics of finance, and Markov chains. Particular emphasis is placed on applications.

MATH 010 ELEMENTARY STATISTICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II. Acceptable for credit: University of California, California State University
This course covers descriptive and inferential statistics including data analysis, correlation, linear regression, probability, probability distributions, parameter estimation and hypothesis testing. Particular emphasis will be placed on applications.

MATH 010H HONORS ELEMENTARY STATISTICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II. Acceptable for credit: University of California, California State University
The course is designed for students who have some background in elementary algebra, but who need a review of elementary arithmetic skills, problem analysis, problem solving, and graphing linear equations, and development of further skills before taking elementary algebra.

MATH 012 APPLIED CALCULUS
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II. Acceptable for credit: University of California, California State University
This course covers simple techniques of differential and integral calculus and their most common applications. This course also handles the limit concept intuitively and is suitable for business, social science and life science majors. It is not equivalent to MATH 003A.

MATH 014 MATH FOR ELEMENTARY SCHOOL TEACHERS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 106 (or 106R); or qualifying score on Placement Test and proof of Algebra II. Acceptable for credit: California State University
This course covers the real number system, numeration system, elementary number theory, and problem solving. Technology and hands-on experiences are integrated throughout this course. It is designed to fulfill the lower division mathematics requirement for students planning to enter a multiple subject teaching credential program.

MATH 019 DISCRETE MATHEMATICS
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 001 or MATH 002 or qualifying score on Placement Test and proof of Pre-Calculus. Acceptable for credit: University of California, California State University
This course covers discrete mathematics appropriate for computer applications. Topics are drawn from graphs and trees, sets, logic, mathematical induction, functions and relations, recursion, sequences and series, matrices, combinatorics, probability theory and Boolean algebra.

MATH 024 PLANE GEOMETRY
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test. Acceptable for credit: California State University
This course covers the basic concepts of plane geometry with emphasis on deductive reasoning. The topics include lines, angles, polygons, circles, congruence, similarity, parallelism, perpendicularity, lengths, areas and volumes.

MATH 025 PREPARATION FOR INTERMEDIATE ALGEBRA
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test. Acceptable for credit: California State University
This course reviews topics from elementary algebra and also covers functions, including logarithmic and exponential, and complex numbers.

MATH 026 INTERMEDIATE ALGEBRA
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 003B or qualifying score on Placement Test. Acceptable for credit: California State University
This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. It investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

MATH 030 ALGEBRA FOR ELEMENTARY SCHOOL TEACHERS
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test. Acceptable for credit: California State University
This course covers the real number system, numeration system, elementary number theory, and problem solving. Technology and hands-on experiences are integrated throughout this course. It is designed to fulfill the lower division mathematics requirement for students planning to enter a multiple subject teaching credential program.

MATH 102 APPLIED CALCULUS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 003B or qualifying score on Placement Test and proof of Calculus II. Acceptable for credit: University of California, California State University
This course covers simple techniques of differential and integral calculus and their most common applications. This course also handles the limit concept intuitively and is suitable for business, social science and life science majors. It is not equivalent to MATH 003A.

MATH 104 PLANE GEOMETRY
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 103 or 103R or qualifying score on Placement Test. Acceptable for credit: California State University
This course covers the basic concepts of plane geometry with emphasis on deductive reasoning. The topics include lines, angles, polygons, circles, congruence, similarity, parallelism, perpendicularity, lengths, areas and volumes.

MATH 106 INTERMEDIATE ALGEBRA
5 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test. Acceptable for credit: California State University
This course reviews topics from elementary algebra and also covers functions, including logarithmic and exponential, and complex numbers. This course is designed for students who have had previous instruction in intermediate algebra.

MATH 106R INTERMEDIATE ALGEBRA
4 units
Lecture 4 hours; lab 0 hours
Prerequisite: MATH 103 (or 103R); or qualifying score on Placement Test. Acceptable for credit: California State University
This accelerated course reviews topics from elementary algebra and also covers functions, including logarithmic and exponential, and complex numbers. This course is designed for students who have had previous instruction in intermediate algebra.

MATH 109 ARITHMETIC FUNCTIONS
3 units
Lecture 3 hours; lab 0 hours
This course is a review and practice of fundamental arithmetical skills, problem analysis, problem solving, and practical applications. Pass/No Pass Option

MATH 109P PRE-ALGEBRA
3 units
Lecture 3 hours; lab 0 hours
This course is designed for students who have a solid foundation in arithmetic skills but who need to develop further skills before taking elementary algebra. This course is intended to serve as a bridge between arithmetic functions and elementary algebra. Topics include operations with signed numbers, evaluating algebraic expressions, operations with polynomials, solving and graphing linear equations, and developing problem-solving skills with an emphasis on concrete representations for abstract algebraic concepts. Pass/No Pass Option
MATH 091 DIRECTED STUDIES
1 unit (See department for schedule)
Lecture 0 hours; lab 0 hours
Prerequisites: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
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)

MATH 903P PREPARATION FOR
ELEMENTARY ALGEBRA
0.5 unit
Lecture 0 hours; lab 1.5 hours
This course is a preparation for Math 103. In this course, students have the opportunity to develop the appropriate entry-level math and study skills needed in Elementary Algebra by using a web-based computer algebra system. Pass/No Pass Only

MATH 002A INNOVATIVE LEADERSHIP
3 units
Lecture 2 hours; lab 3 hours
Acceptable for credit: California State University
Explores the dimensions of creative and innovative leadership strategies and styles by studying historical cases and engaging in interactive exercises. Students practice aspects of personal motivation and team building through the context of planning, executing and assessing team exercises.
Focus will be on the continued development of the knowledge of leadership values and attributes through an understanding of one national customs and courtesies. Leadership case studies provide tangible context for learning individual Creeds and Organizational Ethos. Two 60-minute classes per week. Weekly 3-hour labs per quarter. One evening military formal dinner.

MILSC 002B LEADERSHIP IN CHANGING ENVIRONMENTS I & II
2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: California State University
Examine the challenges of leading in complex contemporary operational environments. Dimensions of the cross-cultural complexities of leadership in a constantly changing world and their application to leadership tasks and situations. Case studies and importance of teamwork and tactics in real world settings. Review plans and orders that enable small units to complete assigned tasks. This includes The Military Decision Making Process and planning techniques used to develop orders and briefing both plans and decisions. Two 60-minute classes per week. Ten 3-hour labs per semester. One four-day field training exercise away from the University. One evening military formal dinner.
For more information, call the Military Science Department at Santa Clara University, (408) 554-4034.

Air Force ROTC
ROTC 001A, 001B THE FOUNDATION OF
THE UNITED STATES AIR FORCE
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course introduces students to the Air Force and AFROTC with an overview of basic characteristics, missions, and organization of the Air Force; additional topics include officer ship and professionalism, career opportunities, military customs and courtesies, and an introduction to communications skills. Notes: Year course. Enrollment in leadership lab is required.

ROTC 002A, 002B THE EVOLUTION OF
USAF AIR & SPACE POWER
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course examines general aspects of air and space power through historical study and analysis and provides the student with a knowledge level understanding of the capabilities, function and doctrinal employment of aerospace forces; emphasizes development of oral and written communication skills. Notes: Year course. Enrollment in leadership lab is required.
Music

THE FACULTY
Robert Cornejo
Louis De La Rosa
Jeff Forehan
Gus Kambeitz

DIVISION Fine Arts
DIVISION CHAIR Chris Cryer
DEPARTMENT CHAIR Lou De La Rosa
PHONE 408-741-4663
EMAIL lou.delarosa@westvalley.edu
COUNSELING 408-741-2009

The West Valley College Music Department offers a comprehensive curriculum of courses including music theory, music appreciation, music history and literature, instrumental music, and voice. Music Department curriculum accommodates students with various goals and levels of experience. The Music Department faculty facilitates a supportive, creative learning environment where all students may explore their creative interests. Instructional emphasis is placed on:

• music fundamentals, practices, and techniques;
• skill building in piano, guitar, jazz ensembles, symphonic band, and vocal choirs;
• performance opportunities; and
• exploring creativity and self-expression.

Highlights
• All Steinway pianos
• Digital Music Center
• Musical Theater Collaborative - MTC
• Performance opportunities in choral, and instrumental ensembles
• Integrated learning opportunities in Fine Arts - Music, Art, Theater Arts, Film.
• Professional teaching faculty
• A variety of music courses available online
• Focused workshops with music professionals

Learning Outcomes
After completing an Associate of Arts degree in Music, a student will be able to:
• Critique musical performances;
• Work independently and collaboratively;
• Read and write music notation for a specific instrument;
• Demonstrate performance proficiency as related to historical eras and diverse musical styles.

Commercial Music Certificate
After completing a certificate in Commercial Music, a student will be able to:
• Demonstrate digital audio workstation skills specific to multi-track recording, mixing, sound design, sequencing, and composition.

Career Options
• Accompanist
• Arranger
• Choir Director
• Composer
• Conductor
• Copyist
• Guitar Performance
• Instrumental Instructor

• Music Criticism
• Music Director
• Music Instructor
• Music Librarian
• Music Publishing
• Music Therapy
• Opera
• Piano Performance
• Private Teaching
• Producer
• Public Teaching
• Soloist
• Studio Performer
• Vocal Instructor
• Vocal Performance

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

Degree
A.A. degree, Music

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

MUSIC (A.A. Degree)

Major Requirements (24 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 003A</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC 003B</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC 004A</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC 004B</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC 030AB</td>
<td>1-1</td>
</tr>
<tr>
<td>MUSIC 031AB</td>
<td>1-1</td>
</tr>
<tr>
<td>MUSIC 039</td>
<td>1</td>
</tr>
</tbody>
</table>

Ensemble Courses (4 semesters required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 040ABC</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 048ABC</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 049</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 051A</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 060ABC</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 061</td>
<td>2</td>
</tr>
</tbody>
</table>

Electives (5 units required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 001</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 002</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 006</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 009</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 010</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 020</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 022</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 026</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 027</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 032ABC</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 033AB</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 036</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 036B</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 038A</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 042</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 043AB</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 044</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 052A</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 054</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 055</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 056</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 062A</td>
<td>1</td>
</tr>
<tr>
<td>MUSIC 063A</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 063B</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 064</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 067A</td>
<td>3</td>
</tr>
</tbody>
</table>

MUSIC 068 Synthesis, CG Orches.3
MUSIC 069 Comm. Music Theory/Song.Writ.3
MUSIC 070 Music Technology Lab 1
MUSIC 091, 092, 093 Directed Studies 1-3
MUSIC 099 Practice Lab 1

To be awarded an A.A. Degree, a student must complete:
1. All the major requirements
2. Minimum four ensemble courses distributed over four semesters
3. Minimum five units from electives
4. Additional units to meet the college graduation requirements.

NOTES:
1. Piano majors may meet the MUSIC 030A, B and 031A, B requirement via credit by examination.
2. Music majors considering a career in music education should enroll in music electives MUSIC 027,032A, B, C, 036, and 042.

MUSIC 001 MUSIC HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

This course is a chronological study of music from early origins to 1750, with emphasis on stylistic considerations as demonstrated by significant composers and their representative works.

MUSIC 002 MUSIC HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

This course is a chronological study of music from 1750 to the present, with emphasis on stylistic considerations as demonstrated by significant composers and their representative works.

MUSIC 003A MUSIC THEORY LEVEL 1
4 units
Lecture 4 hours; lab 1 hour
Acceptable for credit: University of California, California State University

This course is a course for music majors/minors in the technical aspects of music: scales, intervals, triads and their inversions, harmonization of melodies and basses, sight singing with syllables and numbers, rhythm, and beginning analysis; melodic, harmonic, and rhythmic dictation (ear training); harmonization, using principal and secondary triads in root position and 1st and 2nd inversions; elementary keyboard harmony. Pass/No Pass Option

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
MUSIC 003B MUSIC THEORY LEVEL 2
4 units
Lecture 4 hours; lab 1 hour
Acceptable for credit: University of California, California State University
This is a course for music majors/minors in the technical aspects of music: scales, intervals, triads and their inversions, harmonization of melodies and basses, sight singing with syllables and numbers, rhythm, and beginning analysis; melodic, harmonic, and rhythmic dictation (ear training); harmonization, using principal and secondary triads in root position and 1st and 2nd inversions; elementary keyboard harmony. Pass/No Pass Option

MUSIC 004A MUSIC THEORY LEVEL 3
4 units
Lecture 4 hours; lab 1 hour
Recommended preparation: MUSIC 003A or 003B
Acceptable for credit: University of California, California State University
This is the study of more advanced harmonic, rhythmic and melodic material, with emphasis on chromatic harmony, modulation, survey and analysis of musical styles and period techniques, including those of the 20th century is covered. Four-part writing using secondary dominants, the Neapolitan, French, German and Italian sixths is studied. Students also have an opportunity to learn advanced sight singing in one and two parts along with melodic and harmonic dictation in the treble, alto and bass clefs, using more chromatic materials. There is laboratory work in keyboard harmony. Pass/No Pass Option

MUSIC 004B MUSIC THEORY LEVEL 4
4 units
Lecture 4 hours; lab 1 hour
Recommended preparation: 003A or 003B or 004A
Acceptable for credit: University of California, California State University
This is the study of more advanced harmonic, rhythmic and melodic material, with emphasis on chromatic harmony, modulation, survey and analysis of musical styles and period techniques, including those of the 20th century. There is instruction on four-part writing using secondary dominants, the Neapolitan, French, German and Italian sixths. Also included is advanced sight singing in one and two parts; and Melodic and harmonic dictation in the treble, alto and bass clefs, using more chromatic materials. Laboratory work in keyboard harmony. Pass/No Pass Option

MUSIC 005 FUNDAMENTALS OF MUSIC
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed for the student who wants a beginning background in the theory of music. The course includes: basic musical notation, rhythm and meter, major and minor scales, major and minor key signatures, intervals and inversions, triads (major, minor, diminished and augmented); some seventh chords, inversions of triads and seventh chords, elementary formal and harmonic analysis, and ear training for all of the above, plus some sight singing and melodic dictation. This is NOT a music major course. Pass/No Pass Option

MUSIC 006 INTRODUCTION TO MUSIC EDUCATION
2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: California State University
This course covers the basics of teaching music in the public schools. The topics covered include pedagogical methods, classroom control and lesson planning. Pass/No Pass Option

MUSIC 009 JAZZ - PAST & PRESENT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course introduces the development and evolution of jazz in the United States. Analysis of the elements of jazz with attention to stylistic differences throughout its history (1890 to present).

MUSIC 010 MUSIC APPRECIATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This is a basic introductory course for the student without previous training in music listening or performance. The students are given an opportunity for development of enjoyment and appreciation through active and guided listening to such musical forms as symphony, opera, tone poem, ballet, and concerto from early times to the present. The periods of Pre-Baroque (to 1600); Baroque (1600-1750); Classic (1750-1825); Romantic age (1825-1900); Nationalism; Modern (Jazz, Rock, Electronic Music) are covered. The hours by arrangement per week is for extra performances given.
MUSIC 020 EAR TRAINING
FUNDAMENTALS
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
A laboratory in ear training for those whose background in music has not included systematic training of the ability to hear pitches, intervals, triads, progressions, rhythmic patterns, etc. Correlated with, and supplementary to, MUSIC 003AB and 004AB, this laboratory will provide much more time to concentrate on the difficulties many students experience at this stage in music study, apart from the written and keyboard aspects of their formal study. Pass/No Pass Option

MUSIC 022 COLLEGE CHAMBER
ENSEMBLE
1.5 units
Lecture 1 hour; lab 2 hours
Prerequisite: MUSIC 042
Acceptable for credit: University of California, California State University
A vocal-instrument ensemble performing the literature of Renaissance and Baroque periods and other chamber music. Enrollment in the ensemble by audition. Pass/No Pass Option

MUSIC 026 TECHNIQUES OF JAZZ-ROCK
GUITAR
1 unit
Lecture 1 hour; lab 1 hour
Recommended preparation: MUSIC 005
Acceptable for credit: University of California, California State University
Students will have the opportunity to study, analyze, and perform chord progressions, chord substitutions, scales and modes, guitar picking, improvising, position playing, and chord-solo playing. Pass/No Pass Option

MUSIC 027 INTRODUCTION TO JAZZ
PIANO
1 unit
Lecture 1 hour; lab 1 hour
Recommended preparation: MUSIC 005
Acceptable for credit: University of California, California State University
A study of basic harmonies and voicings at the keyboard as applied to jazz and "popular music." An in-depth analysis of chord progressions, substitutions, "comping" techniques and solo improvisational playing. Pass/No Pass Option

MUSIC 030A BEGINNING PIANO
1 unit
Lecture 1 hour; lab 1 hour
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 is included. Pass/No Pass Option

MUSIC 030B BEGINNING PIANO
1 unit
Lecture 1 hour; lab 1 hour
Prerequisite: MUSIC 030A or demonstrated skills
Acceptable for credit: University of California, California State University
This is a beginning keyboard study for students with no previous training in piano. Study of note reading, the clefs, simple pieces, scales, arpeggios and exercises is included. Pass/No Pass Option

MUSIC 031A, B INTERMEDIATE PIANO
1 unit each
Lecture 1 hour; lab 1 hour
Recommended preparation: MUSIC 030B before 031A; 031A or 030B before 031B
Acceptable for credit: University of California, California State University
A continuation of 030A and 030B. Designed for those who wish to continue to improve their keyboard skills through the study of scales, arpeggios, exercises, and exciting keyboard works of different periods and styles. Class activities include duets and class ensemble playing.
MUSIC 032A BEGINNING VOICE: CLASSICAL MUSIC
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using classical solo literature. Topics covered include posture, breath support, articulation, and common vocal problems. Pass/No Pass Option

MUSIC 032B BEGINNING VOICE: FOLK MUSIC
1 unit
Lecture 1 hour; lab 1 hour
Prerequisite: MUSIC 032A
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using solo and small ensemble folk literature from around the world. Topics covered include posture, breath support, articulation, and common vocal problems. Pass/No Pass Option

MUSIC 032C BEGINNING VOICE: MUSICAL THEATER
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using Musical Theater solo literature. Topics covered include posture, breath support, articulation, and common vocal problems. Pass/No Pass Option

MUSIC 033A, B INTERMEDIATE VOICE
1 unit each
Lecture 1 hour; lab 1 hour
Recommended preparation: MUSIC 032A or 032B before 033A; 033A is recommended before 033B
Acceptable for credit: University of California, California State University
Elements of vocal production, song interpretation, voice placement, and basic music theory for singers; learning art song repertoire, vowel and consonant use; overcoming nervousness in singing; vocal exercises.

MUSIC 036 INTERMEDIATE GUITAR
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University
This course offers group instruction in vocal technique using classical solo literature. Topics covered include posture, breath support, articulation, and common vocal problems. Pass/No Pass Option

MUSIC 036B INTERMEDIATE GUITAR
1 unit
Lecture .5 hours; lab 1.5 hours
Recommended Prep: Basic Guitar skills beyond 1 year of study.
Acceptable for credit: University of California, California State University
This intermediate level course emphasizes further study in reading music and playing in first through seventh position. The course also offers extended study of scales, chords, and major and minor keys. This course requires public performances both on campus and in the community. Pass/No Pass Option

MUSIC 038A ADVANCED PIANO: BAROQUE MUSIC
1 unit
Lecture .5 hours; lab 1.5 hours
Recommended preparation: MUSIC 031B
Acceptable for credit: University of California, California State University
This course offers a survey of advanced music for the piano and other keyboard instruments from the Baroque Period. Assignments include preparation and performances of selected Baroque piano repertoire. Discussions and projects are related to well-known repertoire, literature and appropriate performance practices. Students are assigned new musical works from the vast amount of repertoire that is available, allowing the student to continue the development of his/her technical abilities. Pass/No Pass Option

MUSIC 039 APPLIED MUSIC
1 unit
Lecture 1 hour; lab 0 hours
Prerequisite: Permission to register for credit and placement examination by the college MUSIC staff to determine level of competence in performing a musical instrument or voice. One private per week; periodic examination given by MUSIC staff
Acceptable for credit: University of California, California State University
Applied Music, intended for music majors, provides the opportunity for individual instruction in voice, piano, or instrument with an approved private teacher. The West Valley College Music Department will provide a list of approved private teachers. A minimum of 16 music lessons per semester must be verified. Beginning placement, mid-term and final recital will be administered and evaluated by the West Valley College Music Department faculty.

MUSIC 040A CHAMBER SINGERS - EARLY MUSIC
2 units
Lecture 1 hour; lab 0 hours
Acceptable for credit: University of California, California State University
Chamber Singers is a choral ensemble open to all students by audition. The Chamber Singers perform a wide range of music in concerts and choral festivals throughout the region. The literature performed in this class is primarily from the classical eras of music history (Classical, Romantic), though other literature may also be programmed. Pass/No Pass Option

MUSIC 040B CHAMBER SINGERS - CLASSICAL MUSIC
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University
Chamber Singers is a choral ensemble open to all students by audition. The Chamber Singers perform a wide range of music in concerts and choral festivals throughout the region. The literature performed in this class is primarily from the classical eras of music history (Impressionist, 20th Century, 21st Century), though other literature may also be programmed. Pass/No Pass Option

MUSIC 042 COLLEGE CHORALE
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University
College Chorale is a large ensemble open to all students by audition. Choral literature, representing various styles and periods, will be rehearsed and performed. A uniform fee may be required.

MUSIC 043A, B TECHNIQUES OF JAZZ IMPROVISATION
2 units each
Lecture 2 hours; lab 2 hours
Recommended preparation: MUSIC 043A before 043B
Acceptable for credit: University of California, California State University
A study of jazz harmony, melody and rhythm, found in contemporary jazz music, designed to provide knowledge of basic materials and practices necessary for performing in the jazz idiom. Pass/No Pass Option

MUSIC 044 MUSICAL THEATER & OPERA SCENES
2 Units
Lecture 1 hour; lab 3 hours
Recommended preparation: Music 032C and or Music 033A and or Music 033B and or THEA 040A
Acceptable for credit: California State University
This course provides students the opportunity to apply vocal and theatrical skills necessary for a staged performance in the opera and musical theatre genres. Audition required. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
MUSIC 045A SYMPHONY ORCHESTRA
1 unit
Lecture 1 hour; lab 2 hours
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Classical era. Emphasis is on group participation and public performance. Attendance at all scheduled performances is required.

MUSIC 045B SYMPHONY ORCHESTRA: ROMANTIC
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to read music and to play an orchestral instrument.
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Romantic era. The emphasis is on group participation and public performance. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is also required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 045C SYMPHONY ORCHESTRA: 20TH CENTURY
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to read music and play an orchestral instrument at an intermediate to advanced level.
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on the Twentieth Century. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 045D SYMPHONY ORCHESTRA: AMERICAN COMPOSERS
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to read music and play an orchestral instrument at an intermediate to advanced level.
Acceptable for credit: University of California, California State University
This course includes the study and performance of symphony orchestra literature focusing on American composers. Attendance at all scheduled performances is required. The ability to read music and to play an orchestral instrument is required. Admission to the class is by audition only. Pass/No Pass Option

MUSIC 046 SYMPHONIC BAND
1 unit
Lecture 1 hour; lab 2 hours
Acceptable for credit: University of California, California State University
This course is the study and performance of symphonic band repertoire of all styles and periods. The emphasis is on group participation and public performance. Attendance at all scheduled performances is required.

MUSIC 051A JAZZ ENSEMBLE
2 units
Lecture 1 hour; lab 3 hours
Recommended preparation: Ability to play a traditional jazz band instrument
Acceptable for credit: University of California, California State University
This course includes the study and performance of American jazz literature, focusing on the Big Band era. There is an emphasis on group participation and public performance. Attendance at all scheduled performances is required. Pass/No Pass Option

MUSIC 052A ENSEMBLE PERFORMANCE IN JAZZ & POPULAR MUSIC
2 units
Lecture 1 hour; lab 3 hours
Recommended preparation: MUSIC 051A and MUSIC 051B
Acceptable for credit: University of California, California State University
This course focuses on small group playing. Styles include Be-Bop, Hard Bop, Soul Jazz, Fusion, swing, and early Dixieland styles. Each group is expected to perform tunes from each of the mentioned styles.

MUSIC 054 HISTORY OF ROCK & ROLL MUSIC
3 units
Lecture 2 hours; lab 1 hour
Acceptable for credit: University of California, California State University
This course covers the history of Rock and Roll music from its inception in the mid 40's through the punk movement of the late 70's and beyond. This course examines the relationship between music, musicians, and society during this period. This course is for West Valley College AA/AS degree applicable under area C, Humanities. Pass/No Pass Option

MUSIC 055 WORLD MUSIC
3 units
Lecture 2 hours; lab 1 hour
Acceptable for credit: University of California, California State University
This course covers the developments in music from a non-western perspective. The course includes the influence of various cultures (African drumming, Javanese Gamelan, South American hand percussion) on the music of today. Pass/No Pass Option

MUSIC 056 AFR0-LATIN PERCUSSION
1 unit
Lecture 1 hour; lab 3 hours
Acceptable for credit: California State University
This is a beginning drum and Afro-Latin percussion class, open to all interested students. This course covers indigenous rhythms from Africa, Cuba, Haiti, and Brazil. The performance of these rhythms involves traditional as well as non-traditional instruments such as drum set and electronic percussion.

MUSIC 057 JAZZ ENSEMBLE
2 units
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to play a traditional jazz band instrument
Acceptable for credit: University of California, California State University
This course includes the study and performance of American jazz literature, focusing on the Big Band era. There is an emphasis on group participation and public performance. Attendance at all scheduled performances is required. Pass/No Pass Option

MUSIC 059 EARLY MUSIC
2 units
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to read music and to play a medieval instrument
Acceptable for credit: University of California, California State University
This course is open to all students by audition. The course performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the classical eras of music history (Medieval, Renaissance, Baroque), though other literature may also be programmed. Pass/No Pass Option

MUSIC 060A MASTERWORKS CHORALE - EARLY MUSIC
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: A reasonably developed singing voice; the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble
Acceptable for credit: University of California, California State University
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the classical eras of music history (Classical, Romantic), though other literature may also be programmed. Pass/No Pass Option

MUSIC 060B MASTERWORKS CHORALE - CLASSICAL MUSIC
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: A reasonably developed singing voice; the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble
Acceptable for credit: University of California, California State University
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the classical eras of music history (Classical, Romantic), though other literature may also be programmed. Pass/No Pass Option

MUSIC 060C MASTERWORKS CHORALE - MODERN MUSIC
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: A reasonably developed singing voice; the ability to READ MUSIC at the beginning level and to sing an assigned part in an ensemble
Acceptable for credit: University of California, California State University
Masterworks Chorale is a choral ensemble open to all students by audition. The ensemble performs major choral works, frequently collaborating with other choral and instrumental ensembles. The literature performed in this class is primarily from the more recent eras of music history (Impressionist, 20th Century, 21st Century), though other literature may also be programmed. Pass/No Pass Option

MUSIC 061 VOCAL JAZZ ENSEMBLE
2 units
Lecture 1 hour; lab 3 hours
Recommended preparation: Previous choral experience; ability to sing in a choral group
Acceptable for credit: University of California, California State University
Study and performance of vocal jazz and popular music literature. Performances are given for wide variety of events: service organizations, civic groups, on-campus concerts, festivals and participation in annual concert tour. Attendance required at all rehearsals and performances. Admission by audition.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture</th>
<th>Lab</th>
<th>Recommended Preparation</th>
<th>Acceptable for credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 062A</td>
<td>SOLO PERFORMANCE IN JAZZ &amp; POPULAR MUSIC</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Students study and perform songs in the popular and jazz idiom. Proper vocal technique, stage presence, phrasing and styling, and the use of microphone are explored. Pass/No Pass Option</td>
</tr>
<tr>
<td>MUSIC 063A</td>
<td>INTRODUCTION TO MUSIC PRODUCTION &amp; MULTI-TRACK RECORDING</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td>A project based course providing specific training in MIDI performance techniques. The course covers computer based sequencing, signal processing, recording and score editing with computer-related instruments in a standard MIDI environment. Pass/No Pass Option</td>
</tr>
<tr>
<td>MUSIC 064</td>
<td>SOUND DESIGN</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td>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. Pass/No Pass Option</td>
</tr>
<tr>
<td>MUSIC 065A</td>
<td>RECORDING ARTS I</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td>This is an introductory class to the audio recording arts. It covers basic recording studio skills including analog audio theory, signal flow, gain staging, microphones, microphone placement and tracking. Pass/No Pass Option</td>
</tr>
<tr>
<td>MUSIC 065B</td>
<td>RECORDING ARTS II</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td>This is an intermediate class in the audio recording arts. It covers multi-track recording &amp; overdubbing, outboard and on-board signal processing, use of patch bays, mixing, automation and commercial music production. Pass/No Pass Option</td>
</tr>
<tr>
<td>MUSIC 065C</td>
<td>RECORDING ARTS III</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td>This course is the final course in a three part series of recording arts courses. An advanced course in the audio recording arts, it covers mixing, signal processing, comp tracks and mastering.</td>
</tr>
</tbody>
</table>

**Notes:****
- **PREREQUISITES AND COREQUISITES** are **MANDATORY**. See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- **RECOMMENDED** preparations are **ADVISORY**.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog
### MUSIC 067A MUSIC FOR FILM, TV, AND GAMING
3 unit
Lecture 2 hours; lab 3 hours
**Recommended preparation:** MUSIC 005

Using tools of the modern MIDI studio, this course provides an introductory level of learning to write music for TV, film, and games. Topics include the anatomy of a media score, linear and layering scoring techniques, and the business relationship with clients.

### MUSIC 068 SYNTHESTRATION, CG ORCHESTRATION
3 unit
Lecture 2 hours; lab 3 hours
**Recommended preparation:** MUSIC 005

This course offers the basics of orchestration, as well as an introduction to the world of computers, samples, and MIDI related to creating effective virtual orchestrations for media and composition. This course also covers studio requirements and considerations, such as computer choices, sequencing software, sample libraries, electronic orchestration techniques, and mixing techniques, all with the primary objective of producing facsimiles of acoustic instrument performances.

### MUSIC 069 COMMERCIAL MUSIC THEORY/SONGWRITING I
3 units
Lecture 2 hours; lab 3 hours
**Recommended preparation:** MUSIC 005

Acceptable for credit: California State University

This class is designed to teach students the theory and techniques relevant to composing in a commercial song format. Pass/No Pass Option

### MUSIC 070 MUSIC TECHNOLOGY LABORATORY
1 unit
Lecture 0 hours; lab 0 hours
**Recommended preparation:** Simultaneous enrollment in piano, music theory, ear-training, and/or commercial music courses.

This is a one unit lab recommended for Music Technology, Music Theory, Piano, and Music Fundamentals students. It is designed to give students hands on access to the technology that facilitates skills development specific to their concentration. Pass/No Pass Option

### MUSIC 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours

**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. Pass/No Pass Option

### MUSIC 099 PRACTICE LAB
1 unit
Lecture 0 hours; lab 0 hours
**Recommended preparation:** Simultaneous enrollment in any ensemble and/or applied music course.

This is a weekly hours by arrangement lab that guides students in practicing for music courses which require skill building. Practica Musica, a software program is utilized and practice logs are turned in.
Nutrition Studies

THE FACULTY
Wendy Bowers-Gachesa

DIVISION CHAIR     Joan Worley
DEPARTMENT CHAIR   Wendy Bowers-Gachesa
PHONE               408-741-4003
EMAIL               wendy.bowers-gachesa@westvalley.edu
COUNSELING         408-741-2009

Learning Outcomes
After completing courses in Nutrition Studies, a student will be able to:
• Explain the scientific basis for nutrition;
• Apply nutrition concepts to regular and therapeutic diets

NUTRITION STUDIES: TRANSFER:
See assist.org and/or consult with a counselor.

NS 015 HUMAN NUTRITION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Basic scientific principles as they apply to human nutrition in maintaining health and preventing disease are discussed. Concentration is on the nutrient requirements of the human body throughout life. Biochemical functions and interrelationships of nutrients are examined. Current nutritional controversies are evaluated. Students gain practical experience in evaluating nutritional data by completing a self-study project. This course is designed for the student who has no science background. This course meets the nutrition requirement for nursing majors at San Jose State University. Pass/No Pass Option

NS 020 WORLD FOOD CUSTOMS & NUTRITION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course examines food intake patterns, food customs and nutritional status of people from various racial, regional and religious backgrounds of the world from an evolutionary and ecological perspective. In addition, this course looks at food as a source of nutrients as well as an integral part of people’s cultures. This course explores contemporary health problems related to food and nutrition, and discusses different approaches to dealing with these challenges through community development and other intervention strategies. Pass/No Pass Option

NS 022 SPORTS NUTRITION
3 units
Lecture 3 hours; lab 0 hours
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. Pass/No Pass Option

Oceanography

THE FACULTY
Robert Lopez

DIVISION Chair Science and Mathematics
DIVISION Chair Rebecca Wong
DEPARTMENT Chair Doug Epperson
PHONE 408-741-4662
EMAIL doug.epperson@westvalley.edu
COUNSELING 408-741-2009

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

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

Learning Outcomes
After completing courses in Oceanography, a student will be able to:
• Describe and explain some of the fundamental insights to the world oceans;
• Solve oceanographic problems quantitatively;
• Describe and explain a number of marine-related environmental issues.

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

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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED: preparations are ADVISORY
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
# Paralegal

## THE FACULTY
- Peggy Mathieson
- Stacy Hopkins

### DIVISION
- Applied Arts and Sciences

### DIVISION CHAIR
- Diane Hurd

### DEPARTMENT CHAIR
- Peggy Mathieson

### PHONE
- 408-741-4635

### EMAIL
- peggymathieson@wvm.edu

### COUNSELING
- 408-741-2098

The primary goal of the Paralegal Studies Program is to prepare students for positions as paralegals as a means of improving the accessibility, quality, and affordability of legal services. West Valley’s Paralegal Studies Program is responsive to the needs of the State of California and contributes to the advancement of legal professionals.

## Learning Outcomes

Students who successfully complete a certificate or Associate of Science degree will be able to:
- Describe the American legal system;
- Describe the practice of law and the paralegal’s role in the legal profession;
- Demonstrate the skills and knowledge needed to work in civil litigation;
- Conduct legal research;
- Demonstrate strong written and oral communication skills;
- Apply the ethical rules and regulations applicable to paralegals and other legal professionals to given situations.

## Degree

### A.S., Paralegal Certificate

Paralegal

*A Paralegal is a trained specialist who, under the supervision of an attorney, performs a wide variety of legal tasks. These include legal research, law office management and preparation of legal documents. Only an attorney may provide legal services directly to the public.*

### PARALEGAL (A.S. Degree)

To be awarded an A.S. Degree, a student must:
1. Complete all major requirements, which may include no more than 12 units for transfer of legal specialty courses from another paralegal program.
2. Complete additional units to meet the College graduation requirements and the requirements of the American Bar Association for general education courses.

**Learning Outcomes**

- 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 program.
- Students must achieve a grade of “C” or better in the major requirements.

The purpose of the A.S. degree program is to provide an education meeting the standards of the American Bar Association that will prepare students for careers as paralegals as a means of improving the accessibility, quality, and affordability of legal services.

### PARALEGAL (Certificate of Achievement)

To receive a Certificate, a student must have a minimum of an Associate Degree and must:

1. Complete all major requirements, which may include no more than 12 units for transfer of legal specialty courses from another paralegal program.
2. Achieve a grade of “C” or better in the major requirements.

The purpose of the certificate program is to provide an education meeting the standards of the American Bar Association that will prepare students for careers as paralegals as a means of improving the accessibility, quality, and affordability of legal services.

## Total Paralegal Course Units: 40.5

### Major Required Courses (28.5 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARA 018</td>
<td>3</td>
</tr>
<tr>
<td>PARA 019</td>
<td>3</td>
</tr>
<tr>
<td>PARA 020</td>
<td>3</td>
</tr>
<tr>
<td>PARA 021</td>
<td>3</td>
</tr>
<tr>
<td>PARA 022</td>
<td>3</td>
</tr>
<tr>
<td>PARA 023</td>
<td>3</td>
</tr>
<tr>
<td>PARA 024</td>
<td>3</td>
</tr>
<tr>
<td>PARA 025</td>
<td>1.5</td>
</tr>
<tr>
<td>PARA 026</td>
<td>3</td>
</tr>
<tr>
<td>PARA 027</td>
<td>3</td>
</tr>
<tr>
<td>PARA 029</td>
<td>3</td>
</tr>
<tr>
<td>PARA 030</td>
<td>3</td>
</tr>
<tr>
<td>PARA 031</td>
<td>3</td>
</tr>
<tr>
<td>PARA 032</td>
<td>3</td>
</tr>
<tr>
<td>PARA 033</td>
<td>3</td>
</tr>
<tr>
<td>PARA 034</td>
<td>3</td>
</tr>
<tr>
<td>PARA 035A</td>
<td>1.5</td>
</tr>
<tr>
<td>PARA 036</td>
<td>3</td>
</tr>
<tr>
<td>PARA 037</td>
<td>3</td>
</tr>
<tr>
<td>PARA 038</td>
<td>3</td>
</tr>
<tr>
<td>PARA 039</td>
<td>3</td>
</tr>
<tr>
<td>PARA 040</td>
<td>3</td>
</tr>
<tr>
<td>PARA 041</td>
<td>3</td>
</tr>
<tr>
<td>PARA 042</td>
<td>3</td>
</tr>
<tr>
<td>PARA 043</td>
<td>3</td>
</tr>
<tr>
<td>PARA 044</td>
<td>3</td>
</tr>
<tr>
<td>PARA 045</td>
<td>3</td>
</tr>
<tr>
<td>PARA 046</td>
<td>3</td>
</tr>
<tr>
<td>PARA 047</td>
<td>3</td>
</tr>
<tr>
<td>PARA 048</td>
<td>3</td>
</tr>
<tr>
<td>PARA 049</td>
<td>3</td>
</tr>
<tr>
<td>PARA 050A</td>
<td>1.5</td>
</tr>
<tr>
<td>PARA 066</td>
<td>1</td>
</tr>
<tr>
<td>PARA 070</td>
<td>3</td>
</tr>
<tr>
<td>PARA 076</td>
<td>3</td>
</tr>
<tr>
<td>PARA 081C</td>
<td>3</td>
</tr>
<tr>
<td>PARA 083A</td>
<td>1</td>
</tr>
<tr>
<td>PARA 083B</td>
<td>3</td>
</tr>
<tr>
<td>PARA 083C</td>
<td>3</td>
</tr>
<tr>
<td>PARA 083D</td>
<td>3</td>
</tr>
<tr>
<td>PARA 0891</td>
<td>3</td>
</tr>
<tr>
<td>PARA 0892</td>
<td>2</td>
</tr>
<tr>
<td>PARA 091</td>
<td>3</td>
</tr>
<tr>
<td>PARA 092</td>
<td>2</td>
</tr>
<tr>
<td>PARA 093</td>
<td>3</td>
</tr>
<tr>
<td>CA 044B</td>
<td>1</td>
</tr>
<tr>
<td>CA 062B</td>
<td>1</td>
</tr>
</tbody>
</table>

### Electives from Recommended List (12 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARA 065B</td>
<td>Microsoft Word for the Law Office</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.

**NOTE:** Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
PARA 018 LEGAL ANALYSIS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

Students are introduced to the basic skills necessary for legal reasoning. Students are shown how to understand court opinions by learning to identify procedural history, key facts, issues, rules, holdings, rationale, and dicta. Students learn to assimilate these components into a case brief. The legal reasoning enables students to understand how lawyers and courts receive and present legal arguments.

PARA 020 FAMILY LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course provides an introduction to the substantive areas of American Law including contracts, constitutional law, corporations, criminal law, family law, property, wills and estates, and personal injury law. Pass/No Pass Option

PARA 021 INTRODUCTION TO AMERICAN LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course provides an overview of major substantive areas of American Law including contracts, constitutional law, corporations, criminal law, family law, property, wills and estates, and personal injury law. Pass/No Pass Option

PARA 022 CIVIL LITIGATION PROCEDURES
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PARA 019
Acceptable for credit: California State University

This course provides an introduction to law office procedures for handling a civil lawsuit, including interviewing and investigative procedures and the procedural steps taken to prepare a civil litigation case. This course also engages students in practical exercises consisting of the drafting of pleadings and accompanying documents.

PARA 023 LEGAL RESEARCH & WRITING
3 units
Lecture 3 hours; lab 0 hours
Prerequisites: PARA 018 and PARA 019
Acceptable for credit: California State University

This course provides an in-depth study of the skills needed by the paralegal to do legal research. The primary emphasis of the course is on how to find statutes and case law applicable to a legal issue. The course also covers analytical skills needed to create a research plan and to communicate research results.

PARA 024 ADVANCED LEGAL RESEARCH AND WRITING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PARA 023
Acceptable for credit: California State University

This course provides instruction in the advanced use of legal resources and in the analytical and formatting skills needed for effective legal writing. The focus is on both objective and persuasive writing used in such documents as legal memos, trial motions, and appellate briefs.

PARA 025 LEGAL ETHICS & PROFESSIONAL RESPONSIBILITY
1.5 units
Lecture 1.5 hours; lab 0 hours
Acceptable for credit: California State University

This course provides an in-depth study of the ethical rules and regulations that govern all personnel in the legal profession.

PARA 026 TECHNOLOGY IN THE LAW OFFICE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course introduces students to the computer hardware and software used in a law office. The course includes hands-on training in office management, case management, and litigation support software. The impact of legal ethics and court rules on the use of technology is also explored. Pass/No Pass Option

PARA 027 CORPORATE LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course offers an overview of the substantive law regarding corporations and other business entities. The course also provides an introduction to the requirements for compliance with regulations of the SEC and various state agencies, and to tax issues as they relate to different business entities.

PARA 029 INTERNSHIP
3 units
Lecture 1 hour; lab 0 hours
Prerequisites: PARA 022 and PARA 023; ENGL 001A
Acceptable for credit: California State University

The internship provides students with the opportunity to apply the knowledge and skills learned in the program in a law office or legal department under the supervision of a member of the California State Bar. The course provides a forum to discuss various aspects of paralegal employment and practical experience with other students.

PARA 030 PARALEGAL PROCEDURES IN BUSINESS/CONTRACT LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course introduces the student to the fundamentals of contract law. The student is introduced to issues of contract formation, breach of contract, and contractual remedies. The course also provides experience in the drafting of agreements.

PARA 031 ESTATE PLANNING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course provides an introduction to will drafting and estate planning procedures. The course includes the terminology, statutes, and case law applicable to this area of law and drafting wills and other documents related to dispositions of property. Pass/No Pass Option

PARA 032 FAMILY LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course covers the laws and procedure for marital dissolution, annulment, legal separation as well as custody and support disputes. Students prepare various family law documents including petitions, applications and declarations.

PARA 033 PARALEGAL PROCEDURES IN REAL ESTATE LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course introduces the procedures commonly performed by the paralegal in real property practice. It covers the substantive law of real property and leasehold interest and the rights and duties of landlords and tenants. The course includes instructions in contracts and agency as applicable to real property transactions and related matters including recordation and promises.

PARA 034 BANKRUPTCY LAW & PROCEDURES
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course provides an introduction to bankruptcy law and procedure, office procedures and interviewing skills, and preparation of bankruptcy forms for court and trustee filing.

PARA 035A PRACTICAL PROCEDURES FOR PROBATE
1.5 units
Lecture 1.5 hours; lab 0 hours

This course provides the student with knowledge of the procedures and forms required to process a will through probate. Pass/No Pass Option

PARA 036 WILL DRAFTING & BASIC ESTATE PLANNING
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course introduces basic will drafting and estate planning procedures. Other topics include the terminology, statutes, and case law applicable to this area of law and drafting wills and other documents related to dispositions of property. Pass/No Pass Option

PARA 037 INTELLECTUAL PROPERTY LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course introduces the student to the law of copyright, patent, trademark and trade secrets. It provides an in-depth study of procedural and substantive laws involved in intellectual property.

PARA 038 CONSTITUTIONAL LAW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course examines the United States’ Constitution and Supreme Court cases involving free speech, civil rights, freedom of religion and rights to privacy.
Before 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.

Recommended Preparations in Basic Skills:

Recommended preparation: PARA 037

Acceptable for credit: California State University

This course is an advanced course on the litigation process. It provides a more in-depth and hands-on study of litigation focusing on the discovery process, drafting of motions, trial preparation, case management, and post-trial issues.

Para 049 securities regulation
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: Para 027
Acceptable for credit: California State University

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.

Para 050a paralegal field experience
1.5 units
Lecture 1.5 hours; lab 0 hours
This course introduces students to a variety of venues where paralegals work, including the civil and criminal courts, government offices, and law firms. Classroom lectures and discussions are supplemented with field trips.

Para 056b microsoft word for the law office
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: CA 032B
Acceptable for credit: California State University

Students have the opportunity to learn to prepare documents, such as contracts, wills, and pleadings, using Microsoft Word features that apply to the law office.

Para 066 legal research on the internet
0.5 unit
Lecture 1 hour (over 9 weeks); lab 0 hours
This course introduces the student to the various search engines and websites that can be used to perform legal research on the World Wide Web. Students are given hands-on training in accessing search engines, web sites, various legal libraries, and government sites.

Para 067 introduction to legal database services
1 unit
Lecture 1 hour; lab 0 hours
This course provides students with the opportunity to build skills needed to use an on-line legal research service, such as Westlaw or LEXIS.

Para 083b electronic evidence discovery
1 unit
Lecture 1 hour; lab 0 hours
Recommended preparation: Para 022

This course introduces and instructs the student in the fundamental skills necessary to the collection, preservation, and production of discoverable evidence in electronic form. Emphasis is on the critical differences between discovery of paper documents and discovery of electronic evidence and metadata. The course is designed for students who want to learn how to comply with discovery rules and document requests while avoiding the common errors that may lead to court sanctions.

Para 070 employment law
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course introduces the student to the major substantive areas of employment law, including employment discrimination, wage and hour regulations, wrongful discharge, family and medical leave, employee privacy rights, and safety regulations. The role of the paralegal in substantive and procedural employment law practice is also covered.
Park Management

THE FACULTY
Christopher Cruz

DIVISION Applied Arts and Sciences
DIVISION CHAIR Diane Hurd
DEPARTMENT CHAIR Chris Cruz
PHONE 408-741-2022
EMAIL chris_cruz@westvalley.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing a certificate or Associate of Science degree in Park Management, a student will be able to:
- Plan, design, and complete a maintenance project;
- Design, develop, and complete projects in the following four areas: resources management, visitor services, maintenance, and interpretation;
- Plan and implement backcountry overnight experiences;
- Use wilderness fire and emergency medical response techniques;
- Develop plans and designs for park facilities;
- Develop GIS mapping projects and demonstrate the use of GPS.

Learning Outcomes
After completing a certificate in Geospatial Technology, a student will be able to:
- Demonstrate skills and knowledge to perform analysis using GIS, GPS, and Remote Sensing;
- Apply GIS, GPS, and Remote Sensing technologies to determine changes in the land and its relationship with people;
- Demonstrate skill in using the software packages that apply to GIS, GPS, and Remote Sensing disciplines.

PARK MANAGEMENT
(A.S. Degree)
To be awarded an A.S. degree, a student must complete:
1. All the Park Management Certificate of Achievement 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.

Major Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PKMGT 010</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 011</td>
<td>2</td>
</tr>
<tr>
<td>PKMGT 012A</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 012B</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 013</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 014</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 015A</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 015B</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 015C</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016A</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016B</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016C</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016D</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016E</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016F</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016H</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives:
- PKMGT 012C Adv. Outdoor Skills 1
- PKMGT 023 Powersaws 1.5
- PKMGT 024 Wilderness Navigation 1

Total Units: 58

PARK MANAGEMENT
(Certificate of Achievement)

Recommended Electives:
- PKMGT 012C Adv. Outdoor Skills 1
- PKMGT 023 Powersaws 1.5
- PKMGT 024 Wilderness Navigation 1

Total Units: 58

GEOGRAPHIC INFORMATION SCIENCE
(Certificate of Achievement)

Required courses:
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PKMGT 016A</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016B</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016C</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016D</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016E</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016F</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 016H</td>
<td>3</td>
</tr>
</tbody>
</table>

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
### Recommended Preparations in Basic Skills

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Lecture</th>
<th>Lab</th>
<th>Prerequisites</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>PKMGT 010</td>
<td>INTRODUCTION TO PARK MANAGEMENT</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
<tr>
<td>PKMGT 011</td>
<td>PARK COMMUNICATIONS</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
<tr>
<td>GEOG 001</td>
<td>Intro. to Physical Geography</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Intro. to Cultural Geography</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Lecture</th>
<th>Lab</th>
<th>Prerequisites</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>PKMGT 012A</td>
<td>BASIC OUTDOOR SKILLS</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
<tr>
<td>PKMGT 012B</td>
<td>INTERMEDIATE OUTDOOR SKILLS FOR THE PARK RANGER</td>
<td>3</td>
<td>2</td>
<td>4.5</td>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
<tr>
<td>PKMGT 012C</td>
<td>ADVANCED OUTDOOR SKILLS FOR THE PARK RANGER</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
<tr>
<td>BIO 015</td>
<td></td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Lecture</th>
<th>Lab</th>
<th>Prerequisites</th>
<th>Acceptable for credit: California State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>PKMGT 014</td>
<td>CONSERVATION OF OUR NATURAL RESOURCES</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
<tr>
<td>PKMGT 013</td>
<td>WILDLAND FIRE SUPPRESSION</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
<tr>
<td>PKMGT 015A</td>
<td>DUTIES OF THE RANGER</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>Acceptable for credit: California State University</td>
<td></td>
</tr>
</tbody>
</table>

This specialized course explores techniques for improving communication skills with the public, colleagues, and other agencies and organizations. Emphasis is placed on developing strong interpersonal, oral, and written communication skills within the context of natural and cultural resource agencies.

This course provides an introduction to public land management and the history of environmental thought. The student has the opportunity to learn about the variety of city, county, state, regional open space, and federal land management agencies. The student also has the opportunity to learn about jobs in this career field.

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.

This course is designed to review and then advance existing outdoor skills typical of those needed by rangers working in undeveloped and remote settings. Emphasis will be placed on self-survival skills, technical rescue, extended medical care, independent critical thinking and teamwork. Special fees and equipment will be required.

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.

This course is dual listed with BIO 015.

This course provides an introduction to public land management and the history of environmental thought. The student has the opportunity to learn about the variety of city, county, state, regional open space, and federal land management agencies. The student also has the opportunity to learn about jobs in this career field.

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.

This course is designed to review and then advance existing outdoor skills typical of those needed by rangers working in undeveloped and remote settings. Emphasis will be placed on self-survival skills, technical rescue, extended medical care, independent critical thinking and teamwork. Special fees and equipment will be required.

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.

This course is dual listed with BIO 015.

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.

This course is designed to review and then advance existing outdoor skills typical of those needed by rangers working in undeveloped and remote settings. Emphasis will be placed on self-survival skills, technical rescue, extended medical care, independent critical thinking and teamwork. Special fees and equipment will be required.

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.

This course is dual listed with BIO 015.

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.

This course is designed to review and then advance existing outdoor skills typical of those needed by rangers working in undeveloped and remote settings. Emphasis will be placed on self-survival skills, technical rescue, extended medical care, independent critical thinking and teamwork. Special fees and equipment will be required.
PKMGT 015B NATURAL & CULTURAL RESOURCE INTERPRETATION  
3 units  
Lecture 2 hours; lab 3 hours  
Prerequisite: PKMGT 010  
Recommended preparation: PKMGT 013  
Acceptable for credit: California State University  

This course will provide an introduction to park maintenance skills and management. The student will have the opportunity to learn basic skills in the following subjects: carpentry, plumbing, electrical, concrete, painting, and drywall construction. Students will learn about the materials, tools, and techniques used in park maintenance. Students will learn how to integrate safety into park maintenance operations. Students will learn the basic principles of managing a park maintenance operation.

PKMGT 016A INTRODUCTION TO GIS & GPS  
3 units  
Lecture 3 hours; lab 0 hours  
Acceptable for credit: California State University  

This course will examine the theory behind Geographical Information Systems (GIS) and Global Positioning Systems (GPS) and their application to spatial data. Students will use ArchiView GIS software and Pathfinder Office software to find solutions and develop methods to solve problems using spatial data. Students will collect data with Trimble GPS units and convert that data for use with ARCGIS GIS software. Upon completion, student will receive ESRI ARCgis I Certificate. Pass/No Pass Option.
Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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

THE FACULTY
Don Ciraulo
Barbara Upton

DIVISION
Social Science

DIVISION CHAIR
Stephen Juarez

DEPARTMENT CHAIR
Don Ciraulo

PHONE
408-741-2637

EMAIL
don.ciraulo@westvalley.edu

COUNSELING
408-741-2009

The West Valley College Philosophy Department offers courses in philosophy and introductory religious studies. The Philosophy program challenges the students to think and write well, ponder their most basic assumptions, and see themselves as participants in the vital world of the history of ideas. All philosophy classes meet transfer requirements, and philosophy skills – clear thinking, careful reasoning, and excellent argumentative writing – apply across all disciplines.

Learning Outcomes
By successfully completing an Associate of Arts degree, a student will be able to:
• Demonstrate clarity and rigor of thought and expression;
• Evaluate reasoning in order to develop precise and persuasive arguments and resistance to incorrect arguments;
• Apply philosophy's analytical approach to people's most basic assumptions about the world and human experience;
• Analyze the vitality and relevance of classical philosophical debates to contemporary life;
• Identify and describe characteristics of diverse multicultural traditions.

Career Options
Philosophy courses meet general education and transfer requirements in critical thinking, humanities, and cultural diversity. See the course listings below for specific transfer information about each philosophy class.

Philosophy graduates regularly score above students in all other disciplines on admission tests for professional and graduate schools. Because of their training in logic and clear writing, philosophy graduates are often found in the computer industry; they work as technical writers, programmers, quality assurance engineers, marketing communications specialists, and hardware designers. Because philosophers are trained to make effective arguments, philosophy is a very desirable undergraduate major for law school. Professional academic philosophers usually teach at the college level. Such positions require at least a master's degree in philosophy; most require a doctorate (Ph. D.).

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

PHILOSOPHY: A.A. Degree
The A.A. in Philosophy will provide students with the ability to think logically, critically, and philosophically. In developing these skills, students will be introduced to a wide range of philosophical topics. After earning this degree, students will have the skills necessary to perform in-depth critical analysis and theorizing. Courses in this program can be used simultaneously to complete General Education Requirements for UC and CSU.

Required Courses (three courses -- 9 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 001</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 002</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 003</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 004</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 005</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 006</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 012</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 017</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 022</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td>21</td>
</tr>
</tbody>
</table>

PHILOSOPHY/INTRODUCTION TO PHILOSOPHY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University

This course is an introduction to philosophical problems and the various approaches to their solutions. The student will be exposed to selected systems of Western philosophy with emphasis on how these systems are relevant to solving the problems of contemporary existence. The course will explore answers to such questions as: What is reality? What, if anything, makes an act right or wrong? Pass/No Pass Option

PHILOSOPHY/INTRODUCTION TO LOGIC
3 units
Lecture 3 hours; lab 0 hours

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. Pass/No Pass Option

PHILOSOPHY/INTRODUCTION TO ETHICS
3 units
Lecture 3 hours; lab 0 hours

Prerequisites: ENGL 001A
Acceptable for credit: University of California, California State University

This course critically analyzes questions of value (what's good and bad) and obligation (what's right and wrong). It explores the ethical systems of Plato, Aristotle, Christianity, Kant, the utilitarians, and the intuitionists. These ethical systems are applied to contemporary ethical problems and social issues, such as abortion, capital punishment, feminism, euthanasia, animal rights, and racism. Much of the course is devoted to critical thinking and writing skills. The course requires the student to write a sequence of ethical "position papers", which are evaluated for both quality of analysis and English composition.

PHILOSOPHY/PATTERNS IN COMPARATIVE RELIGIONS
3 units
Lecture 3 hours; lab 0 hours

Acceptable for credit: University of California, California State University

This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arabic, and Asian peoples. Pass/No Pass Option

PHILOSOPHY/INTRODUCTION TO SOCIAL & POLITICAL PHILOSOPHY
3 units
Lecture 3 hours; lab 0 hours

Acceptable for credit: University of California, California State University

This course is designed to introduce the student to the major theories in political and social philosophy and their practical application to relevant issues. How for instance, do we adjudicate the rights of the individual against the rights of the state and its authority? What constitutes the just state? And what effects do certain political ideologies (liberalism, Fascism and Communism) have on social relations? This course will trace the history of these ideas from Plato to what is currently being called the Postmodern condition. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog.
PHIL 006 INTRODUCTION TO THE PHILOSOPHY OF THE PERSON
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course explores modern and contemporary philosophical views on human nature and institutions. It is particularly concerned with philosophical questions arising as a result of modern movements such as Marxism, psychoanalysis, behaviorism, sociobiology, feminism, Third World liberation movements, environmentalism, the sexual revolution, and the “global village” phenomenon. Writings by modern and contemporary philosophers on freedom, gender, the family, self-respect, work, spirituality, sexuality, love, commitment, and community will be explored to learn techniques and practical methods of thinking. Pass/No Pass Option

PHIL 012 INTRODUCTION TO ENVIRONMENTAL ETHICS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is a philosophical survey of the moral issues that arise as a result of human interaction with, and exploitation of, nature. The views of traditional and contemporary Western and Eastern philosophers will be examined. The student will be invited to explore such questions as: What is the relationship of human beings to the rest of nature? What does it mean to live in harmony with nature? Are humans more valuable than animals? Do animals have rights? If so, to what extent? What, if anything, is the value of wilderness and wild animals? To what extent are we morally bound to use technology in an ecologically responsible manner? The answers to such questions will be related to specific contemporary issues such as abortion, contraception, genetic engineering, famine, animal experimentation, hunting and trapping, nuclear technology, and pollution. Pass/No Pass Option

PHIL 017 LOGIC & CRITICAL REASONING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: ENGL 001A
Acceptable for credit: University of California, California State University
This course is an introduction to critical thinking and critical writing. The students will have the opportunity to explore techniques of practical reasoning and argumentation, with emphasis on application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluating evidence, logical correctness vs. factual correctness, and common mistakes in reasoning (formal and informal fallacies). The class emphasizes critical writing strategies. Sample arguments from philosophy and from culturally diverse sources in other disciplines are analyzed. This course fulfills the IGETC Critical Thinking/English Composition requirement.

PHIL 021 WORLD PHILOSOPHERS ON DEATH
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course explores major philosophical questions about death and the meaning of life from an American multi-cultural perspective. The effects of class, gender, and ethnicity on conceptions of death and death rituals will be analyzed. The following issues will also be explored: the possibility of disembodied existence, the nature of consciousness, and the nature and significance of individuality and personal identity, concepts of reincarnation or transmigration of souls as these appear in American religious traditions, the nature and significance of so-called “paranormal” experiences, and the meaning of salvation or liberation or transcendence in American religious traditions (concepts of heaven, nirvana, moksha, satori, etc.). Required readings will be taken from classic texts of Western and non-Western philosophy and religion, as well as contemporary American feminist philosophy, and African, aborigine, and native American sources. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

PHIL 022 PHILOSOPHY OF RELIGION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
What is the relation between faith and reason? Does God exist, and if so, what (if anything) can be said about God? Can we reconcile the goodness of God with human and animal suffering? What human experiences (if any) are religious experiences? Religion provides answer to these and many other fundamental questions. In PHIL 022, we conduct a systematic inquiry into the philosophical foundations of the religious viewpoint. Pass/No Pass Option

PHIL 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
Individual work on special topics in philosophy by arrangement.

PHOTO 001LENS & LIGHTING
1-3 units (See department for schedule)
1 - Lecture 0 hours; lab 0 hours
2 - Lecture 0 hours; lab 0 hours
3 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is a survey of topics in the field of lens and lighting. Topics include: studio techniques; product photography; outdoor photography; and other advanced techniques. The student is challenged to see the world differently, while learning traditional film and digital photography. Each student is expected to produce photographs using a variety of camera, film and digital techniques; an introduction to lighting techniques in the production of photographs; and an introduction to the use of light in photography. Pass/No Pass Option

PHOTO 002PHOTOGRAPHY TECHNIQUES
3 units
Lecture 3 hours; laboratory 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is a survey of advanced topics in photography, with a focus on the techniques and processes used to create successful photographs. Topics include: camera, film and digital techniques; production of photographs; and the history and development of photography. The student will be expected to produce photographs using a variety of camera, film and digital techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

Ph>DIVING
PHOTO 045A DARKROOM APPARATUS AND TECHNIQUES
2 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is a survey of the apparatus and techniques used in darkroom work, including equipment, film, and chemicals. The student will be expected to produce photographs using a variety of film, darkroom techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

PHOTO 049A DREAMS AND VISIONS
2 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is a survey of the apparatus and techniques used in darkroom work, including equipment, film, and chemicals. The student will be expected to produce photographs using a variety of film, darkroom techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

PHOTO 060 INTERMEDIATE ELECTRONIC IMAGING
3 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is an introduction to electronic imaging. The student will be expected to produce photographs using a variety of film, darkroom techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

PHOTO 061 ADVANCED ELECTRONIC IMAGING
4 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is an introduction to advanced electronic imaging. The student will be expected to produce photographs using a variety of film, darkroom techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

Recommended Electives
PHOTO 002 INTERMEDIATE PHOTOGRAPHY (Lecture)
2 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is an introduction to advanced electronic imaging. The student will be expected to produce photographs using a variety of film, darkroom techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

PHOTO 020A DIGITAL PORTRAITS
1 unit
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is an introduction to advanced electronic imaging. The student will be expected to produce photographs using a variety of film, darkroom techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

PHOTO 021B ADVANCED STUDIO PHOTOGRAPHY
2 units
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is an introduction to advanced electronic imaging. The student will be expected to produce photographs using a variety of film, darkroom techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

PHOTO 041B PHOTOGRAPHIC TECHNIQUES
1 unit
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is an introduction to advanced electronic imaging. The student will be expected to produce photographs using a variety of film, darkroom techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

PHOTO 041B PHOTOGRAPHIC TECHNIQUES
1 unit
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is an introduction to advanced electronic imaging. The student will be expected to produce photographs using a variety of film, darkroom techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

PHOTO 072 ADVANCED PHOTOPAPERS AND DIGITAL OUTPUT
1 unit
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is an introduction to advanced electronic imaging. The student will be expected to produce photographs using a variety of film, darkroom techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

PHOTO 073 PHOTOGRAPHER’S ART
1 unit
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University
This course is an introduction to advanced electronic imaging. The student will be expected to produce photographs using a variety of film, darkroom techniques; and an introduction to lighting techniques in the production of photographs. Pass/No Pass Option

Note: Required courses for the Associate of Science degree are: PHIL 006 (Introduction to the Philosophy of the Person), PHIL 012 (Introduction to Environmental Ethics), PHIL 017 (Logic & Critical Reasoning), PHIL 021 (World Philosophers on Death), and PHIL 036 (Environmental Ethics). Completion of these courses is required for graduation.
1. To be awarded the A.S. Degree, a student must complete all of the major courses plus a minimum of 7 units from the recommended elective list. At least 6 of the 7 elective units to be selected from photography electives. To be awarded an A.A. degree, a student must complete:

1. All the major courses plus a minimum of 7 units from the recommended elective list. At least 6 of the 7 elective units to be selected from photography electives.

2. Additional units to meet the college graduation requirements.

PHOTOGRAPHY
(A.S. Degree and Certificate of Achievement)

Major Requirements
Course Units
PHOTO 001 Basic Photography Lecture 3
PHOTO 001L Basic Photography Laboratory 0
PHOTO 002 Intermediate Photography Lecture 3
PHOTO 002L Intermediate Photography Lab 0
PHOTO 020A Studio Photography/Portraiture 2
PHOTO 030 Basic Color Photography 4
PHOTO 045A Field Studies 1
PHOTO 045B Field Studies 1
PHOTO 045C Field Studies 1
PHOTO 060 Intro to Photoshop 1
PHOTO 061 Inter Photoshop 1
PHOTO 062 Advance Photoshop 1
PHOTO 072 Environmental Portraits 1
PHOTO 073 Photographing Your Art 1
PHOTO 074 Close-Up Photography 1
PHOTO 075 Photo Projects for the Instructor 1
PHOTO 091-093 Directed Studies (total maximum of) 3
ART 001A Survey of Western Art I 3
ART 001B Survey of Western Art II 3
ART 001D Art of the 20th Century 3
ART 004 Art Appreciation 3

To be awarded a certificate, a student must complete all of the major courses plus a minimum of 9 units from the recommended elective list. Six units to be selected from photography electives.

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

1. All the major courses plus a minimum of 9 units from the recommended elective list. Six units to be selected from photography electives.

2. Additional units to complete the college graduation requirements.

PHOTO 010 NEW MEDIA AND SOCIAL CHANGE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University

This course investigates how web-based technologies, internet multi-media, and photography have assisted in causing social change around the world through images. Evidence of social change from significant historical photographic images from momentous photographers with a variety of diverse backgrounds are explored for social and political context. Critical analysis of shifting perceptions and expectations regarding race, gender, religion, sexual orientation, cultural identity and ethnicity in contemporary web-based visual media. The evaluation of major new media expressions from various cultures that have caused social change include a wide variety of genres from social documentary photography, multi-media documentaries, contemporary art photography, ethnographic photography, photojournalism, social media, and blogs.

PHOTO 020A STUDIO PHOTOGRAPHY (PORTRAITS)
2 units
Lecture 1 hour; lab 3 hours
Prerequisite: PHOTO 001 and 001L
Acceptable for credit: California State University

This studio portrait lighting course introduces the students to basic portrait lighting. Setups demonstrated are: one, two, and three light arrangements. This course also explores different kinds of light sources, as well as qualities and colors of light necessary to photographing people. The theory of color balance, filtration, and post production techniques are also explored.

PHOTO 020B INTERMEDIATE STUDIO PHOTOGRAPHY (PORTRAITS)
2 units
Lecture 1 hour; lab 3 hours
Prerequisite: PHOTO 001 and 001L
Acceptable for credit: California State University

This course builds upon the skills and techniques explored in Photo 020A and will offer new advanced light shaping techniques, and solutions to describe a variety of surfaces.

PHOTO 030D COLOR DIGITAL PHOTOGRAPHY
4 units
Lecture 2 hours; lab 6 hours
Prerequisite: PHOTO 001, PHOTO 001L
Acceptable for credit: California State University

This course focuses on the processing, printing and color correcting of digital files. Digital printing is also presented. In addition, a printing digital workflow is also covered in this course. This course offers some of the skills necessary for entry into commercial photography.

PHOTO 045A, B, C FIELD STUDIES
1 unit each
Lecture 1 hour; lab 0 hours
PHOTO 045A is a prerequisite for PHOTO 045B, and PHOTO 045B is a prerequisite for PHOTO 045C
Acceptable for credit: California State University

This course is offered in a field trip format with content varying depending on the destination. A preliminary on-campus meeting followed by an off-campus field trip and critique of photo work from the field trip completes the course. Subjects included are: camera techniques, exposure, composition, filter use, macro photography, artificial light, and special equipment. Digital and traditional film techniques will be explored. Students must supply their own photographic equipment, supplies, transportation, and lodging while on the trip. Pass/No Pass Option.
PHOTO 060 INTRODUCTION TO PHOTOSHOP FOR DIGITAL PHOTOGRAPHY
3 units
Lecture 2 hours; lab 3 hours
Prerequisite: PHOTO 001
Acceptable for credit: California State University
This course is the introductory course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. A three unit introduction to the theory and practical application of Adobe Photoshop in the field of electronic imaging. Photoshop in a box will be used as the working software and text. Lecture will include the theory of the digital (both original and scanned) image.

PHOTO 061 INTERMEDIATE PHOTOSHOP FOR DIGITAL PHOTOGRAPHY
2 units
Lecture 1 hour; lab 3 hours
Prerequisite: PHOTO 060
Acceptable for credit: California State University
This course is the second course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. Using advanced techniques from PHOTO 060, Photoshop software will be utilized to manipulate scanned images, stock images and output of digital imagery to digital end-products. Image manipulation will use advanced portions of Photoshop, including masking, color correction and sharpening and diffusing filters including textural effects. The theory of the photo CD and other input materials will be covered in lecture.

PHOTO 062 ADVANCED PHOTOSHOP FOR DIGITAL PHOTOGRAPHY
2 units
Lecture 1 hour; lab 3 hours
Prerequisite: PHOTO 061
Acceptable for credit: California State University
This course is the third course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. Theory of the different types of electronic cameras and other input devices will be discussed in lecture. Laboratory assignments will create digital images, manipulate and output these images to either digital or silver end-products. Photo CSs will be produced and will be manipulated along with pre-manufactured CDs.

PHOTO 072 ENVIRONMENTAL PORTRAITS
1 unit
Lecture 3 hour; lab 0 hours
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This course will teach the use of natural light in producing beautiful portraits in outdoor settings. Techniques of posing, camera operation and accessories and the use of light control equipment will be a part of the information provided. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 073 PHOTOGRAPHING YOUR ART
1 unit
Lecture 3 hour; lab 0 hours
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. Pass/No Pass Option

PHOTO 074 CLOSE-UP PHOTOGRAPHY
1 unit
Lecture 3 hour; lab 0 hours
Prerequisite: PHOTO 001 and PHOTO 001L (day or night)
Acceptable for credit: California State University
This course is designed to introduce the principles of close-up photography for the 35mm photographer. It will explore the options for supplemental equipment, lighting and film. It will also explore the many possible areas of subject material from flowers and insects to printed circuits and silicon wafers. It will be highly non-technical with emphasis on the ease with which modern equipment will allow this application of the photographic medium. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 076 VISUAL COMMUNICATION
1 unit
Lecture 3 hour; lab 0 hours (over 6 weeks)
Acceptable for credit: California State University
This one-unit photography-based class is designed to provide visual communications skills directed to the needs of individuals working in the fields of public relations, multi-media, journalism and desktop publications. Students will be expected to provide their own 35 mm camera system for assignments to be completed on transparency (slide) film. Pass/No Pass Only

PHOTO 091, 92, 93 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract for the course.
Acceptable for credit: California State University
This course continues the investigation of the historical and practical aspects of photography as selected by the student and approved by the instructor. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Pass/No Pass Option

PHOTO 110 INTRODUCTION TO PHOTOGRAPHY
3 units
Lecture 2 hours; lab 0 hours
A non-lab photography course designed to acquaint the student with the maximum use of a camera for both personal and professional needs. The theories and use of cameras, composition, filters, color, artificial lighting, copying and slide show presentation will be among the topics covered. Pass/No Pass Option

PHOTO 120 ADOBE LIGHTROOM FOR PHOTOGRAPHERS
3 units
Lecture 2 hours; lab 3 hours
This course explores the use of Adobe’s Lightroom, and how this valuable tool can streamline your workflow as a photographer. Topics covered are importing, keywording, image enhancement, archiving, and portfolio presentation. Pass/No Pass Option

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

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

**THE FACULTY**
Wendy Bowers-Gachesa
Heidi Davis
Scott Enetlegether
Jennifer Kerwin
Carol Knight
Patricia Louderback
Julie Lowry
Steven McCann
Ann Malmuth-Onn
Diane Rudy
Gaspar Silveira
Paul Starks
John Vlahos
Bruce Watson
James Winkler
Joan Worley

(Also see Health Education and Nutrition Studies)

**DIVISION**
Physical Education

**DIVISION CHAIR**
Joan Worley

**DEPARTMENT CHAIR**
Steve McCann

**PHONE**
408-741-4005

**EMAIL**
steve.mccann@westvalley.edu

**ATHLETIC DIRECTOR**
Joan Worley

**PHONE**
408-741-2017

**EMAIL**
joan.worley@westvalley.edu

**COUNSELING**
408-741-2009

The Physical Education/Kinesiology Department supports the mission of the college by preparing students along their pathways to reach transfer and career goals in an environment of academic excellence. The Physical Education/Kinesiology Department courses meet the West Valley College associate’s degree requirements. The courses also meet the transfer degree requirement for a bachelor’s degree at CSU and most other four-year institutions. Physical Education/Kinesiology courses provide students the opportunity to prepare to transfer in degree programs in Physical Education/Kinesiology, Sports Management, Athletic Training, Coaching, Dance, and Fitness Management. Students can earn an associate’s degree in Physical Education/Kinesiology preparing them for advanced degrees at West Valley College and other four-year institutions. The Department provides pathways for student-athletes to participate in intercollegiate sports. The Department promotes student success with distance learning options, off-site, and weekend classes. Additionally, Adapted Physical Education serves the disabled population by offering a variety of classes for students with disabilities.

**Learning Outcomes**
After completing a certificate or Associate of Arts degree in Physical Education a student will be able to:

- Demonstrate proficiency in human movement as it applies to sports, dance, aquatics, combatives, fitness, health and nutrition;
- Demonstrate knowledge of human movement;
- Qualify for transfer for four year learning institutions.

**Career Options**
- Athletic Trainers
- Sports Medicine Aide
- Coaching
- Physical Education/Kinesiology teachers
- Dance Specialist
- Marine Diving Leadership
- Marine Diving Science
- Sports Managers
- Physical Therapists
- Fitness Instructor
- Personal trainer

**Degrees**
A.A. Physical Education

**Certificates:**
- Certificate of Completion, Exercise Science/Sports Medicine Program

**PHYSICAL EDUCATION: Transfer:**
See assist.org and/or consult with a counselor.

**PHYSICAL EDUCATION (A.A. Degree)**

**Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 047* Human Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>BIO 048* Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 030A Fundamentals of Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>HED 005 First Aid/Adult CPR/AED</td>
<td>1.5</td>
</tr>
<tr>
<td>HED 011.5 CPR/Basic Life Support</td>
<td>5</td>
</tr>
<tr>
<td>PE.TH 030 Intro to Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PE Activity Courses**</td>
<td>6</td>
</tr>
</tbody>
</table>

*At San Jose State University students are required to have 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.

**Adapted**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.08 Adapted General Fitness</td>
<td></td>
</tr>
<tr>
<td>1.09 Adapted Functional Fitness</td>
<td></td>
</tr>
<tr>
<td>1.10 Adapted Perceptual Motor</td>
<td></td>
</tr>
<tr>
<td>Learning</td>
<td></td>
</tr>
<tr>
<td>1.12 Adapted Rhythmic Exercise</td>
<td></td>
</tr>
<tr>
<td>1.13 Adapted Physical Education</td>
<td></td>
</tr>
<tr>
<td>Rhythmic Aerobics</td>
<td></td>
</tr>
<tr>
<td>1.16 Adapted Sports &amp; Conditioning</td>
<td></td>
</tr>
<tr>
<td>1.18 Adapted PE - Stretching &amp; Flexibility</td>
<td></td>
</tr>
<tr>
<td>1.24 Adapted Physical Education</td>
<td></td>
</tr>
<tr>
<td>Water Exercise</td>
<td></td>
</tr>
<tr>
<td>Swim</td>
<td></td>
</tr>
</tbody>
</table>

**Aquatic Sports**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.04 Swimming Beg</td>
<td></td>
</tr>
<tr>
<td>2.05 Swimming Int</td>
<td></td>
</tr>
<tr>
<td>2.06 Swimming Adv</td>
<td></td>
</tr>
<tr>
<td>2.07 Master’s Swimming</td>
<td></td>
</tr>
<tr>
<td>3.02 Ballet Beg</td>
<td></td>
</tr>
<tr>
<td>3.04 Ballet Int</td>
<td></td>
</tr>
<tr>
<td>3.08 Flamenco Beg</td>
<td></td>
</tr>
<tr>
<td>3.12 Jazz Dance Beg</td>
<td></td>
</tr>
<tr>
<td>3.14 Jazz Dance Int</td>
<td></td>
</tr>
<tr>
<td>3.15 Modern Dance Beg</td>
<td></td>
</tr>
<tr>
<td>3.17 Modern Dance Int</td>
<td></td>
</tr>
</tbody>
</table>

**Dance**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.04 Swimming Beg</td>
<td></td>
</tr>
<tr>
<td>2.05 Swimming Int</td>
<td></td>
</tr>
<tr>
<td>2.06 Swimming Adv</td>
<td></td>
</tr>
<tr>
<td>2.07 Master’s Swimming</td>
<td></td>
</tr>
<tr>
<td>3.02 Ballet Beg</td>
<td></td>
</tr>
<tr>
<td>3.04 Ballet Int</td>
<td></td>
</tr>
<tr>
<td>3.08 Flamenco Beg</td>
<td></td>
</tr>
<tr>
<td>3.12 Jazz Dance Beg</td>
<td></td>
</tr>
<tr>
<td>3.14 Jazz Dance Int</td>
<td></td>
</tr>
<tr>
<td>3.15 Modern Dance Beg</td>
<td></td>
</tr>
<tr>
<td>3.17 Modern Dance Int</td>
<td></td>
</tr>
</tbody>
</table>

**Fitness**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerobics</td>
<td></td>
</tr>
<tr>
<td>Aqua Aerobics</td>
<td></td>
</tr>
<tr>
<td>Competitive Athlete</td>
<td></td>
</tr>
<tr>
<td>Stretching &amp; Flexibility</td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td></td>
</tr>
<tr>
<td>Total - Men</td>
<td></td>
</tr>
<tr>
<td>Total - Women</td>
<td></td>
</tr>
<tr>
<td>Jogging</td>
<td></td>
</tr>
<tr>
<td>Body Sculpting</td>
<td></td>
</tr>
<tr>
<td>Functional Fitness</td>
<td></td>
</tr>
<tr>
<td>Core Training</td>
<td></td>
</tr>
<tr>
<td>Boot Camp</td>
<td></td>
</tr>
<tr>
<td>Cardio Cross Training</td>
<td></td>
</tr>
<tr>
<td>Trail Running</td>
<td></td>
</tr>
</tbody>
</table>

**Combatives and Martial Arts**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karate Beg</td>
<td></td>
</tr>
<tr>
<td>Self-Defense</td>
<td></td>
</tr>
<tr>
<td>Karate Int</td>
<td></td>
</tr>
<tr>
<td>Kick Boxing</td>
<td></td>
</tr>
<tr>
<td>Fitness Boxing</td>
<td></td>
</tr>
</tbody>
</table>

**Lifetime Sports**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton Beg</td>
<td></td>
</tr>
<tr>
<td>Badminton Int</td>
<td></td>
</tr>
<tr>
<td>Intro to Sport Climbing/Rock Climbing</td>
<td></td>
</tr>
<tr>
<td>Fencing Beg</td>
<td></td>
</tr>
<tr>
<td>Fencing Int</td>
<td></td>
</tr>
<tr>
<td>Fencing Adv</td>
<td></td>
</tr>
<tr>
<td>Golf Beg</td>
<td></td>
</tr>
<tr>
<td>Golf Int</td>
<td></td>
</tr>
<tr>
<td>Golf Adv</td>
<td></td>
</tr>
<tr>
<td>Beg Tennis</td>
<td></td>
</tr>
<tr>
<td>Int Tennis</td>
<td></td>
</tr>
<tr>
<td>Adv Tennis</td>
<td></td>
</tr>
<tr>
<td>Scuba Diving</td>
<td></td>
</tr>
<tr>
<td>Scuba Diving Adv</td>
<td></td>
</tr>
<tr>
<td>Studio Cycling</td>
<td></td>
</tr>
</tbody>
</table>

**Team Sports**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball Adv</td>
<td></td>
</tr>
<tr>
<td>Basketball, Men</td>
<td></td>
</tr>
<tr>
<td>Adv Techniques of Football</td>
<td></td>
</tr>
<tr>
<td>Soccer Beg Men</td>
<td></td>
</tr>
<tr>
<td>Soccer Adv Men</td>
<td></td>
</tr>
<tr>
<td>Soccer Women</td>
<td></td>
</tr>
<tr>
<td>Softball Beg</td>
<td></td>
</tr>
<tr>
<td>Softball Int</td>
<td></td>
</tr>
<tr>
<td>Track &amp; Field Fundamentals Adv</td>
<td></td>
</tr>
<tr>
<td>Volleyball Beg Skills</td>
<td></td>
</tr>
<tr>
<td>Volleyball Int Skills</td>
<td></td>
</tr>
</tbody>
</table>
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 1.08 ADAPTED GENERAL FITNESS
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This adapted physical education course is designed to meet the needs of students with disabilities. This course provides instruction in basic exercise physiology and fitness concepts in the context of the student's abilities and limitations. The course lab content includes cardiovascular, flexibility, and general weight training exercises. In addition, this course utilizes fitness bicycles, treadmills, weight training machines, and other various adapted equipment.

PE 1.09 ADAPTED FUNCTIONAL FITNESS
0.5 units
Lecture 0 hours; lab 1.5 hours
Acceptable for credit: University of California, California State University
This adapted physical education course is designed to meet the needs of students with disabilities. This course offers an in-depth study of activities that develop core strength, flexibility, and balance. Information is given regarding alternative equipment used for functional training. This course utilizes a variety of equipment such as, but not limited to, exercise bands, balance discs, cables and tubing. Pass/No Pass Option

PE 1.10 ADAPTED PERCEPTUAL MOTOR LEARNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This adapted physical education course is designed to meet the needs of students with disabilities. Perceptual motor learning is explored through the auditory, visual, tactile and kinesesthetic senses. The course includes instruction in simple and complex motor movement activities to facilitate the development of overall fitness. Pass/No Pass Option

PE 1.12 ADAPTED RHYTHMIC EXERCISE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This adapted physical education course is designed to meet the needs of students with disabilities. This course includes instruction in a variety of indoor and outdoor activities with an emphasis on rhythmic movement and cardiovascular activity. Activities include but are not limited to walking and jogging on the track or treadmill, stationary bicycle, and elliptical trainer. Pass/No Pass Option
Aquatic Sports

**PE 2.01 WATER POLO**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to provide the student with a competitive type of water game that will appeal to all students of various swimming abilities and endurance capacities. Advanced skills are taught to individuals as they progress to the next level of competition.

**PE 2.02 LIFEGUARD TRAINING**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course covers the knowledge and skills necessary to save patrons in and around aquatic facilities and in general emergency situations. Successful completion qualifies one for the American Red Cross Lifeguard Training, Title 22 First Aid, and CPR/PRO/AED certifications. Intermediate swimming proficiency is recommended. Pass/No Pass Option

**PE 2.04 SWIMMING-BEGINNING**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to equip the individual with elementary swimming skills and knowledge in order to make him/her reasonably safe while in and around the water.

**PE 2.05 SWIMMING-INTERMEDIATE**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to increase the watermanship of the individual by adding to the skills learned in Beginning Swimming. It prepares the student for additional stroke work by introducing him/her to a series of skills designed to improve stamina and basic coordination.

**PE 2.06 SWIMMING-ADVANCED**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course provides the individual with additional strokes and other related water skills to become an all-around swimmer. Emphasis is on development of the individual's swimming endurance.

**PE 2.07 MASTER'S SWIMMING**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is formatted in a workout structure for competitive swimmers with emphasis on improving individual-stroke mechanics and conditioning.

Dance

**PE 3.02 BALLET-BEGINNING**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce the general college student to the discipline, aesthetics, traditions, and historical background of classical ballet at a beginning level.

**PE 3.04 BALLET-INTERMEDIATE**
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 3.02
Acceptable for credit: University of California, California State University
This course is designed to introduce students to the discipline, aesthetic, traditions and historical backgrounds of classical ballet at the intermediate level.

---

**PE 1.13 ADAPTED PHYSICAL EDUCATION
RHYTHMIC AEROBICS**
.5 unit
Lecture 0 hours; lab 1.5 hours
Acceptable for credit: University of California, California State University
Emphasis is for those with a temporary or permanent disability.
This course is designed to teach skills needed for daily cardiovascular activity through the use of rhythmic aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.

**PE 1.16 ADAPTED SPORTS & CONDITIONING**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This adapted physical education course is designed to meet the needs of students with disabilities. Individualized programs are designed for students who want to develop a highly conditioned body in the areas of strength, flexibility, and endurance in order to compete in a variety of athletic events. Pass/No Pass Option

**PE 1.18 ADAPTED PE - STRETCHING AND FLEXIBILITY**
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This adapted physical education course is designed to meet the needs of students with disabilities. This course includes instruction in a variety of stretching exercises to enable a student to attain optimal range of motion. Guided gentle muscle stretching is included with an emphasis on proper body alignment, breathing techniques, and relaxation. Pass/No Pass Option

**PE 1.25 ADAPTED AQUATIC EXERCISE**
.5 unit
Lecture 0 hours; lab 1.5 hours
Acceptable for credit: University of California, California State University
This adapted physical education course is designed to meet the needs of students with disabilities. This class provides instruction in dynamic water exercises with a focus on the development of cardiovascular endurance, muscle strength, flexibility and balance. Individualized swimming programs and water safety are included. Pass/No Pass Option

**PE 1.27 ADAPTED WEIGHT TRAINING**
.5 unit
Lecture 0 hours; lab 1.5 hours
Acceptable for credit: University of California, California State University
This adapted physical education course is designed to meet the needs of students with disabilities. Basic weight training and strength development concepts are applied in the context of the student's abilities and limitations. Muscular strength, muscular endurance, range of motion exercises, and mobility activities are included. Pass/No Pass Option
PE 3.08 THE FLAMENCO DANCE OF SPAIN – BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

The flamenco dance is the most popular of Spanish theatrical dance forms. Its folkloric influences include the dance cultures of the East Indians, the Moors and the Andalucons. This course is designed to introduce the student to the movement vocabulary of the Flamenco Dance, its music, and its origins. Pass/No Pass Option

PE 3.12 JAZZ DANCE-BEGINNING 1
1 unit
Lecture 0 hours; lab 3 hours
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, improvisation, and composition.

PE 3.14 JAZZ DANCE-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 3.12
Acceptable for credit: University of California, California State University

This intermediate level course is designed to increase the student’s skill and understanding in the varied theories, styles and techniques of the jazz idiom.

PE 3.15 MODERN DANCE-BEGINNING 1
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

This is a course for beginning students in modern dance. It will provide the knowledge and practice necessary for gaining personal skills and experience in technique and composition commensurate with the achievement level of beginning dance students.

PE 3.17 MODERN DANCE-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 3.15
Acceptable for credit: University of California, California State University

This intermediate level modern dance course is designed to increase the students skill, technique and composition. Students will gain increased insight into the creative process and further develop the body as an instrument for communication.

PE 3.20 BALLROOM & LATIN DANCE BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

This course focuses on beginning Ballroom and Latin dance techniques and performance. Beginning level steps and performance techniques from Salsa, Swing, Tango, Waltz, Rumba, Cha-Cha, Foxtrot, Mambo, Night Club 2-Step, and other currently popular dances are covered. Pass/No Pass Option

PE 3.22 BALLROOM & LATIN DANCE – INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours

This course focuses on intermediate Ballroom and Latin dance techniques and performance. Intermediate level steps and performance techniques from Salsa, Swing, Tango, Waltz, Rumba, Cha-Cha, Samba, Viennese Waltz, Foxtrot, Night Club 2-Step, West Coast Swing and other currently popular dances are covered. Previous Ballroom and Latin Dance experience is recommended. Pass/No Pass Option

PE 3.23 TAP DANCE-BEGINNING 1
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

This course is designed to teach the beginner basic tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.24 TAP DANCE-BEGINNING 2
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 3.23
Acceptable for credit: University of California, California State University

This course is designed to teach the advanced beginner tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

PE 3.25 TAP DANCE-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

This course is designed to increase the skill level of intermediate tap dance students, and help them become more proficient in intermediate level tap dance technique, steps, style, structure and compositions. Pass/No Pass Option

PE 3.29 REHEARSAL & PERFORMANCE IN DANCE
1 unit
Lecture 0 hours; lab 3 hours
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 HIPP HOP  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course will introduce the students to the fundamentals of hip hop/street funk. Students will learn general patterns as well as the basics of creating routines using individual style. Information describing the history and cultural development of hip hop as a dance form will be presented.  

PE 3.31 DANCE: INTERMEDIATE HIPP HOP  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course will introduce the students to the intermediate styles and choreography of hip hop/street funk. Students will have the opportunity to learn and practice challenging and complex routines. Students will choreograph and present a hip hop routine reflecting individual styles and interpretation.  

PE 3.32 BEGINNING LINDY HOP & SWING  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
Swing and Lindy have their roots in African-American culture, Big Band music, and life during war time. This course will focus on steps, patterns, and style. Pass/No Pass Only  

PE 3.33 DANCE INTENSIVE  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course is designed to provide intermediate/advanced dance students an opportunity to expand and develop their technical skills, style, and performance technique in a specific area of dance. Pass/No Pass Only  

PE 3.34 STUDIO DANCE PRODUCTION  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course is designed to provide dance students with an opportunity to develop the technical skills necessary to produce dance programs in the West Valley College studio theatre. Students will learn and/or choreograph dances in their area of emphasis, then design costumes, makeup and lighting for a performance in the studio theatre. Pass/No Pass Option  

PE 3.36 CHOREOGRAPHY  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course includes an overview of the field of choreography and a study of the elements of dance composition as related to a specific form of dance. Students participate in class and college performances. Pass/No Pass Option  

PE 3.37 THE FLAMENCO DANCE OF SPAIN - INTERMEDIATE  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course focuses on intermediate flamenco dance technique and the performance of flamenco dance studies. The course also explores the intersection of flamenco dance with poetry and music. Previous Flamenco Dance experience recommended. Pass/No Pass Option  

**Fitness**  
All fitness classes are designed to help the student develop positive attitudes and skills in one or more of the following aspects of fitness: improved cardiovascular conditioning, increased muscular endurance, greater joint flexibility, and the ability to obtain total relaxation.  

PE 4.03 FITNESS, AEROBICS  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course will improve the student's cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises.  

PE 4.05 FITNESS, AQUA AEROBICS  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course will provide instruction in the various components of muscular strength and conditioning for men and women utilizing a variety of equipment. Pass/No Pass Option  

PE 4.14 FITNESS, WATER EXERCISE  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course presents exercises that use specific muscles while the body is submerged in water. The course helps the student become trimmer, stronger, and better conditioned.  

PE 4.16 FITNESS WEIGHT TRAINING  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course provides instruction in the various components of muscular strength and conditioning. Pass/No Pass Option  

PE 4.19 FITNESS APPRAISAL  
1 unit  
Lecture .5 hour; lab 1.5 hour  
Acceptable for credit: California State University  
This course is designed to provide an increased self awareness of personal fitness levels and fitness concepts through pre and post fitness testing. It includes theories of fitness, lifestyle change, nutrition, weight management, and the development of a personal exercise program. Pass/No Pass Option  

PE 4.22 FITNESS, STEP  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course will provide students of all cardiovascular fitness levels the opportunity to participate in a movement experience using the Step Fitness movement method and equipment. The student will progress through the height levels and the step levels that will allow for his/her optimum fitness improvement.  

PE 4.24 FITNESS, TOTAL - MEN  
1 unit  
Lecture 0 hours; lab 3 hours  
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  

---  

**Notes:**  
- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 5 for specific information.  
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.  
- **RECOMMENDATIONS** are ADVICE.  
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.

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 4.25 FITNESS, TOTAL - WOMEN
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of women.

PE 4.28 FITNESS JOGGING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
Students are exposed to the benefits of exercise through fitness jogging. The principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

PE 4.29 BODY SCULPTING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain muscular strength and endurance through the use of free weights and resistive types of exercises. The workout is structured and the movements are set to music. Pass/No Pass Option

PE 4.30 FUNCTIONAL FITNESS
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain muscular strength, balance, coordination, speed, power and agility by performing conditioning drills using plyometrics, medicine balls, agility cones, speed ladders, Tai Chi, and yoga. Movement patterns will improve skills for running, jumping, throwing, kicking, lunging, and swinging. These movement patterns will train students to be functionally strong for competitive sports and active lifestyles. Pass/No Pass Only

PE 4.31 CORE TRAINING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain muscular strength for trunk stabilization. Movement patterns that strengthen the abdominals, obliques, hips and lower back will be emphasized. Increases in core strength will improve the student’s ability to function in daily activities with proper biomechanics and less risk of injury. Pass/No Pass Only

PE 4.32 FITNESS: BOOT CAMP
1 unit
Lecture 0 hours; lab 3 hours
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
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain improved cardiorespiratory fitness, flexibility, and muscle strength. This course will utilize exercise equipment to improve cardiorespiratory fitness. Equipment will include the stair-master, stationary bike, treadmill, seated rowing machine, and other apparatus.

PE 4.34 TRAIL RUNNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will introduce students to the benefits of exercise through trail running. The principles of exercise, which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

PE 4.35 EVERYDAY FOOD AND FITNESS
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: California State University
This course provides students with the opportunity to adopt a healthy, active lifestyle. The goals of the course are to educate students on the health risks associated with obesity, to promote an increase in students’ overall activity, to help students develop healthy body composition, to offer tools for students to modify health related behavior, and to improve their overall health and well being. Pass/No Pass Option

PE 4.36 CARDIO TENNIS
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide students with the opportunity to gain improved cardiorespiratory fitness, flexibility, and muscle strength while learning tennis skills. The course blends tennis techniques, drills, and training with aerobic movement, flexibility, and strengthening exercises. The emphasis is on movement. Pass/No Pass Option

PE 4.37 SELF-DEFENSE
1 unit
Lecture 0 hours; lab 3 hours
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 6.02 KARATE-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course introduces the student to the basic skills of Karate.

PE 6.03 SELF-DEFENSE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
Students are instructed in methods and techniques of self-defense which will help them recognize and avoid dangerous situations. Techniques will be presented in the defense of oneself when under attack.

PE 6.06 KARATE-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will present the skills (kicks, punches, blocks, and stances) used in competitive kickboxing. Training will include conditioning and flexibility exercises. Sparring drills, bag work, timing and focus training will be presented. Self-defense techniques will also be introduced.

PE 6.08 FITNESS BOXING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will provide cardiovascular fitness, strength, and flexibility through boxing techniques. Stances, punching, combinations, blocks, and sparring drills will be presented. The rules of sport boxing will be covered. Emphasis will be on training techniques. Non-contact sparring will be practiced.

Lifetime Sports
Lifetime sports classes are designed to teach skills in sports activities in which the student can experience lifelong participation.

PE 7.02 BADMINTON-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course will introduce the fundamentals of the game of badminton and the strategies of badminton to the student.
PE 7.03 BADMINTON-INTERMEDIATE
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 7.02
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to master individual skills and strategies of badminton at the intermediate level.

PE 7.04 INTRO TO SPORT CLIMBING/ROCK CLIMBING
1 unit
Lecture 1 hour; lab 2 hours
Acceptable for credit: University of California, California State University
This course is designed to offer the novice/beginner student the opportunity to learn climbing 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 7.07 FENCING-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
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
Lecture 0 hours; lab 3 hours
Prerequisite: PE 7.07
Acceptable for credit: University of California, California State University
This course provides students with the opportunity to master 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
Lecture 0 hours; lab 3 hours
Prerequisite: PE 7.07 or 7.08
Acceptable for credit: University of California, California State University
This course provides the students with the opportunity to master specific fencing skills and techniques at the advanced level in standard and electrical foil.

PE 7.10 GOLF-BEGINNING
1 unit
Lecture 0 hours; lab 3 hours
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
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 7.10
Acceptable for credit: University of California, California State University
This course is designed to help intermediate golfers develop more advanced skills in the game of golf. A greater emphasis is placed on the technical aspects of the swing.

PE 7.12 GOLF-ADVANCED
2 units
Lecture 0 hours; lab 6 hours
Recommended preparation: PE 7.11
Acceptable for credit: University of California, California State University
This is a high-level sequential course designed to help develop advanced techniques in a practical and realistic atmosphere. Most sessions will be presented at the golf course. Some emphasis is on the social values of the game and an introduction to various scoring methods and types of tournament play. Pass/No Pass Option

PE 7.18 BEGINNING TENNIS
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is designed to help intermediate golfers develop more advanced skills in the game of golf. A greater emphasis is placed on the technical aspects of the swing.

PE 7.20 INTERMEDIATE TENNIS
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 7.19
Acceptable for credit: University of California, California State University
This course in tennis is designed to give the student greater insight into the game through a series of intermediate learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.

PE 7.21 ADVANCED TENNIS
1 unit
Lecture 0 hours; lab 3 hours
Recommended preparation: PE 7.20
Acceptable for credit: University of California, California State University
This course provides the opportunity for students to learn the knowledge and skills of SCUBA Diving. Satisfactory completion of this course can lead to international SCUBA certification. Basic swimming proficiency is recommended.

PE 7.23 SCUBA DIVING
2 units
Lecture 1.5 hours; lab .5 hours
Acceptable for credit: University of California, California State University
This course provides the opportunity for students to learn the knowledge and skills of SCUBA Diving. Satisfactory completion of this course can lead to international SCUBA certification. Basic swimming proficiency is recommended.
PE 7.24 SCUBA DIVING-ADVANCED  
2 units  
Lecture 1.5 hours; lab 3 hours  
Recommended preparation: Recommended internationally recognized certification as an open water SCUBA Diver.  
Acceptable for credit: University of California, California State University  
This course provides the opportunity for students to improve knowledge and skills of SCUBA and Marine Diving Technology. Satisfactory completion of this course can meet lead to international SCUBA certification in Advanced, Rescue and Nitrox. It is recommended that students have an internationally recognized certification as an open water SCUBA Diver prior to taking this course.

PE 7.26 STUDIO CYCLING  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course provides students with the opportunity to gain muscular strength and cardiovascular endurance through stationary cycling. The workouts are performed on a studio-spinning bike designed to improve aerobic and anaerobic fitness through interval training and steady state training. Benefits include improved cycling mechanics and efficiency, body awareness, injury prevention, stress reduction, and increased self-confidence. Pass/No Pass Option

Team Sports

PE 8.03 BASEBALL-ADVANCED  
1 unit  
Lecture 0 hours; lab 3 hours  
Recommended preparation: Prior participation in interscholastic competition or club baseball program.  
Acceptable for credit: University of California, California State University  
This course is designed to provide an opportunity for students to develop advanced baseball skills and techniques in order to participate and learn an activity geared to their level of ability.

PE 8.04 BASKETBALL, MEN  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course is designed to teach the basic skills, techniques, and knowledge of the game of men’s basketball.

PE 8.07 ADVANCED TECHNIQUES OF FOOTBALL  
1 unit  
Lecture 0 hours; lab 3 hours  
Recommended preparation: Prior participation in interscholastic competition or club football program.  
Acceptable for credit: University of California, California State University  
This course is designed to teach basic, individual skills and team play through active participation; a general approach to the origin, techniques, and rules of the game.

PE 8.08 SOCCER-BEGINNING, MEN  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course is designed to teach basic skills, offenses and defenses of men’s soccer at the beginning level.

PE 8.09 SOCCER-ADVANCED, MEN  
2 units  
Lecture 0 hours; lab 6 hours  
Recommended preparation: PE 8.08  
Acceptable for credit: University of California, California State University  
This is an advanced course in soccer designed to develop advanced individual skills which can be incorporated into a relatively high level of team participation.

PE 8.10 SOCCER-WOMEN  
1 unit  
Lecture 0 hours; lab 3 hours  
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 8.12 SOFTBALL-BEGINNING  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course is designed to teach basic skills, techniques, and knowledge of the game of women’s softball.

PE 8.14 TRACK & FIELD FUNDAMENTALS-ADVANCED  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
A course designed to teach individual skills in track and field. Includes sprints, hurdles, middle and distance running, weight events, and jumping events.

PE 8.15 VOLLEYBALL-BEGINNING SKILLS  
1 unit  
Lecture 0 hours; lab 3 hours  
Acceptable for credit: University of California, California State University  
This course is designed to teach the novice beginning volleyball skills for recreational pleasure and value as a worthy leisure-time activity.

PE 8.16 VOLLEYBALL-INTERMEDIATE SKILLS  
1 unit  
Lecture 0 hours; lab 3 hours  
Recommended preparation: PE 8.15  
Acceptable for credit: University of California, California State University  
This course is designed to explore further the game of volleyball and help the student master intermediate volleyball skills.

PE 8.17 VOLLEYBALL-ADVANCED SKILLS  
1 unit  
Lecture 0 hours; lab 3 hours  
Recommended preparation: PE 8.16  
Acceptable for credit: University of California, California State University  
This course provides the serious student of volleyball with the opportunity to master individual skills and team strategies at the advanced level.

PE 8.18 VOLLEYBALL-OUTDOOR SAND & GRASS DOUBLES  
1 unit  
Lecture 0 hours; lab 3 hours  
Recommended preparation: PE 8.15  
Acceptable for credit: University of California, California State University  
This course is designed to teach the skills, strategies and techniques of doubles sand and grass volleyball.

Athletics

West Valley College is a member of the Coast Conference of the California Community and Junior College Association. The college competes in conference competition for both men and women. A materials fee is required in each sport.

PE 9.01 INTERCOLLEGIATE BASEBALL-MEN  
2 units  
Lecture 0 hours; lab 10 hours  
Recommended preparation: PE 8.03 or interscholastic h.s. or club participation  
Acceptable for credit: University of California, California State University  
This course provides intercollegiate competition to meet needs and skills of men.

PE 9.02 INTERCOLLEGIATE BASKETBALL-MEN  
1 unit  
Lecture 0 hours; lab 10 hours (over 9 weeks)  
Recommended preparation: Interscholastic h.s. or club participation  
Acceptable for credit: University of California, California State University  
This course provides intercollegiate competition to meet needs and skills of men.

Recommended Preparations in Basic Skills:

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

NOTE: Course hours per week stated in the catalog are based on an 18 week semester. For hours per week during the current 16 week semester or summer session, please see the schedule of classes, or go to westvalley.edu and look under WVCPortal.
PE 9.06 INTERCOLLEGIATE FOOTBALL-MEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.07 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in football.

PE 9.07 INTERCOLLEGIATE SOCCER-MEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.09 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in soccer designed to meet needs and skills of men.

ATH 9.08 INTERCOLLEGIATE SOCCER-WOMEN
2 units
Lecture 0 hours; lab 6 hours
Acceptable for credit: University of California, California State University
This course provides intercollegiate women’s soccer competition. Students are given the opportunity to develop a high degree of soccer skills and demonstrate these skills in a match situation. These skills include offensive and defensive techniques, and rules of the game. Students are also given the opportunity to develop an increased level of cardiovascular fitness that will allow them to compete at the intercollegiate level. Pass/No Pass Option

PE 9.09 INTERCOLLEGIATE SOFTBALL-WOMEN
2 units
Lecture 0 hours; lab 10 hours
Corequisite: PE 4.07
Recommended preparation: Interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
Intercollegiate competition in softball designed to meet needs and skills of women.

PE 9.10 INTERCOLLEGIATE SWIMMING-MEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 2.06 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in swimming.

PE 9.11 INTERCOLLEGIATE SWIMMING-WOMEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 2.06 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in swimming.

PE 9.14 INTERCOLLEGIATE TRACK-MEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.14 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in track and field.

PE 9.15 INTERCOLLEGIATE TRACK-WOMEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.14 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in track and field.

PE 9.17 INTERCOLLEGIATE VOLLEYBALL-WOMEN
2 units
Lecture 0 hours; lab 10 hours
Recommended preparation: PE 8.17 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in volleyball designed to meet needs and skills of women.

ATH 9.18 INTERCOLLEGIATE WATER POLO-MEN
2 units
Lecture 0 hours; lab 10 hours
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for men in Water Polo. Students are given the opportunity to develop a high degree of water polo skills and demonstrate these skills in a match situation. These skills include offensive and defensive techniques, and rules of the game. Students are also given the opportunity to develop an increased level of cardiovascular fitness that will allow them to compete at the intercollegiate level. Pass/No Pass Option

PE 9.20 INTERCOLLEGIATE WATER POLO-WOMEN
2 units
Lecture 0 hours; lab 10 hours
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in water polo.

PE 9.30 INTERCOLLEGIATE PRE-SEASON CONDITIONING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course is for students competing in intercollegiate athletics. The course is designed to get the student athlete ready for the season of competition by improving fitness, strength, and flexibility to help minimize the potential of injury.

PE 9.41 ATHLETIC BASEBALL SKILLS AND TECHNIQUES
2 units
Lecture 0 hours; lab 6 hours
Acceptable for credit: California State University
This is an advanced development of athletic baseball skills and techniques course. The course provides instruction in softball specific rules, techniques, equipment and facilities management, etiquette, and safety. In addition, students are given the opportunity to apply nutrition, flexibility, and strength training concepts to improve their skills. Pass/No Pass Option

PE 9.49 ATHLETIC SOFTBALL - SKILLS AND TECHNIQUES
2 units
Lecture 0 hours; lab 6 hours
Acceptable for credit: California State University
This is an advanced development of athletic softball skills and techniques course. This course provides instruction in softball specific rules, techniques, equipment and facilities management, etiquette, and safety. In addition, students are given the opportunity to apply nutrition, flexibility, and strength training concepts to improve their skill level. Pass/No Pass Option

Mind/Body/Wellness

PE 11.01 YOGA FOR HEALTH
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
The practice and study of Yoga helps to bring about a natural balance of body and mind. This course emphasizes the physical practice of yoga exercises which provide a gentle muscle stretching and range of motion around the joints along with breathing and relaxation techniques leading to total relaxation and the harmony of mind and body.

PE 11.01A YOGA FOR HEALTH .5 unit
Lecture 0 hours; lab 1.5 hours
Acceptable for credit: California State University
This course emphasizes the physical practice of yoga exercises which provide a gentle muscle stretching and range of motion around the joints along with breathing and relaxation techniques leading to total relaxation and the harmony of mind and body. Pass/No Pass Option

PE 11.02 INTERMEDIATE ASANA-MOVING DEEPER INTO HATHA YOGA
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course includes instruction in all classifications of yoga postures: neutral, standing, bends, twists Inversions, and relaxations. This course includes instruction in anatomy, physiology, and pranayama techniques. Intermediate Asana moves deeper into the spirit of Hatha Yoga and explores how the virtues of yogic philosophy can be Integrated Into Asana practice. This course builds on the principles learned in Yoga for Health. A clear understanding of the basic yoga postures is preferred prior to taking this course. Pass/No Pass Option

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- PREREQUISITES AND COREQUISITES are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
Physical Education

### PE 11.03 Gentle Restorative Exercise
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

This course introduces students to modified Yoga, Pilates, and dance exercise, which provides gentle muscle stretching for increased flexibility and range of motion; strengthening to assist in injury prevention; along with breathing, and relaxation techniques for stress reduction.

Pass/No Pass Option

### PE 11.04 Power Postures
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

This course provides students with the opportunity to gain muscular strength, endurance, and improved balance. The exercises are designed to improve posture, body alignment, core strength and flexibility. Benefits include balance, body awareness, mental focus and relaxation. The static series of Yoga postures are performed in a warm environment to relax the muscles, increase blood circulation, and strengthen the heart.

### PE 11.07 Tai Chi
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

This course will introduce the fundamental philosophies, skills, and health enhancing components of Tai Chi. The course will cover historical and philosophical aspects of Tai Chi and Tai Chi body movements and forms utilizing energy flow and stress reducing elements.

### PE 11.08 Pilates Mat Workout
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

This course provides students with the opportunity to gain muscular strength and endurance. The exercises are designed to improve posture, body alignment, and flexibility. Benefits include balance, body awareness, relaxation, and injury prevention, stress reduction, and increased self-confidence. Pilates mat work emphasizes core musculature as it applies to everyday movement.

Pass/No Pass Option

### PE 11.09 Intermediate Pilates Mat Workout
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University

This course provides students with the opportunity to gain muscular strength and endurance. Intermediate to advanced exercises are designed to improve posture, body alignment, and flexibility. Benefits include balance, body awareness, and relaxation. Core strength is beneficial for injury prevention, stress reduction, and increased self-confidence. Pilates mat work emphasizes core musculature as it applies to everyday movement. Flex bands, foam rollers, and fitness circles are added to the exercises for more intensity.

### PE 11.10 Weigh Down
4 Units
Lecture 3 hours; lab 3 hours
Acceptable for credit: University of California, California State University

This course provides the overweight student with the opportunity to adopt a healthy, active lifestyle. The goals of the course are to educate overweight students on the health risks associated with obesity, increase overall activity, produce long-term weight loss, promote behavior modification, and improve health and well being.

Pass/No Pass Option

### Marine Diving Education

#### PE 12.04 Assistant Scuba Instructor
2 units
Lecture 1.5 hours; lab 1.5 hours
Acceptable for credit: University of California, California State University

This course provides the skills, knowledge, and experience required to assist in all phases of SCUBA instruction. Students gain proficiency in teaching standards, skills, and techniques for effective teaching of marine diving education. This course leads to certification in the Marine Diving Education Program (MDEP). This course qualifies students to seek employment as a Dive master or Assistant Instructor at aquariums and on commercial and research dive vessels.

#### PE 12.10 Research Diver
2 units
Lecture 1.5 hours; lab 1.5 hours
Acceptable for credit: University of California, California State University

Recommended preparation: Open Water or higher SCUBA certification from any nationally recognized SCUBA agency

This course provides the theoretical and practical knowledge and skills required to effectively operate in research or scientific diving environments.

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

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

Learning Outcomes
After completing courses in Physical Education Theory, a student will be able to
• Identify one or more physical education theory-related factors which influence individual and community health behaviors;
• Identify immediate and long range effects of physical education and health related behaviors;
• Select valid, reliable, and credible sources of information about physical education theory, health needs, interests and concerns.

PE.TH 030 INTRODUCTION TO PHYSICAL EDUCATION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course surveys the basic principles of physical education and its place and contribution to the total education program, including leadership, aims, objectives, historical perspective, scientific foundations, perceptual motor learning, competitive athletics, and current issues in the field.

PE.TH 039A INTRODUCTION TO SPORTS MEDICINE
3 units
Offered Fall semester only
Lecture 2 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course introduces the student to concepts of athletic training; care and prevention of sports injuries; recognition, evaluation, management, and rehabilitation of injuries; techniques of adhesive strapping and protective padding and bracing. Pass/No Pass Option

PE.TH 039B SPORTS INJURY MANAGEMENT & REHABILITATION
2 units
Offered Spring semester only
Lecture 1 hour; lab 3 hours
Recommended preparation: First Aid/CPR certificate or H ED 005. May be taken concurrently
Acceptable for credit: California State University
This course provides the student with exposure to basic sports medicine techniques, immediate recognition and treatment of injuries unique to fall sports, particularly the "non-contact" sports such as cross country, volleyball, water polo and soccer. Pass/No Pass Option

PE.TH 041 SKILL COMPETENCIES IN ATHLETIC TRAINING
1 unit
Lecture 0 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course provides the student with the opportunity to practice and become proficient in skills that are required to be a certified athletic trainer or allied health care professional. The competencies included are: injury prevention, recognition and evaluation, first aid procedures, equipment and protective padding fabrication, rehabilitation techniques, and administrative duties. It can be repeated three times. Pass/No Pass Only

PE.TH 042 PRINCIPLES OF STRENGTH TRAINING & CONDITIONING
3 units
Offered Spring semester only
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course introduces students to the principles of effective strength training and conditioning. Emphasis is on program design, periodization training, effective strength training exercises and stretches, body composition, and skills to improve strength and athletic performance.

PE.TH 043 SPORTS INJURIES
1 unit
Lecture 1 hour; lab 0 hours
Acceptable for credit: California State University
This course provides students an opportunity to learn how to recognize common sports injuries, go through a basic and systematic evaluation of the injury, apply "return to play" goals in the healing process, and perform rehabilitation principles to aid in the recovery of the injury.

PE.TH 044 LIFETIME FITNESS
2 units
Lecture 2 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course provides the student with an opportunity to understand and apply the development, maintenance, and assessment of cardiovascular endurance, strength, and flexibility. Course content includes: theories of fitness, lifestyle changes, nutrition, weight management, and the development of an exercise program that may lead to a healthier lifestyle. Students are given the opportunity to participate in lab activities consisting of a variety of fitness tests and measurements. Pass/No Pass Option

PE.TH 045 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE BASEBALL
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: PE 8.03 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce to the student the theory and principles of offensive and defensive intercollegiate baseball, including punt and punt return, point after touchdown, field goal kicking, and kick off. Pass/No Pass Option

PE.TH 046 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE FOOTBALL
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: PE 8.07 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the theory and principles of offensive and defensive intercollegiate football, including punt and punt return, point after touchdown, field goal kicking, and kick off. Pass/No Pass Option

PE.TH 047 THEORY & TECHNIQUE OF OFFENSIVE & DEFENSIVE BASKETBALL
3 units
Lecture 2 hours; lab 3 hours
Recommended preparation: PE 8.04 or interscholastic h.s. or club participation
Acceptable for credit: University of California, California State University
This course will introduce the theory and principles of offensive and defensive intercollegiate basketball. Knowledge and understanding of the rules of basketball will also be included. Pass/No Pass Option
PE.TH 051 DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course examines dance as a cultural expression in the USA. The course explores and analyzes indigenous dance forms including the social, political, economic, and religious significance. Pass/No Pass Option

PE.TH 051H HONORS DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units
Lecture 3 hours; lab 0 hours
Honors Dance in America: a Cultural Perspective uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course examines dance as a cultural expression in the USA. The course explores and analyzes indigenous dance forms including the social, political, economic, and religious significance.

PE.TH 052 TECHNIQUES OF TEACHING DANCE
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: California State University
This course provides instruction in the theories, principles, and techniques involved in teaching dance. Pass/No Pass Option

PE.TH 060 GROUP FITNESS INSTRUCTOR TRAINING
2 units
Lecture 2 hours; lab 1 hour
Acceptable for credit: California State University
This is an introductory course to train the aspiring fitness professional. Participants in the program will be expected to understand practical anatomy and physiology, first aid, immediate health care and nutrition. They will be assisted in learning proper exercise procedures applicable for special groups, choreography of exercises, and leading large groups of students. Visitations and critiques of other classes will be encouraged. Pass/No Pass Option

PE.TH 091 DIRECTED STUDIES
1-3 units (See department for schedule)
Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information.
This course allows independent work of special interest to the student related to, but not included in, regular courses offered by the physical education department. Pass/No Pass Option

PE.TH 091H HONORS DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units
Lecture 3 hours; lab 0 hours
Honors Dance in America: a Cultural Perspective uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course examines dance as a cultural expression in the USA. The course explores and analyzes indigenous dance forms including the social, political, economic, and religious significance.

Physical Science

THE FACULTY
Doug Epperson
Lungyee Lin
Benjamin Mendelsohn
Mel Vaughn

DIVISION Science and Mathematics
DIVISION CHAIR Rebecca Wong
DEPARTMENT CHAIR Doug Epperson
PHONE 408-741-4662
EMAIL doug.epperson@westvalley.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing courses in Physical Science, a student will be able to
• Apply scientific concepts and methods of inquiry to problems of the physical environment;
• Describe the influence of weather and climate on local and world-wide issues;
• Analyze environmental issues.

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

PSCI 010 PHYSICAL SCIENCE SURVEY
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course takes the student on a tour of the many branches of science.

PSCI 020 WEATHER & CLIMATE
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: MATH 902
Acceptable for credit: University of California, California State University
This course studies local and global weather and climate and the processes that create them. Basic weather patterns, extreme weather and California weather are looked at in some detail.

PSCI 040 CLIMATE, ENERGY & A GREEN TOMORROW
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course looks at global climate, governmental energy policy, the physics of energy, green buildings, green transportation and alternative fuels. Pass/No Pass Option
Physics

THE FACULTY
Doug Epperson
Lungyee Lin
Benjamin Mendelsohn
Mel Vaughn

DIVISION Science and Mathematics
DIVISION CHAIR
DEPARTMENT CHAIR
Doug Epperson
PHONE
EMAIL
doug.epperson@westvalley.edu
COUNSELING
408-741-2009

Learning Outcomes
After completing an Associate of Arts degree in Physics a student will be able to
• Communicate orally and in writing core physical principles, the results of experiments, and their analysis of physical problems;
• Set up an experiment, collect and analyze data, identify sources of error, and interpret results;
• Use basic software, such as word processing, spreadsheet, and graphing programs;
• Identify the essential aspects of a problem and formulate a strategy for solving the problem;
• Estimate the solution to a problem, apply appropriate techniques to arrive at a solution, test the correctness of their solution, interpret their result and connect it to related areas of physics.

PHYSICS, APPLIED PHYSICS, GEOPHYSICS: Transfer:
See assist.org and/or consult with a counselor.

PHYSICS, APPLIED PHYSICS, GEOPHYSICS (A.S. Degree)
Major Requirements:
Course                      Units
ENGR 021                    Intro to Computing for Scientists and
                            Engineers 3
MATH 003AB                  Analytical Geometry & Calculus 5-5
MATH 004A                  Intermediate Calculus 4
MATH 004B                  Differential Equations 4
PHYS 04ABC                  Engineering Physics 5-5
To be awarded an A.S. degree, a student must complete
1. All the major requirements.
2. Additional units to meet the college graduation
   requirements.

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

Geophysics majors should take GEOL 001A
(Physical Geology) and GEOL 001B (Historical Geology).

PHYS 001 INTRODUCTION TO PHYSICS
PROBLEM SOLVING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: MATH 000D or MATH 002
Acceptable for credit: University of California, California State University
This course is designed specifically to prepare students for Physics 2A or Physics 4A. It covers
basic principles/concepts in classical mechanics and introduces problem-solving skills that may be
applied to a wide variety of problems.

PHYS 002A GENERAL PHYSICS -
MECHANICS
5 units
Lecture 4 hours; lab 3 hours
Prerequisite: MATH 000D or MATH 002
Recommended preparation: PHYS 001
Acceptable for credit: University of California, California State University
This is a trigonometry-based first course in Phys-
ics for majors in subjects other than engineering
or the physical sciences. The course covers
mechanics (motion, forces, torques, energy,
momentum, angular momentum, and rotation),
thermodynamics, fluid mechanics and sound.
Concepts and problem solving are emphasized.

PHYS 002B GENERAL PHYSICS -
ELECTRICITY & MAGNETISM
5 units
Lecture 4 hours; lab 3 hours
Prerequisite: MATH 000D or MATH 002
Recommended preparation: PHYS 001
Acceptable for credit: University of California, California State University
This is a trigonometry-based course in Physics
for majors in subjects other than engineering
or the physical sciences. The course covers
electricity, magnetism, optics, atomic physics,
nuclear physics and special relativity. Concepts
and problem solving are emphasized.

PHYS 004A ENGINEERING PHYSICS -
MECHANICS
5 units
Lecture 4 hours; lab 3 hours
Prerequisite: MATH 003A
Recommended preparation: PHYS 001
Acceptable for credit: University of California, California State University
This course is the first course in the engineering
physics series. It covers vectors, kinematics,
dynamics, energy, momentum, universal gravity,
rotational physics, fluid dynamics, elasticity and
harmonic motion.

PHYS 004B ENGINEERING PHYSICS -
ELECTRICITY & MAGNETISM
5 units
Lecture 4 hours; lab 3 hours
Prerequisite: PHYS 004A and MATH 003B
Acceptable for credit: University of California, California State University
Electricity and magnetism is the second course
in the engineering physics series. Topics to be
studied include charge and matter, the electric
field, Gauss’s Law, electric potential, capacitors
and dielectric, current and resistance, electromo-
tive force and circuits, magnetic fields, applica-
tions of Ampere’s Law, inductance and Faraday’s
Law of Induction, magnetic properties of matter,
and alternating currents. Problem solutions are
emphasized using calculus.

PHYS 004C ENGINEERING PHYSICS -
LIGHT, HEAT & WAVES
5 units
Lecture 4 hours; lab 3 hours
Prerequisite: PHYS 004A and MATH 003B
Acceptable for credit: University of California, California State University
Light and Heat is the third course in the engi-
neering physics series. Topics to be studied
include wave motion, heat, the first and second
laws of thermodynamics, the concept of entropy,
the nature and propagation of light, the laws of
reflection and refraction for plane and spheri-
cal waves, interference, diffraction, and modern
physics including wave-particle duality, matter
waves, and special relativity. Problem solutions
using calculus is emphasized.

PHYS 004D MODERN PHYSICS
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PHYS 004B
Acceptable for credit: University of California, California State University
This course is an introduction to modern phys-
ics, emphasizing the fundamental principles of
relativity and quantum mechanics. Topics to be
covered include: the Lorentz transformations,
special and general relativity, wave-particle
duality, the Bohr atom, line spectra and atomic
energy levels, the Schrödinger equation, potential
barriers and wells, the hydrogen atom, spin and
angular momentum, elementary particles, and
solid-state physics.

PHYS 010 CONCEPTUAL INTRODUCTION
TO PHYSICS
4 units
Lecture 3 hours; lab 3 hours
Acceptable for credit: University of California, California State University
This course takes a conceptual approach to
physics. Topics include mechanics, heat, fluids,
solids, waves, electricity, magnetism, light,
atomic physics, nuclear physics. A lab is included
with the course to experience the phenomena
discussed in lecture.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
Political Science

THE FACULTY
Nichola Gutierrez
Tim Kelly

DIVISION
Social Science

DIVISION CHAIR
Stephen Juarez

DEPARTMENT CHAIR
Nichola Gutierrez

PHONE
408-741-2557

EMAIL
nichola.gutierrez@westvalley.edu

COUNSELING
408-741-2009

The study of political theory and practice in the United States and the rest of the world. This includes international relations, comparative governments, political philosophy and theory, with emphasis on the institutions requirement of American Government.

Learning Outcomes
After completing courses in Political Science, or an A.A. degree in Social Science with an emphasis in Political Science, a student will be able to:

- Describe the structure and functions of American government;
- Explain the ideas of the great political thinkers and how those ideas apply to our democracy and to our world today;
- Identify the institutions, players and processes in American national and state governments;
- Analyze the exercise of power in governmental institutions;
- Analyze how public policy is formulated, legislated, implemented and evaluated within our democratic framework;
- Compare the U.S. political system to others in the world;
- Describe the political relations among nations and the transnational relations practiced by people, organizations, and institutions across national boundaries.

Career Options:
- Researcher/Analyst
- Political Economist
- Foreign Service Officer
- Attorney
- Lobbyist
- City Planner
- Teacher
- Administrator
- Elected Official
- Journalist
- Legislative Aide
- Political Scientist
- City Manager
- Business person
- Campaigner
- Advocate
- Community Relations Director
- Congressional Aide
- Consumer Advocate

POLITICAL SCIENCE: Transfer:
See assist.org and/or consult with a counselor.
Portuguese

DIVISION Language Arts
DEPARTMENT CHAIR Leigh Burchko
PHONE 408-741-4011
EMAIL anna.burchko@westvalley.edu
COUNSELING 408-741-2009

Learning Outcomes
See World Languages

PORTG 001A BEGINNING BRAZILIAN PORTUGUESE
5 units
Lecture 5 hours; lab 0 hours
Corequisite PORTG 011A
Acceptable for credit: University of California, California State University
The course focuses on the basic structures of the language: listening, speaking, reading, writing and culture. Emphasis is placed on communication and relevancy. Students are exposed to various aspects of the Brazilian Portuguese culture. Pass/No Pass Option

PORTG 001B BEGINNING BRAZILIAN PORTUGUESE
5 units
Lecture 5 hours; lab 0 hours
Prerequisite PORTG 001A
Corequisite PORTG 011B
Acceptable for credit: University of California, California State University
In this course, the student will continue to develop his/her listening, speaking, reading and writing skills, and increase his/her vocabulary and knowledge of grammar. Emphasis is placed on self-expression and communication on topics of interest. Pass/No Pass Option

PORTG 011A BRAZILIAN PORTUGUESE LAB
.5 unit
Lecture 0 hours; lab 0 hours
Corequisite PORTG 001A
Acceptable for credit: California State University
In this course the student will practice the language skills and expand his/her fluency of skills learned in PORTG 001A.

PORTG 011B PORTUGUESE LAB
.5 Unit
Lecture 0 hours; lab 0 hours
Corequisite: PORTG 001B
Acceptable for credit: California State University
This is a course designed to accompany the PORTG 001B course. It is a continuation of PORTG 011A, although PORTG 011A is not a prerequisite. In this course the student will practice and increase his/her fluency of the skills learned in PORTG 001B. The student will practice the language skills and expand his/her knowledge of the Brazilian culture in the language lab with the aid of language skill building technology. Pass/No Pass Option

Psychology

THE FACULTY
Jose Bautista
Michelle D. Reed

DIVISION Social Sciences
DEPARTMENT CHAIR Stephen Juarez
PHONE 408-741-2492
EMAIL jose.bautista@westvalley.edu
COUNSELING 408-741-2009

Psychology is the scientific study of human and non-human behavior as well as the neurophysiological mechanisms that underlie sensations, perceptions, emotions, motivation, memory, cognitive, and motor functions constituting our mental processes and higher states of consciousness. Psychologists are concerned with the human experience relative to culture, ethnicity, work, health, development, and psychopathology. The field involves both pure science and practical application to matters of everyday life. Those who pursue one of psychology's 55 sub-fields, as identified by the American Psychological Association, will find a wonderful variety of career options with the common goal of improving human life and understanding as well as the world in which we live.

Highlights
• Exemplary instructional staff, with many years of experience, representing different specializations and areas of interest
• A wide range of course offerings: Psychology of Addiction and Substance Abuse, Life-Span Developmental Psychology, Physiological Psychology, Psychology of Women, Experimental Psychopharmacology, Social Psychology, and Abnormal Psychology
• Transferable courses to the CSU and UC systems, as well as numerous private universities

Learning Outcomes
After completing an Associate Arts degree in Psychology, a student will be able to:
• Describe the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology;
• Apply the scientific method and critical thinking skills to formulate valid hypotheses, operationally define constructs, and evaluate claims;
• Analyze data by selecting the appropriate methods, accurately evaluate and interpret the results, and communicate the results including the proper use of tables and graphs;
• Describe the anatomy and function of the major components of the nervous system, and the physiological basis of neuronal communication, including how drugs, stress, nutrition, interpersonal attraction and other exogenous factors affect the function of the nervous system;
• Specify how psychological principles are applied to real-life situations in business, industry, child rearing, and social interactions;
• Explain how psychosocial factors influence behavior and attitudes, and recognize the complexity of sociocultural and international diversity

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
- RECOMMENDED preparations are ADVISORY.
- This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
Career Options
- Research Psychologist
- Forensic Psychologist
- Neuropsychologist
- Child Psychologist
- School Psychologist
- Clinical Psychologist (Ph. D.; Psy. Doc.)
- College Professor
- Counseling Psychologist
- Developmental Psychologist
- Educational Psychologist
- Health Psychologist
- Industrial/Organizational Psychologist
- Psychometrist
- Research Psychologist
- Sports Psychologist

Related Fields
- Behavior Analyst
- Child Development Specialist
- Educational Therapist
- Human Services Specialist
- Marketing Specialist
- Marriage & Family Counselor
- Nurse Practitioner (LVN: RN)
- Personnel Analyst
- Probation Officer
- Psychiatric Technician/Aide
- Public Survey
- Social Service Counselor
- Sociologist
- Ward Attendant
- Youth Supervisor

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

Degree
A.A., Psychology

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

PSYCHOLOGY (A.A. Degree)

Major Requirements

Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 001 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 002 Experimental Psychophysiology</td>
<td>4</td>
</tr>
<tr>
<td>MATH 010 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 007 Physiological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Choose two additional courses from those listed below (6 units)</td>
<td></td>
</tr>
<tr>
<td>PSYCH 009 Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 012 Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 025 Introduction to Abnormal Psych</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 030 Psychology of Addiction &amp; Substance Abuse</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 003 Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 010 Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO 043 Principles of Cells</td>
<td>5</td>
</tr>
<tr>
<td>*BIO 046 Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>SOC 001 Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Consult a counselor for requirements at the four-year institution of your choice.

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

PSYCH 001 GENERAL PSYCHOLOGY
3 units
Lecture 3 hours, lab 0 hours
Acceptable for credit: University of California, California State University
Introduction to general psychology as a behavioral science. Course emphasis is placed upon the scientific foundations of psychology, including the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental and cultural factors in behavior, psychological tests and measurements, learning, and personality theory.

PSYCH 002 EXPERIMENTAL PSYCHOPHYSIOLOGY
4 units
Lecture 3 hours, lab 3 hours
Prerequisite: PSYCH 001
Prerequisite or Corequisite: MATH 010
Recommended preparation: MATH 106/106R
Acceptable for credit: University of California, California State University
The course introduces the student to the scientific method in psychology. Content includes: philosophy of science, research design, experimental procedures, data analysis and presentation. A computerized psychophysiology laboratory will be used to introduce students to experiments in which one variable is physiological and the primary focus and theoretical context are behavioral.

PSYCH 002H HONORS EXPERIMENTAL PSYCHOPHYSIOLOGY
4 units
Lecture 3 hours, lab 3 hours
Prerequisite: PSYCH 001
Corequisite: MATH 010 or MATH 010H
Honors Experimental Psychophysiology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. The course introduces the student to the theory and application of the scientific method in psychology. Content includes: philosophy of science, research design, experimental procedures, data analysis and presentation. A computerized psychophysiology laboratory is used to introduce students to experiments in which one variable is physiological and the primary focus and theoretical context are behavioral.

PSYCH 007 PHYSIOLOGICAL PSYCHOLOGY
3 units
Lecture 3 hours, lab 0 hours
Recommended Preparation in Basic Skills: MATH 106/106R
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, premedical, and premedical majors.

PSYCH 009 PSYCHOLOGY OF WOMEN: A MULTICULTURAL PERSPECTIVE
3 units
Lecture 3 hours, lab 0 hours
Acceptable for credit: University of California, California State University
The course introduces the student to the sex-role development of women in terms of the biosocial and cultural factors involved in intellectual and personal-emotional functions. Examinations of psychological research and theory focus on multicultural factors, that is gender as it relates to race, class, culture and ethnicity in United States society. (Satisfies the Cultural Diversity requirement for the Associate Degree). Pass/No Pass Option

PSYCH 012 HUMAN GROWTH & DEVELOPMENT
3 units
Lecture 3 hours, lab 0 hours
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. Emphasis is placed on normal psychological development as a basis for understanding deviant behavior both within and across cultures. Theoretical models and research into the development of cognitive, perceptual, physical, personality and emotional abilities and disabilities will be presented and discussed. Pass/No Pass Option

PSYCH 017 INTRODUCTION TO SOCIAL PSYCHOLOGY
3 units
Lecture 3 hours, lab 0 hours
Acceptable for credit: University of California, California State University
This course will introduce the student to the field of social psychology, and will explore its relevance to many life situations of professional and personal relevance. Students will cover the following topics, among others: Understanding others. Thinking about the social world, Attitude formation, Genes, culture, and gender, Prejudice, Interpersonal attraction (What is love?), Persuasion, Aggression, and Helping and prosocial behavior. These topics have high applicability in the legal system, and clinical settings.
### PSYCH 025 INTRODUCTION TO ABNORMAL PSYCHOLOGY
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PSYCH 001
Acceptable for credit: University of California, California State University
This course deals with various categories as well as social criteria of “deviant” or “abnormal” behavior patterns. Course content deals with mildly maladaptive behavioral syndromes to grossly psychotic reactions, both functional and organic. Characterological or personality disorders, including sexually maladaptive behavior, are included in the course content together with behavioral dysfunctions from childhood to senility. The course is of value to students majoring in any area of behavioral science and to paraprofessional trainees in such areas as law enforcement, community health and social services. Pass/No Pass Option

### PSYCH 030 PSYCHOLOGY OF ADDICTION & SUBSTANCE ABUSE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is an introduction to the physiological, psychological, and social processes of addiction and how they relate to the abuse of legal and illegal substances. Pass/No Pass Option

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

### PSYCH 093 DIRECTED STUDIES
3 units (See department for schedule)
Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
This course is designed to improve vocabulary and reading comprehension to prepare students to function at the college preparatory level. Pass/No Pass Option

### PSYCH 093 DIRECTED STUDIES
Lecture 3 hours; lab 0 hours
Prerequisite: READ 961 or assessment
Acceptable for credit: California State University
This course is designed to improve students’ comprehension and critical reading of college-level texts. It also offers students the opportunity to increase reading efficiency and enjoyment of recreational reading. Satisfactory completion of this course can meet the West Valley College graduation requirement.

### READ 053 CRITICAL & EFFICIENT READING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: READ 961 or assessment
Acceptable for credit: California State University
This course is designed to enable students to improve their comprehension and critical reading of college-level texts. It also offers students the opportunity to increase reading efficiency and enjoyment of recreational reading. Satisfactory completion of this course can meet the West Valley College graduation requirement.

### READ 053 CRITICAL & EFFICIENT READING
Lecture 3 hours; lab 0 hours
Prerequisite: READ 961 or assessment
Acceptable for credit: California State University
This course is designed to improve vocabulary and reading comprehension to prepare students to function at the college preparatory level. Pass/No Pass Option

### READ 960 READING FUNDAMENTALS
3 units
Lecture 3 hours; lab 0 hours
This course is designed to improve vocabulary and reading comprehension to prepare students to function at the college preparatory level. Pass/No Pass Option

### READ 961 EFFECTIVE READING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: READ 960 or assessment or LS 932 Recommended preparation: READ 960 or assessment. All students must still pass the reading proficiency test for graduation or Reading 53.
This course is designed to prepare students for college-level reading. Students can expect improvement in reading comprehension, vocabulary, and study skills. Pass/No Pass Option

### Real Estate
(See Business Administration/Real Estate)

### ROTC
(See Military Science)

---

### Reading

**THE FACULTY**
Whitney Clay  
Michelle Francis

**DIVISION**  Language Arts  
**DIVISION CHAIR**  Leigh Burrill  
Whitney Clay  
**PHONE**  408-741-2619  
**EMAIL**  whitney.clay@westvalley.edu  
**COUNSELING**  408-741-2009

**Learning Outcomes**
After completing courses in Reading, a student will be able to:
- Demonstrate literal comprehension of readings at the appropriate course level;
- Analyze and evaluate readings at the appropriate course level;
- Monitor positive and negative comprehension signals and apply appropriate strategies to correct incomplete comprehension.

**READ 053 CRITICAL & EFFICIENT READING**
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: READ 961 or assessment
Acceptable for credit: California State University
This course is designed to improve students’ comprehension and critical reading of college-level texts. It also offers students the opportunity to increase reading efficiency and enjoyment of recreational reading. Satisfactory completion of this course can meet the West Valley College graduation requirement.

**READ 960 READING FUNDAMENTALS**
3 units
Lecture 3 hours; lab 0 hours
This course is designed to improve vocabulary and reading comprehension to prepare students to function at the college preparatory level. Pass/No Pass Option

**READ 961 EFFECTIVE READING**
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: READ 960 or assessment or LS 932 Recommended preparation: READ 960 or assessment. All students must still pass the reading proficiency test for graduation or Reading 53.
This course is designed to prepare students for college-level reading. Students can expect improvement in reading comprehension, vocabulary, and study skills. Pass/No Pass Option

---

### Russian

**DIVISION**  Language Arts  
**DIVISION CHAIR**  Leigh Burrill  
**DEPARTMENT CHAIR**  Anna Brichko  
**EMAIL**  anna.brichko@westvalley.edu  
**PHONE**  408-741-2009  
**COUNSELING**  408-741-2619

**Learning Outcomes**
See World Languages

**RUSS 001A BEGINNING RUSSIAN**
5 units
Lecture 5 hours; lab 0 hours
Corequisite: RUSS 011A
Acceptable for credit: University of California, California State University
Oral and written practice in the essentials of pronunciation, grammar and syntax. Readings from prose will be required. Pass/No Pass Option

**RUSS 001B BEGINNING RUSSIAN**
5 units
Lecture 5 hours; lab 0 hours
Corequisite: RUSS 011B
Acceptable for credit: University of California, California State University
Continued oral and written practice in the essentials of pronunciation, grammar and syntax as presented in RUSS 001A. Readings from prose will be required. Pass/No Pass Option

**RUSS 011A RUSSIAN LABORATORY**
.5 unit
Lecture 0 hours; lab 1.5 hours
Corequisite: RUSS 001A
Acceptable for credit: California State University
This laboratory course is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the Russian-speaking countries through a variety of technologies, media, Internet research, documentaries, films. This course is a requirement for students enrolled in Russian 001A, and is designed to further enhance the class material. Russian 011A may also be taken independently by students who are not enrolled in a foreign language course. Pass/No Pass Option

**RUSS 011B RUSSIAN LABORATORY**
.5 unit
Lecture 0 hours; lab 1.5 hours
Corequisite: RUSS 001B
Acceptable for credit: California State University
This laboratory course is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the Russian-speaking countries through a variety of technologies, media, Internet research, documentaries, films. This course is a requirement for students enrolled in Russian 001B, and is designed to further enhance the class material. Russian 011B may also be taken independently by students who are not enrolled in a foreign language course. It may be repeated twice for credit. Pass/No Pass Option

---

**PREREQUISITES AND COREQUISITES** are MANDATORY. See page 5 for specific information.

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

RECOMMENDED preparations are ADVISORY.

This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog'
RUSS 050A BASIC RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
Oral and written practice in the minimum essentials of pronunciation, grammar and syntax. Readings from simple prose will be required. Pass/No Pass Option

RUSS 050B BASIC RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
A continuation of the oral and written practice in the minimum essentials of pronunciation, grammar and syntax presented in Russian 050A. Readings from simple prose will be required. Pass/No Pass Option

RUSS 051A INTERMEDIATE RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: RUSS 050A
Acceptable for credit: California State University
Review and continuation of basic grammar studied in Russian 050AB, with increased conversation and discussion of the customs and culture of Russia and the implications for business and travel in Russia. Pass/No Pass Option

RUSS 051B RUSSIAN CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: RUSS 051A
Acceptable for credit: California State University
This course is a continuation of RUSS 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. This course will include cultural topics and a review of basic grammar principles, as well as the finer points of Russian grammar. This course can be repeated twice. Pass/No Pass Option

RUSS 089 RUSSIAN DIRECTED STUDIES
1, 2 or 3 units (See department for schedule)
Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University
UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information. Students are given individual work of special interest in Russian, reading, writing, lab work, research, etc. Related to the regular Russian courses offered but not included in them. Pass/No Pass Option

Sales
(See Marketing and Sales)

Sign Language
(See American Sign Language)

Social Science

DIVISION Social Science
DIVISION CHAIR Stephen Juarez
PHONE 408-741-2556
EMAIL stephen.juarez@westvalley.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing an Associate of Arts degree in Social Sciences, a student will be able to:

• Relate knowledge in the social sciences to cultural or global perspectives;
• Identify varying worldviews on the same issues and occurrences;
• Demonstrate critical thinking about how biological and environmental factors interact to influence behavior, attitudes and experience;
• Demonstrate knowledge of empirical research design and statistical analyses as applied in the social sciences;
• Explain how and why promoting health demands personal and collective responsibility at both the local and global levels;
• Describe core civic values which generate socially responsible behavior;
• Explain the interconnectedness of global decisions and events;
• Analyze the interdependence among people, groups, societies, governments, and nations in finding solutions to current worldwide problems and conflicts.

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

SOCIAL SCIENCE (A.A. Degree)
20 units from at least 5 of the following fields:

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTHR 001</td>
<td>Intro to Physical Anthropology</td>
</tr>
<tr>
<td>ANTHR 002</td>
<td>Intro to Archaeology</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Intro to Cultural Anthropology</td>
</tr>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECON 001B</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>GEOG 001</td>
<td>Intro to Physical Geography</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Intro to Cultural Geography</td>
</tr>
<tr>
<td>HIST</td>
<td>Any history course</td>
</tr>
<tr>
<td>POLT 001</td>
<td>American Government</td>
</tr>
<tr>
<td>POLT 002</td>
<td>Comparative Governments</td>
</tr>
<tr>
<td>POLT 003</td>
<td>Intro to Political Science</td>
</tr>
<tr>
<td>POLT 004</td>
<td>International Relations</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYCH 002</td>
<td>Experimental Psychophysiology</td>
</tr>
<tr>
<td>PSYCH 007</td>
<td>Physiological Psychology</td>
</tr>
<tr>
<td>PSYCH 009</td>
<td>Intro to Psychology of Women</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>PSYCH 025</td>
<td>Intro to Abnormal Psychology</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Intro to Sociology</td>
</tr>
<tr>
<td>SOC 002</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SOC 020</td>
<td>American Race Relations</td>
</tr>
<tr>
<td>SOC 040</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Sociology of Human Sexuality</td>
</tr>
</tbody>
</table>

Courses used to satisfy general education requirements cannot be used to satisfy 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.

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

THE FACULTY
Tom DeDen

DIVISION
Social Science

DIVISION CHAIR
Stephen Juarez

DEPARTMENT CHAIR
Tom DeDen

PHONE
408-741-2543

EMAIL
tom.deden@westvalley.edu

COUNSELING
408-741-2009

Learning Outcomes
After completing an Associate of Arts degree in Sociology, a student will be able to:
- Recognize major dimensions of the diversity of human social experiences;
- Distinguish scientific from non-scientific discourse on human social behavior;
- Distinguish the sociological perspective from the perspectives of other social sciences;
- Specify and contrast the major theoretical perspectives within sociology;
- Contrast the merits and limitations of various social science research methodologies with emphasis on the role of sampling and surveys in sociological research.

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

For information on Associate in Arts for Transfer or Associate in Science for Transfer degrees, please go to westvalley.edu/catalog/.

SOCIOLGY: Transfer (A.A. Degree)
Major Requirements (a total of 18 units are required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 002</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 003</td>
<td>Social Psychology: A Sociological Perspective</td>
<td>3</td>
</tr>
<tr>
<td>SOC 020</td>
<td>American Race Relations</td>
<td>3</td>
</tr>
<tr>
<td>SOC 040</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>SOC 045</td>
<td>Sociology of Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>ANTHR 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>

Up to 6 units from the following list may be applied to the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 001A</td>
<td>Principles of Macroeconomic</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 002</td>
<td>Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 017A</td>
<td>United States History</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 001</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional units to meet the college graduation 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.

SOC 001 INTRODUCTION TO SOCIOLOGY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the field of sociology as a scientific discipline; an examination of human society from various sociological perspectives; analysis of the relationship between personality development and the sociocultural environment; the presentation of social institutions and possible influences on behavior. Pass/No Pass Option

SOC 002 SOCIAL PROBLEMS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging, and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems will be explored. Pass/No Pass Option

SOC 002H HONORS SOCIAL PROBLEMS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Social Problems uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course offers an introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, the environment, aging and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems are also explored. Pass/No Pass Option

SOC 003 SOCIAL PSYCHOLOGY: A SOCIOLOGICAL PERSPECTIVE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Social psychology examines how individuals can resist and enact social influence in immediate social situations. It examines how social groups and individuals influence one another, and how the self is socially constructed via human social interaction. This course does not fulfill the major requirements for the Psychology AA degree. Check with four-year schools for Psychology transferability. Pass/No Pass Option

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/.
Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 053. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

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

**Spanish**

**Spanish 001A BEGINNING SPANISH**
5 units
Lecture 5 hours; lab 0 hours
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. Pass/No Pass Option

**Spanish 001B BEGINNING SPANISH**
5 units
Lecture 5 hours; lab 0 hours
Corequisite: SPAN 011B
Prerequisite: SPAN 001A or two years of high school Spanish
Acceptable for credit: University of California, California State University
In this course, the student will continue his/her development of speaking, reading and writing skills, and increase his/her vocabulary and knowledge of basic Spanish grammar. More emphasis will be placed on self-expression and readings from topics of general interest. Cultural topics will include further exploration of the geography of the Spanish-speaking world. Pass/No Pass Option

**SOC 020 AMERICAN RACE RELATIONS**
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This is a survey course studying the experiences, problems and the contemporary way of life of the minority people in the U.S. This course focuses on racial conflicts and inter-group tensions from a minority perspective. It is designed to create a context through which better race harmony may be achieved. Pass/No Pass Option

**SOC 040 MARRIAGE & THE FAMILY**
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California (Proposed), California State University
This course gives students the opportunity to study marriage in contemporary American society. Problems of mate choice and courtship and dating practices; adjustment to marriage; some aspects of parenthood and child training, and investigation of some possible problem areas of marriage are explored. Pass/No Pass Option

**SOC 045 SOCIOLOGY OF HUMAN SEXUALITY**
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course examines the sexual attitudes and behavior in our society; research findings concerning the range of normality of human sexual functioning; sexual myths, some origins, who believes them and why. The course will include discussions relating to the institutionalization of sex in American society; the symbolic nature of sexual expression; teaching children regarding sexuality; the complexities of sexual orientation; and the impact of sexually transmitted diseases upon society. Pass/No Pass Option
SPAN 002A INTERMEDIATE SPANISH
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: SPAN 001B or three years of high school Spanish
Acceptable for credit: University of California, California State University

SPAN 002B INTERMEDIATE SPANISH
5 units
Lecture 5 hours; lab 0 hours
Prerequisite: SPAN 002A or four years of high school Spanish
Acceptable for credit: University of California, California State University
Continuation of SPAN 002A, grammar and idiom review. Stress on composition and oral participation. Conversation through discussion of reading assignments. Pass/No Pass Option

SPAN 002A, B ADVANCED SPANISH ORAL & WRITTEN COMPOSITION
6 units each
Lecture 5 hours; lab 0 hours
Prerequisite: SPAN 002B; SPAN 003A is prerequisite to SPAN 002A, B
Acceptable for credit: University of California, California State University
Review of grammar, discussion of grammatical features beyond the intermediate level. Intensive oral and written drills in idiomatic constructions. Composition, conversation and readings from prose and poetry. Pass/No Pass Option

SPAN 011A SPANISH LABORATORY
.5 unit
Lecture 0 hours; lab 1.5 hours
Corequisite: SPAN 011B
Acceptable for credit: California State University
This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the Spanish-speaking countries using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in SPAN 001B, and is designed to further enhance class material. SPAN 011B may also be taken independently by students who are not enrolled in a foreign language course. Pass/ No Pass Option

SPAN 011B SPANISH LABORATORY
.5 unit
Lecture 0 hours; lab 1.5 hours
Corequisite: SPAN 011A
Acceptable for credit: California State University
This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the Spanish-speaking countries using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in SPAN 001B, and is designed to further enhance class material. SPAN 011B may also be taken independently by students who are not enrolled in a foreign language course. Pass/ No Pass Option

SPAN 015A INTERMEDIATE SPANISH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the Spanish-speaking countries using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in SPAN 001B, and is designed to further enhance class material. SPAN 011B may also be taken independently by students who are not enrolled in a foreign language course. Pass/ No Pass Option

SPAN 015B INTERMEDIATE SPANISH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: SPAN 015A
Acceptable for credit: California State University
This is a laboratory course in which students work at their own pace. It is designed to give students an opportunity to improve and reinforce their language skills. It reviews the cultures of the Spanish-speaking countries using language computer programs, and through a variety of technologies, media, Internet research, and films. The course is a requirement for students enrolled in SPAN 001B, and is designed to further enhance class material. SPAN 011B may also be taken independently by students who are not enrolled in a foreign language course. Pass/ No Pass Option

SPAN 050A BASIC SPANISH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
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. Pass/No Pass Option

SPAN 050B BASIC SPANISH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
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. Pass/ No Pass Option

SPAN 051A INTERMEDIATE SPANISH CONVERSATION & CULTURE
3 units
Lecture 3 hours; lab 0 hours
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. Pass/No Pass Option

SPAN 051B INTERMEDIATE CONVERSATIONAL SPANISH & CULTURE
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: SPAN 051A
Acceptable for credit: California State University
This course is a continuation of Span 051A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles, as well as the finer points of Spanish grammar. Discussion topics will be chosen from current newspaper and magazine articles. Pass/No Pass Option

SPAN 058A IMMERSION SPANISH
3 units
Lecture 2 hours; lab 0 hours
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. Pass/No Pass Option

SPAN 091, 092, 093 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
Students are given individual work of special interest in Spanish, reading, writing, lab work, research, etc. Related to the regular Spanish courses offered but not included in them. Pass/ No Pass 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 Gahar
William Clay
Brad Weisberg

DIVISION Fine Arts
DIVISION CHAIR Chris Cryer
DEPARTMENT CHAIR Brad Weisberg
PHONE 408-741-4012
EMAIL brad.weisberg@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 arts computer lab
- Courses offered in telecourse format
- Hands-on performance experience with state-of-the-art equipment
- Learning opportunities with visiting professional artists

Career Options
- Actor
- Corporate Officer
- Costume Designer
- Costume Technician
- Director
- Drama Teacher/Professor
- Filmmaker
- Lawyer
- Non-Profit Manager
- Performing Arts Fundraiser
- Sales Manager
- Set/Lighting Designer
- Special Events Planner
- Stage Manager
- Theatre Manager
- Theatre Technician
- Theme Park Technician
- Video/Media Technician

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

Degree
A.A. Degree with an emphasis in:
- Acting
- Costume/Makeup
- Film Studies
- Stage Technology

Theatre Studies
Video/Film Production

Certificates
Courtroom Videography
Stage Technology
Video/Film Production

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

THEATRE ARTS (A.A. Degree)

ACTING EMPHASIS

Learning Outcomes
- Apply film and theatre terminology and language;
- Analyze literature;
- Identify production components;
- Distinguish film and theatre styles and historical periods;
- Demonstrate collaboration and team-building skills;
- Creatively solve problems;
- Demonstrate communication skills;
- Create and demonstrate informed and personal artistic choices in coursework and productions.

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 002A Technical Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 007A Acting for Film and Television</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010 Theatre Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 035A Voice Production/Articulation</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 040B Beginning Acting</td>
<td>6</td>
</tr>
<tr>
<td>THEAR 041A Int. Acting</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 units from the following:
- THEAR 019A Intro into Stage Lighting
- THEAR 047A Costumes: Stage/Screen

and 1 additional unit from the following:
- *THEAR 021A Reh/Perf. Technical
- *THEAR 022A Reh/Perf. Costumes

and 3 units from the following:
- THEAR 001 Intro to Media Arts
- THEAR 006A Writing for Film/Television
- THEAR 007B TV/Film Acting
- THEAR 015 Intro to Film
- *THEAR 020 Studio Perf
- *THEAR 021BC Reh/Perf. Technical
- *THEAR 022BC Reh/Perf. Costumes and Makeup

THEAR 026AB Improvisation
THEAR 027 Special Subjects for the Actor
THEAR 030 Playwriting
THEAR 033A Stage Movement
THEAR 041B Int. Acting, sem. #2
THEAR 044A Makeup: Stage/Screen
THEAR 070 Mainstage Performance
MUSIC 032AB Beginning Voice

P. E. 3.01 Afro-Jazz Dance
P. E. 3.02 Ballet
P. E. 3.12 Jazz Dance
P. E. 3.15 Modern Dance
P. E. 3.23 Tap Dance
P. E. 7.07 Fencing
P. E. 11.01 Yoga for Health

Other Recommended Courses:
- THEAR 003A Conference/Self Esteem Building
- THEAR 004 Digital Editing-Narrative film

THEAR 005A Intro to Film Making
THEAR 018B Lighting Design
THEAR 019A Movie Special Effects
ART 004 Art Appreciation
ENGL 048 Intro to Shakespeare
MUSIC 033AB Intermediate Voice
MUSIC 034 Fundamentals of Singing

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

COSTUME/MAKEUP EMPHASIS
(A.A. Degree)

Learning Outcomes
- Apply film and theatre terminology and language;
- Identify production components;
- Demonstrate mechanical production skills;
- Demonstrate collaboration and team-building skills;
- Creatively solve problems;
- Demonstrate communication skills;
- Create and demonstrate informed and personal artistic choices in coursework and productions.

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 002A Technical Production</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 010 Theatre Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 018A Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>*THEAR 022ABC Reh/Perf. Costumes</td>
<td>1-3</td>
</tr>
<tr>
<td>THEAR 040A Beginning Stage Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 044A Makeup: Stage/Screen</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 047A Costumes: Stage/Screen</td>
<td>3</td>
</tr>
</tbody>
</table>

and 6 additional units from the following:
- THEAR 006A Writing for Film/Television
- THEAR 007ABC TV/Film Acting
- THEAR 020 Studio Performance
- *THEAR 021ABC Reh/Perf. Technical
- THEAR 030 Playwriting
- THEAR 040B Stage Acting
- THEAR 044B Makeup: Stage/Screen
- THEAR 047B Costumes: Stage/Screen
- THEAR 070 Mainstage Performance
- FD 032 History of Fashion
- FD 040B Fashion Sketching
- FD 060 Professional Patternmaking

Other recommended courses:
- THEAR 001 Intro to Media Arts
- THEAR 015 Intro to Film
- THEAR 045B Intermediate Stagecraft
- ART 004 Art Appreciation
- FD 063 Fitting and Pattern-Making
- FD 064 Professional Draping
- FD 067 Manual Pattern Grading
- FD 070 Elements and Principles of Design

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

FILM STUDIES
(A.A. Degree)

Learning Outcomes
- Apply film and theatre terminology and language;
- Identify production components;

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

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

Major Requirements

Course Units
THEAR 001 Introduction to Media Arts 3
THEAR 005A Intro to Film Making 3
THEAR 006A Writing for Film and Television 3
THEAR 007A TV/Film Acting 3
THEAR 010 Theatre Appreciation 3
THEAR 015 Intro to Film 3
THEAR 021A or THEAR 022A Reh/Perf: Technical or Costumes 1

and 3 units from the following:
THEAR 014AB Survey of Film 3
THEAR 019A Movie Special Effects 3

and 3 additional units from the following:
THEAR 022A Technical Production 3
THEAR 020B Writing for Film/Television 3
THEAR 026E Intro to Film Making 3
THEAR 027BC TV/Film Acting 3
THEAR 028A Television Production 3
THEAR 018A Lighting Design 3
THEAR 020 Studio Performance 3
*THEAR 021BC Reh/Perf: Technical 2-3
THEAR 022BC Reh/Perf: Costumes and Makeup 2-3
THEAR 030 Playwriting 3
THEAR 040A Beginning Acting 3
THEAR 047A Costumes: Stage/Screen 3
ART 004 Art Appreciation 3
ART 055 Introduction to Computer Arts 3
FRNCH 008A The French Movie 3

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

STAGE TECHNOLOGY (A.A. Degree)

Learning Outcomes
- Apply film and theatre terminology and language;
- Identify production components;
- Distinguish film and theatre styles and historical periods;
- Demonstrate mechanical production skills;
- Demonstrate communication skills;
- Creatively solve problems;
- Demonstrate communication skills;
- Create and demonstrate informed and personal artistic choices in coursework and productions.

Major Requirements:

Course Units
THEAR 002A Technical Production 3
THEAR 010 Theatre Appreciation 3
THEAR 018A Stage Lighting 3
*THEAR 021ABC Reh/Perf: Technical 3 (total units)
THEAR 040A Stage Acting 3
THEAR 045B Intermediate Stagecraft 3
THEAR 047A Costumes: Stage/Screen 3

and 3 additional units from the following:
THEAR 006A Writing for Film/Television 3
THEAR 007A TV/Film Acting 3
THEAR 008A Television Production 3
*THEAR 020 Studio Performance 3
*THEAR 022ABC Reh/Perf: Costumes and Makeup 1-3
THEAR 030 Playwriting 3
THEAR 040B Stage Acting 3
THEAR 047B Costumes: Stage/Screen 3
THEAR 070 Mainstage Performance 3

Other Recommended Courses:
- THEAR 001 Intro to Media Arts 3
- THEAR 014AB Survey of Film 3
- THEAR 015 Intro to Film 3
- THEAR 019A Movie Special Effects 3
- THEAR 044A Makeup: Stage/Screen 2
- ART 004 Art Appreciation 3
- ID 015 Interior Architectural Drafting 3
- ID 035A History of Furniture and Interiors 3
- ID 020 Color Theory and Application 3

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

VIDEO/FILM (A.A. Degree)

Learning Outcomes
- Apply film and theatre terminology and language;
- Identify production components;
- Distinguish film and theatre styles and historical periods;
- Demonstrate mechanical production skills;
- Demonstrate communication skills.

Major Requirements:

Course Units
THEAR 001 Intro to Media Arts 3
*THEAR 004 Digital Editing/Narrative Film 3
THEAR 005A Intro to Film Making 3
THEAR 006A Writing for Film/Television 3
THEAR 007A TV/Film Acting 3
THEAR 008A Television Production 3
THEAR 010 Theatre Appreciation 3
THEAR 015 Intro to Film 3
*THEAR 021A or 022A Reh/Perf: Technical 1

and 3 additional units from the following:
*THEAR 004 Editing the Narrative Film 3
THEAR 005B Intro to Film Making 3
THEAR 006B Writing for Film/Television 3

and 3 additional units from the following:
THEAR 003AB Confidence/Self Esteem Building 3
*THEAR 004 Editing the Narrative Film 3
THEAR 007B TV/Film Acting 3
THEAR 008B Television Production II 3
THEAR 014AB Survey of Film 3
THEAR 018A Lighting Design 3
THEAR 019A Movie Special Effects 3
THEAR 021BC Reh/Perf: Technical 2-3
*THEAR 022BC Reh/Perf: Costumes 2-3
THEAR 030 Playwriting 3
THEAR 040A Beginning Acting 2
THEAR 044A Makeup: Stage/Screen 3
ART 004 Art Appreciation 3
ART 055 Introduction to Computer Arts 3
ART 057A Computer Animation 3
DM/15 057A Digital Video Editing: Premiere Pro 3
ENGL 041 Literature and Film 3

* PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
* Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
* RECOMMENDED preparations are ADVISORY.
* This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
THEAR 006A WRITING FOR FILM & TELEVISION
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
An introductory course in script writing for film and television designed to provide students with the skills needed to write various length TV/Film scripts, including commercials, narrative and educational screenplays. Pass/No Pass Option

THEAR 006B WRITING FOR FILM & TELEVISION
3 units
Lecture 3 hours; lab 0 hours
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. Pass/No Pass Option

THEAR 007A ACTING FOR FILM & TELEVISION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: THEAR 040A
Acceptable for credit: California State University, University of California.
This course is an introduction to the technique of acting in front of a camera. It includes participation in film acting projects and television production. Students will also learn the terminology of the TV/Film Studio. Pass/No Pass Option

THEAR 007B ACTING FOR FILM & TELEVISION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: THEAR 007A and THEAR 040A
Acceptable for credit: University of California, California State University
This is a follow-up course to THEAR 007A. It includes continued participation in film acting projects and television production. Students will apply television terminology to their behind-the-scenes activities. Pass/No Pass Option

THEAR 007C ADVANCED ACTING FOR FILM & TELEVISION
3 units
Lecture 3 hours; lab 0 hours
Recommended preparation: THEAR 007A or 007B and 040A
Acceptable for credit: University of California, California State University
This course provides a continuation of the acting theories and techniques studied in THEAR 007A and 007B. It includes continued participation in film acting projects and television production. Pass/No Pass Option

THEAR 009 FILM/VIDEO PRODUCTION - THE MUSIC VIDEO
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: California State University
This course is a comprehensive study of the music video. In addition to examining the history and aesthetics of music videos, students have the opportunity to learn the production and performance skills to make their own short musical films. Pass/No Pass Option
THEAR 010 THEATRE APPRECIATION 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course serves as an introduction to the world of theatre. This introduction includes dramatic literature, technical theatre, theatre history, production techniques and the critical evaluation of productions. Pass/No Pass Option

THEAR 010H HONORS THEATRE APPRECIATION 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Honors Theatre Appreciation uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit. This course presents an overview of the world of theatre, including dramatic literature, technical theatre, production techniques and the critical evaluation of productions.

THEAR 014A SURVEY OF FILM 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in Horror and Science Fiction. Critical analysis from an audience perspective includes readings, lectures, and discussions covering conventions, history, evolution, terminology, and technique. Pass/No Pass Option

THEAR 014B SURVEY OF FILM 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in Westerns and Musicals. Critical analysis from an audience perspective includes readings, lectures, and discussions covering conventions, history, evolution, terminology, and technique. Pass/No Pass Option

THEAR 014C SURVEY OF FILM 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Survey of film is an introductory film course in which primary focus is placed on the cinematic development of gangster and detective films. Critical analysis from an audience perspective includes readings, lectures, and discussions covering genre conventions, history, evolution, terminology, and technique. Pass/No Pass Option

THEAR 015 FILM APPRECIATION 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is intended as a critical analysis of the film media from an audience perspective. Elements of film production from cinematic structure, style and historical perspective are explored. Included in the course are readings, lecture and discussions on the theory and practice of filmmaking with an emphasis on producers, directors, actors and critics.

THEAR 018A INTRODUCTION TO STAGE LIGHTING 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This is an introductory course in the theory, methods and application of stage lighting. The course involves the study of different approaches to lighting design, the study of the physics of stage lighting and color in light. The course also serves as an introduction to the lighting instruments themselves and the practical work involved in lighting a staged production.

THEAR 019A MOVIE MAGIC: CONTEMPORARY SPECIAL EFFECTS 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
The students in this course study specific film effects, such as sound, blue screening, animation, morphing, and computer digital effects. This course also traces the way in which early filmic techniques have inspired the creation of special effects by today's filmmakers and screenwriters. This course is West Valley College Degree and GE applicable under Area C. Humanities. Pass/No Pass Option

THEAR 020 STUDIO THEATRE WORKSHOP 3 units
Lecture 0 hours; lab 3, 6 or 9 hours
Acceptable for credit: University of California, California State University
Exploration of methods and techniques used to develop spontaneous performance skills in the actor. Pass/No Pass Option

THEAR 021A, B, C REHEARSAL & PERFORMANCE (TECHNICAL) 1-3 units
Lecture 0 hours; lab 3, 6 or 9 hours
Acceptable for credit: University of California, California State University
Courses for students enrolled in stagecraft and involved in the major productions in a technical (crew) capacity. Involves set construction, lighting, sound, properties, theatre management before, during and after the actual run of the play. These courses may be repeated three times.

THEAR 022A, B, C REHEARSAL & PERFORMANCE (COSTUMES/MAKEUP) 1-3 units
Lecture 0 hours; lab 3, 6 or 9 hours
Acceptable for credit: University of California, California State University
These courses apply the technical and creative aspects of costume and makeup design concepts in regularly scheduled public productions.

THEAR 026A IMPROVISATIONAL THEATRE WORKSHOP 2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University
This course offers instruction and practical experience in a variety of specialized areas within actor training. Two or more of the following subjects will be covered: audition skills, makeup technique, improvisation, musical comedy, theatre movement, stage combat, period style, stage diction and dialect, scene study, acting for television, and professional theatre practices. Pass/No Pass Option

THEAR 027 SELECTED TOPICS FOR THE ACTOR 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Instruction in and study of vocal development and control in standard American stage speech with an emphasis on delivery of contemporary literature, Shakespeare, Scripture and classical prose. Pass/No Pass Option

THEAR 035A VOICE PRODUCTION & ARTICULATION 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course provides an introduction to acting with an emphasis on one’s personal connection to the character and the scene. The course introduces students to techniques on how to become comfortable in front of an audience. Also, movement and vocal exercises that prepare students for performance are introduced. Other topics that are explored include techniques of scene study and provisation.

THEAR 040A BEGINNING ACTING 3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course focuses on the externals an actor uses to create a role. There is continued training in acting skills introduced in THEAR 040A with detailed script and character analysis. The course also introduces auditioning and improvisational skills.
THEAR 041A INTERMEDIATE ACTING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: THEAR 040A and 040B
Acceptable for credit: University of California, California State University
This course provides advanced scene study through detailed work on character and scene analysis, acting theory and technique. Students are introduced to Shakespearean literature. They also are introduced to formal audition techniques and preparing an actor's resume.

THEAR 041B INTERMEDIATE ACTING
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: THEAR 041A
Acceptable for credit: University of California, California State University
This course provides continued advanced scene study through character and scene analysis, acting theory and technique. Students are introduced to Shakespearean literature and begin work with directorial technique as they continue their studies on both formal and informal auditions.

THEAR 044A MAKEUP FOR STAGE & SCREEN
3 units
Lecture 3 hour; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed to introduce the student to the basic techniques and materials of stage and cinematic makeup. The student has the opportunity to gain an understanding of the process through actual makeup application in the classroom environment. Pass/No Pass Option

THEAR 045B INTERMEDIATE STAGECRAFT
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
Emphasis on theory and practical application of construction and rigging of theatrical scenery. Pass/No Pass Option

THEAR 047A COSTUMES FOR STAGE & SCREEN
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is designed as an introduction to the function of theatrical costume and the contribution to the total aesthetic effect of a dramatic production. Design research and principles, costume organization, pattern and construction techniques, sewing equipment use and maintenance, and the function of costume personnel in production work are introduced as a means of developing the individual student’s design capabilities, skills and discipline in costuming. Pass/No Pass Option

THEAR 070 MAINSTAGE PRODUCTION WORKSHOP
3 units
Lecture 0 hours; lab 9 hours
Acceptable for Credit: University of California, California State University
This course provides the student an opportunity to perform in a large proscenium style theatre. Blocking choices and vocal projection are key elements for study in the course. Students participate in rehearsals and regularly scheduled performances of plays and musicals. Admission to the course requires an audition.

THEAR 091, 92, 93 DIRECTED STUDIES
1-3 units (See department for schedule)
91 - Lecture 0 hours; lab 0 hours
92 - Lecture 0 hours; lab 0 hours
93 - Lecture 0 hours; lab 0 hours
Prerequisite: Interview with instructor to determine objectives and write a contract
Acceptable for credit: California State University
*UC transfer credit for directed studies courses is granted after a review of the course outline and examples of students work (assignments, tests, papers, etc.) by the enrolling UC campus. Please see a counselor for more information
Individual work on special topics in Theatre Arts by arrangement.

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

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

THE FACULTY
Leigh Burrill, English
Rebecca Cisneros-Diaz, English
Mae Conroy, CalWorks Program
Dulce Gray, English
Julie Maia, English
Ann Malmuth-Onn, Dance
Maryanne Mills, Library Services
Becky Perelli, Student Health Services
Michelle Reed, Psychology
Cynthia Reiss, Art History
Susan Schulte, English

DIVISION Language Arts
DEPARTMENT LANGUAGE ARTS

Learning Outcomes
After completing an Associate of Arts degree in Women’s Studies, a student will be able to:
- Identify and analyze women’s contributions to the sciences and humanities;
- Analyze gender roles using cross cultural and historical perspectives;
- Analyze cultural attitudes about sexualities throughout history and across cultures;
- Analyze the influence of gender, class, culture, race, ethnicity, and sexuality on the experiences of women and men in different societies;
- Analyze women’s access to power throughout history and across cultures;
- Participate in dialogue about fairness and justice in matters related to gender, race, class, culture, ethnicity and sexuality.

WOMEN’S STUDIES: Transfer:
See assist.org and/or consult with a counselor.

WOMEN’S STUDIES (A.A. Degree)
Women’s Studies is an interdisciplinary program that places women’s contributions, experiences, and concerns at the center of study. Men and Women are equally welcome in all Women’s Studies courses. The program welcomes all students who are interested in investigating gender, race, and class issues in their lives and world.

The Women’s Studies major consists of an introduction to Women’s Studies, Women’s Contributions, Women’s Access to Power, and Women’s Studies Elective and Emphasis courses. Students who enroll in this group add breadth and depth to students’ understanding of the ways that gender, race, and class issues are intertwined.

Philosophy
Women’s Studies encourages students to think critically about how gender has shaped their ideas about themselves and their sense of power in the world. To do this, we will:
- Explore women’s contributions to the sciences and humanities;
- Question prevailing ideas of human nature that are based on men’s experiences only;
- Examine women’s roles and the reasons for those roles;
- Analyze the influence of class, culture, race, ethnicity,
- and gender on women’s lives;
- Examine women’s access to power;
- Promote dialogue on issues of fairness and justice in gender-related matters.

Major Requirements
To earn an AA degree in Women’s Studies, students must complete 20 units from Groups 1, 2, 3. All majors must complete the 4-unit core course.

Group 1. Core Course (4-7 units)
Course Units
WS 001 Introduction to Women’s Studies: Knowledge, Gender and Power 4
WS 002 Women in the Arts 3

Group 2. Foundation Courses in Women’s Studies (8-16 units)
These courses focus on women’s contributions, experiences, and concerns in various academic fields. While introducing students to the fundamental principles and content of these disciplines, courses with a Women’s Studies focus deliver additional knowledge about gender, race, and class.

Course Units
ART 004* Art Appreciation: Women’s Studies Emphasis 3
ART 014 Women in Art History 3
ENGL 001A* English Composition: Women’s Studies Emphasis 3
ENGL 001B* English Composition 3
ENGL 016* English Composition: Women’s Studies Emphasis 3
ENGL 017* English Composition 3
ENGL 091C* Clear Thinking in Writing: Women’s Studies Emphasis 3
ENGL 046* Contemporary Multicultural Literature: Women’s Studies Emphasis 3
PSYCH 009 Psychology of Women 3
*Each semester, only certain sections of these courses are taught with a Women’s Studies focus. Students should consult the Schedule of Classes to determine which sections will be offered with this focus.

Group 3. Elective Courses on Gender and Diversity (0-8)
Courses in this group are drawn from the Cultural Diversity program at West Valley College. Courses in this group add breadth and depth to students’ understanding of the ways that gender, race, and class issues are intertwined.

Course Units
CHS 005 Childhood and Culture 3
COUNS 050 Cross-Cultural Perspectives 3
ENGL 012 African American Literature 3
ENGL 023 Chicano Literature 3
ENGL 018 Asian American Literature 3
ENGL 046 Contemporary American Multicultural Literature 3
PE.TH 051 Dance in America: A Cultural Perspective 3

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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 5 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or Pass or better.
• RECOMMENDED preparations are ADVISORY.
• This catalog is subject to change and may be incomplete. Please consult the addenda at westvalley.edu/catalog/
WS 001 INTRODUCTION TO WOMEN’S STUDIES: KNOWLEDGE, GENDER, & POWER
4 units
Lecture 4 hours; lab 0 hours
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. Pass/No Pass Option

WS 002 WOMEN IN THE ARTS
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course introduces students to the study of women’s creative work in literature, the visual arts, and the performing arts. The course presents an overview of new theories and methods of scholarship, including the use of gender, race, class, and class as lenses of analysis. Students have opportunities to examine how this new scholarship is changing appraisals of women’s contributions to the arts. Men and women are equally welcome in this course. Pass/No Pass Option

COURSES ON WOMEN

ART 014 WOMEN IN ART HISTORY
3 units
Lecture 3 hours; lab 0 hours
Acceptable for credit: University of California, California State University
This course is a survey of women in Western art. Specifically, it traces the representation of Woman in art history, the emergence of the female artist, and the examination of feminist theory in art history. It includes an examination of the major art periods, theories, criticism, and feminist criticism. This course focuses on women both as the subjects and the creators of art. It is organized chronologically and thematically. This involves a historical survey of women artists and their artistic contributions, as well as an examination of the religious, mythological and secular images of women in art. Extensive attention is given to the creation, modification and persistence of these images throughout history, due to various social, economical, psychological and intellectual conditions. Pass/No Pass Option

PSYCH 009 INTRODUCTION TO PSYCHOLOGY OF WOMEN
3 units
Lecture 3 hours; lab 0 hours
Prerequisite: PSYCH 1 or concurrent enrollment
Acceptable for credit: University of California, California State University
The course introduces the student to the gender-role development of women in terms of the bio-social and cultural factors involved in intellectual and personal-emotional functions. Examination of psychological research and theory will focus on multicultural factors; that is, gender as it relates to race, class, culture and ethnicity in United States society. This course will satisfy the 3-unit Cultural Diversity requirement for an Associate degree. Pass/No Pass Option

Courses Offered with a Women’s Studies Focus
To make knowledge of new scholarship on women available to students, many departments have developed special emphasis sections of general education courses. Listed along with the traditional sections in the Schedule of Classes, these Women’s Studies sections will have a special notation calling attention to their unique approach. Students will learn fundamental principles as they gain knowledge about gender, race, and class—issues that are often ignored in traditionally taught courses. Students should read the Schedule of Classes carefully to ensure that they enroll in the section appropriate for their interest.

During 2011-2012, courses offered with a Women’s Studies focus may include the following:

ART 004 Art Appreciation: Women’s Studies Emphasis
CHS 005 Childhood and Culture
COUNS 024 Personal Growth: Gender Studies Emphasis
ENGL 001A English Composition: Women’s Studies Emphasis
ENGL 001B English Composition: Literature by Women of Color
ENGL 001C Clear Thinking in Writing: Gender Studies Emphasis
ENGL 046 Contemporary Multicultural Literature: Women’s Studies Emphasis
ENGL 049 Modern Fiction

For general descriptions of these courses, see the specific department listings in this catalog. For an overview of how these special emphasis courses differ from the traditional ones, students may examine the file of course syllabi maintained by the Women’s Studies Program coordinator.

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

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

Work Experience

DIVISION Career Programs
FACULTY ADVISOR Heide Hughes
PHONE 408-741-2114
EMAIL heide.hughes@westvalley.edu
CAREER PROGRAM CENTER 408-741-2098

Learning Outcomes
After completing units in Work Experience, a student will be able to:

• Demonstrate personal and professional standards for responsibility, honesty, and decision-making;
• Demonstrate verbal and written communication skills;
• Set and manage priorities;
• Employ technology to enhance educational and career opportunities;
• Demonstrate interpersonal skills in various settings;
• Demonstrate flexibility and be adaptive to changing demands;
• Apply academic skills and concepts to the workplace.

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

General Work Experience Education:
No more than sixteen (16) units of general work experience may be counted toward the associate degree.

Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit. One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort. Each student participating in Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, develop and write measurable learning objectives in developing short- and long-range career goals. Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges.

Determination of the units is based on the following schedule of hours.

<table>
<thead>
<tr>
<th>Units</th>
<th>TOTAL HOURS OF CREDIT</th>
<th>AVERAGE HOURS WORK PER WEEK REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>150</td>
<td>10 - 14</td>
</tr>
<tr>
<td>3</td>
<td>225</td>
<td>15 - 19</td>
</tr>
<tr>
<td>4</td>
<td>300</td>
<td>20</td>
</tr>
</tbody>
</table>

Students working in non-paid positions need to work 60 hours per unit of credit per semester.

To register for Work Experience, students must attend an orientation session as listed in the class schedule.
WRKEX 302-304 OCCUPATIONAL WORK EXPERIENCE EDUCATION

2 - 4 units
302 - Lecture 0 hours; lab 0 hours
303 - Lecture 0 hours; lab 0 hours
304 - Lecture 0 hours; lab 0 hours

Acceptable for credit: California State University

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

WRKEX 302G, 303G GENERAL WORK EXPERIENCE EDUCATION

2 - 3 units
302G - Lecture 0 hours; lab 0 hours
303G - Lecture 0 hours; lab 0 hours

Acceptable for credit: California State University

These courses involve the supervised employment of students in positions which will develop the student's general job skills, vocational awareness and understanding of the requirements for successful employment. The program will assist the student in developing a foundation for future career choice and exploration. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. General Work Experience courses can be taken for a total of 16 units. No more than sixteen (16) units of general work experience may be counted toward the associate degree.

Workplace Success Skills

DIVISION Student Services
DIVISION CHAIR Carol Pavan
PHONE 408-741-2422
EMAIL carol.pavan@westvalley.edu
COUNSELING Angelica Bangle 408-741-2476

World Languages

THE FACULTY
Ana Brichko - French

DIVISION Language Arts
DIVISION CHAIR Leigh Burrill
DEPARTMENT CHAIR Anna Brichko
PHONE 408-741-4011
EMAIL anna.brichko@westvalley.edu
COUNSELING 408-741-2009

Learning Outcomes
After completing courses, a certificate, or an Associate of Arts degree in a language, a student will be able to:

• Communicate at the respective level on common daily topics;
• Respond with written and spoken expressions of the target language according to the level of study;
• Speak and convey information with accuracy and pronunciation acceptable to native-speakers of the language;
• Explain aspects of diverse cultural and global awareness;
• Customize the mode of communication appropriate to the specific audience.

See Specific Language for AA or Certificate requirements

Note: Only French and Spanish offer AA and Certificate Programs

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

Zoology

PRINCIPLES OF ZOOLOGY
(See Biology)
Mission Statement

“The West Valley-Mission Community College District is committed to achieving student success through innovative and effective lifelong education and career opportunities, which include associate degrees, certificates, transfer, occupational programs, workforce development, pre-collegiate, global, and community education programs. The District strives to maintain and support institutional integrity, mutual respect, diversity, tolerance, rigorous evaluation, an exceptional workforce of faculty and staff, and partnerships between students, faculty, staff, administrators, the Board of Trustees, and the community. The District promotes an environment conducive to open dialogue and the free exchange of ideas leading to the achievement of successful student learning outcomes.”

Our Guiding Framework

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

Our Values

We value the following core principles and qualities as the foundations for our work and our vision for the future.

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

Our vision of success is to continually strive to be:

• Student Centered...
• Linked to our Partners and Communities

A Clear Focus on the Future

• **Serve Expanding and Diverse Student Populations**—the Colleges’ reputation as quality institutions of higher education continue to attract large numbers of students from diverse backgrounds with a variety of academic goals, including transfer to four-year colleges and universities.
• **Provide Relevant and Responsive Educational Programs**—we must continually refine and adapt our offerings and teaching methods to respond to the diverse needs of our students and communities we serve.
• **Upgrade Facilities**—today’s learning environment demands flexible use in order to accommodate multimedia instruction, group projects, design education, learning, and team teaching as well as lecture and discussion formats.

Strategies for the Future

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

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

History of the District

The first public meeting convened to address the formation of the West Valley Joint Community College District was held in July 1962. In October 1962, the California State Board of Education approved the District’s formation, and in January 1963, the voters residing within the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts established the District. The District’s first college, West Valley Junior College, became operational in September 1964, at the 12 1/2-acre remodeled Campbell Grammar School in Campbell. The 1964-65 academic year began with an enrollment of 3,203 students and a staff of 10 administrators and 53 instructors. One hundred courses were offered that first year. The following year the name was changed to West Valley College. In 1964, the 143-acre Fruitvale-Alleendal 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 and the Dumbell and Coffin Road for the construction of Mission College. The total 164-acre parcel was acquired in 1970, the first phase of construction at the Santa Clara site was completed in 1979, and the College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors.

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

Advancement Foundation

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

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

West Valley/Mission Colleges

Foundation

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

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

The motto is “We Are Here to Help” whether it be a student who needs textbooks or an individual who may wish to endow a memorial scholarship. For information call (408) 741-2164.

West Valley-Mission Community College District

Non-Discrimination Statement

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

Sexual Harassment and Sex Discrimination Policy

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

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

For complaints of sexual harassment or discrimination, see:

Associate Vice-Chancellor of Human Resources, Personal Office

If you are a student seeking a reasonable accommodation under Section 504 or the ADA Act, see:

Coordinator

Disability and Educational Support Program (DESP)

Or Vice President of Student Services
### Fees and Tuition 2012 - 2013

<table>
<thead>
<tr>
<th>Fee type</th>
<th>Amount</th>
<th>Required of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>$46 per unit</td>
<td>California residents</td>
</tr>
<tr>
<td></td>
<td>(Subject to California legislative change).</td>
<td></td>
</tr>
<tr>
<td>Tuition for Non-Residents</td>
<td>$204 per unit (in addition to enrollment fee)</td>
<td>All Non-California residents (in addition to enrollment fee)</td>
</tr>
<tr>
<td>International students</td>
<td>$204 per unit (in addition to enrollment fee)</td>
<td>Visa holders from another country (in addition to enrollment fee)</td>
</tr>
<tr>
<td>International Student</td>
<td>$100</td>
<td>International students who submit an application to West Valley College (F-1 applicants only)</td>
</tr>
<tr>
<td>Application Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Fee</td>
<td>Variable</td>
<td>Certain Courses indicated in course description</td>
</tr>
<tr>
<td>Basic Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Center Use Fee</td>
<td>$6 (.5 to 5.5 units) or $12 (6 or more units)</td>
<td>All students except online students who live outside Santa Clara County</td>
</tr>
<tr>
<td>Health Services</td>
<td>$19 per semester</td>
<td>All students</td>
</tr>
<tr>
<td></td>
<td>$16 summer</td>
<td></td>
</tr>
<tr>
<td>Web Reg</td>
<td>$3</td>
<td>All students using web for college transactions</td>
</tr>
<tr>
<td>Associated Student Services</td>
<td>$4</td>
<td></td>
</tr>
<tr>
<td>(ASSC) fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking fee</td>
<td>$40 per semester. Permits can be ordered on-line. Service/convenience fee $3.25. Daily permits sold in parking lot machines for $3 daily.</td>
<td></td>
</tr>
<tr>
<td>Transcripts</td>
<td>Up to 2 regular transcripts free $6 for subsequent requests. $20 “Rush” within one hour; $15 within 24 hours; $5 for additional ones ordered at the same time as the rush.</td>
<td></td>
</tr>
<tr>
<td>Printout fees: (for enrollment verification, etc.)</td>
<td>$2 each print out only after the add period.</td>
<td></td>
</tr>
<tr>
<td>Other charges:</td>
<td>Duplicate degree $10; degree/certificate cover $10 (Free at Graduation).</td>
<td></td>
</tr>
</tbody>
</table>

*All fees subject to change*
West Valley-Mission Community College District

Board Policies

The following sections give pertinent Board policies related to student services, students eligibility and admissions, enrollment and registration, fees, student records, academic standards, student equity, matriculation, counseling and advising, health services, disabled students program, child care services, financial aid programs, athletics, student organizations and activities, free speech (time, place, manner), student publications, drug-free campus, student conduct policy, student discipline policy, student grievance and appeal policy, non-discrimination policy and sexual harassment policy. In some cases there are italicized notes that help clarify the policy or give a reference for finding further information on the topic in the schedule or student handbook.

In general, policies will be found in the catalog and procedures will be found in the schedule of classes.

BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT


In accordance with the “open door” mission of community colleges, the District shall admit any California resident, and may admit any non-resident, who meets any of the following conditions and is capable of benefiting from the instruction offered:

Any person over the age of eighteen (18) and possessing a high school diploma or its equivalent. Other persons over the age of 18 years and who, in the judgment of the Chancellor or his or her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District’s rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

Persons who are apprentices as defined in Labor Code Section 3077.

The District shall, in its discretion, or as otherwise federally mandated, evaluate the validity of a student’s high school completion. The Chancellor shall establish procedures for evaluating the validity of a student’s high school completion.

Admission

Any student whose age or class level is equal to entering grade 11 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to entering grade 11 is eligible to attend as a special full-time student.

Any student entering grade 11 may attend summer session.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within sixty (60) days. The written recommen-
and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment.

Date Adopted: January 17, 2012

BP 5035 WITHHOLDING OF STUDENT RECORDS

Reference: Title 5 Section 59410.

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

Date Adopted: January 17, 2012

BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

References: Education Code Sections 76200 et seq.; Title 5 Sections 54600 et seq.

The Chancellor shall assure that student records are maintained in compliance with applicable federal, state, and other applicable regulatory requirements.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him/her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information. Directory information shall include: Degrees and awards received, including honors, scholarship awards, athletic awards, and Dean’s List recognition.

Date Adopted: January 17, 2012

BP 5050 MATRICULATION

References: Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.

The District and the Colleges shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the District into agreement regarding the students educational goal through the District’s established programs, policies, and requirements.

The Chancellor or designee shall establish procedures to assure implementation of matriculation services that comply with California Code of Regulations, Title 5, requirements and ensure that procedures are maintained and made known to all students by prominent inclusion in College publications and Web sites.

Date Adopted: January 17, 2012

BP 5052 OPEN ENROLLMENT

Reference: Title 5 Section 51006.

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to West Valley or Mission Colleges. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

The Chancellor shall assure that this policy is published in the College catalogs and schedules of classes.

Date Adopted: January 17, 2012

BP 5055 ENROLLMENT PRIORITIES

References: Title 5 Sections 51006, 58106, and 58108.

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with California Code of Regulations, Title 5.

Date Adopted: January 17, 2012

BP 5110 COUNSELING

References: Education Code Section 72620; Title 5 Section 51018.

Counseling services are an essential part of the educational mission of the District.

The Chancellor shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student’s education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

Date Adopted: January 17, 2012

BP 5120 TRANSFER CENTER

References: Education Code Sections 66720-66744; Title 5 Section 51027.

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Chancellor shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students, and complies with law and regulations.

Date Adopted: January 17, 2012

BP 5130 FINANCIAL AID


A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

Financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of: 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing covered services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees and vendors communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its governing Board are not liable for non-compliance or governmental immunities by enacting this policy.

Date Adopted: January 17, 2012

BP 5140 DISABLED STUDENTS PROGRAMS AND SERVICES

References: Education Code Sections 67310 and 68450; Title 5 Sections 56000 et seq.

Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.

The Disabled Students Programs and Services (DSPS) Program (also known as the Disability Instructional Support Center and the Disability and Educational Support Program at the college) shall be the primary provider for support programs and services that facilitate equal educational opportunities as required by federal and state laws for students with disabilities who can profit from instruction.

DSPS services shall be available to qualified students with verified disabilities that result in educational limitations. The services to be provided include, but are not limited to, reasonable academic accommodations, accessible facilities, equipment, specialized instructional programs, and academic, personal, and vocational counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

Date Adopted: January 17, 2012

BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

References: Education Code Sections 69640-69656; Title 5 Sections 56200 et seq.

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Chancellor shall assure that the EOPS Program conforms to all requirements established by the relevant law and regulations.

Date Adopted: January 17, 2012

BP 5160 CHILD CARE SERVICES

References: Education Code Sections 79120 et seq.

The District may provide child care services subject to applicable laws and regulations.

Date Adopted: January 17, 2012
The Associated Student Organizations shall be construed as transferring ownership or control established by the Chancellor. Such use shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students Organizations are hereby recognized the Associated Student Organizations as the Mission College Associated Student Government and the West Valley College Associated Student Organization.

The Associated Students Organizations are recognized as the official voice for the students in District and college decision-making processes. The Associated Student Organizations may conduct other activities as approved by the Chancellor. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students Organizations shall conduct themselves in accordance with state laws and regulations and administrative procedures established by the Chancellor.

The Associated Student Organizations shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor. Such use shall not be construed as transferring ownership or control of the premises.

The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.

The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.

The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).
equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Also see BP/AP 3715 titled Intellectual Property.

Date Adopted: January 17, 2012

BP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS


The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

Date Adopted: January 17, 2012

BP 5570 STUDENT CREDIT CARD SOLICITA- TION

References: Education Code Section 99030; Title 5 Section 54400; Civil Code Section 1747.02(m).

The Chancellor shall establish procedures that regulate the solicitation of student credit cards on campus.

Date Adopted: January 17, 2012

BP 5700 ATHLETICS

References: Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.

The District shall maintain an organized program for men and women in intercollegiate athletics.

The program shall not discriminate on the basis of gender in the availability of athletic opportuni-
ties.

The District shall comply with federal and state regulations, procedures, and requirements regarding student athlete participation. The Chancellor shall assure that the athletics program complies with the Constitution and Sports Guidelines of the California Community College Commission on Athletics as well as appropriate Conference Constitution Rules regarding student athlete participation.

Date Adopted: January 17, 2012

BP 5800 PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

Reference: 15 U.S. Code Section 1681m(e), Fair and Accurate Credit Transactions Act (FACT Act or FACTA).

The District is required to provide for the iden-
tification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the Chancellor is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Date Adopted: January 17, 2012

BP 3300 PUBLIC RECORDS

References: Government Code Sections 6250 et seq.

The District is committed to open government, governance, and access for all members of the public and for all members of the District community. Public records, as defined by the Government Code, are open to inspection by the public during regular office hours of the District Offices and Colleges. The Chancellor shall establish procedures for records management, including access by the public, which comply with the requirements of the California Public Records Act.

Date Adopted: January 17, 2012

BP 3310 RECORDS RETENTION AND DESTRUCTION

References: Title 5 Sections 59020 et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

In accordance with the provisions set forth in the California Code of Regulations, Title 5, a records management program, covering the life cycle of all records of the District and Colleges from the time they are originated, shall be implemented in order to:

- Ensure that records which are required to be preserved or which may be useful for future reference are permanently retained and safely stored, and that those which have outlived their usefulness are destroyed, and
- Minimize the expense related to record keeping.

The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information as defined by the Federal Rules of Civil Procedure, in compliance with Title 5. Such records shall include, but not be limited to student records, employment records, and financial records.

Date Adopted: January 17, 2012

BP 3410 NONDISCRIMINATION

References: Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.; Title 5 Sections 53000 et seq., and 59300 et seq.; Penal Code Section 422.55; Government Code Sections 12926.1 and 12940 et seq.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations of the agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose member-
ship practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orienta-
tion, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

To have available positive images provided by individuals from historically underrepresented groups, and to observe that such individuals can assume responsible and diverse roles in society is educationally sound for all students attending Colleges of the District. The richness that cultural and racial diversity brings to the nation and the exercise of democratic principles can be best taught in the presence of a staff and student body of both genders, diverse ethnic groups, handicapped individuals, and veterans.

Date Adopted: January 17, 2012

BP 3430 PROHIBITION OF HARASSMENT

References: Education Code Sections 212.5, 44100, 66252, and 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C. Annotated Section 2000e; Title IX, Education Amendments of 1972.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condi-
tion, marital status, sex, age, or sexual orientation of any person, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retali-
atory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3405 titled Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to class-
room conditions, grades, academic standing, employment opportunities, scholarships, recom-
recommendations, disciplinary actions, and participa-
tion in any community college activity. In addi-
tion, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, recall, transfer, leave of absence, training oppor-
tunities, and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, and/or eliminate any hostile environ-
ment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination for students to resolve complaints of harassment and discrimi-
nation. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to adminis-
trators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.
Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Also see BP/AP 3410 titled Nondiscrimination, AP 3430 titled Prohibition of Harassment, and AP 3435 titled Discrimination and Harassment Investigations

Date Adopted: January 17, 2012

BP 3440 SERVICE ANIMALS


In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

Date Adopted: January 17, 2012

BP 3500 CAMPUΣ SAFETY

Reference: Education Code Section 67380(a)(4)

The District shall provide a safe environment for students, employees, and visitors. The District is committed to the implementation of safety and health policies and procedures involving workplace security for employees and students. Employees and students shall be directly responsible for conducting themselves, at all times, in a manner that is consistent with current District policies.

The Board is committed to a safe and secure District work and learning environment. To that end, the Chancellor shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding eighteen (18) months to increase safety, and any changes in safety precautions to be made during the next twenty-four (24) months.

Consistent with the Board’s general delegation of authority to the Chancellor, the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to, the use of bulletin boards; the distribution of printed materials or petitions in those parts of the Colleges designated as areas generally available to students and the community; and the wearing of buttons, badges, or other insignia. Speech shall be prohibited that is defamatory, obscene (according to current legal standards), or which so incites others as to create a clear and present danger of the commission of unlawful acts on the part of students or employees, or which so incites others to commit an offense against Board policies or administrative procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process. Students may repeat a course three times with a substandard grade, including a “W,” in which substandard grades (less than a “C,” and including “F”) were earned.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Course Repetition: Grade Alleviation

A student who has earned a grade of “D,” “F,” or “NC” in a credit course at any College in the District may petition the appropriate College appeals procedure for the removal of the grade. This petition must be submitted with proof documentation of the student’s efforts to improve his or her grade. Proof documentation will be accepted at the discretion of the College.

Course Repetition: Grade Alleviation – Non-credit courses

A student may petition the appropriate College appeals procedure for the removal of grade in some non-credit courses. The petition must be supported by evidence that shows the student’s efforts toward adequate performance in the course.

Course Repetition: Grade Alleviation – Other courses

A student may petition the appropriate College appeals procedure for the removal of grade in other courses. The petition must be supported by evidence that shows the student’s efforts toward adequate performance in the course.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Chancellor shall assure that the District distributes annually to each student and employee the information required by the Drug Free Schools and Communities Act Amendments of 1989 and complies with the regulations and requirements of the Act.

The Colleges will provide information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various on-campus programs or outside agencies for support, information, and/or enrollment in a drug recovery program.

Date Adopted: January 17, 2012

BP 3500 SPEECH: TIME, PLACE, AND MANNER

References: Education Code Sections 76120 and 66301

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to this policy and District procedures.

The Colleges of the District are non-public forums, except for those areas that are designated as public forums available for the exercise of expression by students, employees, and members of the public. The Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures issued by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to, the use of bulletin boards; the distribution of printed materials or petitions in those parts of the Colleges designated as areas generally available to students and the community; and the wearing of buttons, badges, or other insignia. Speech shall be prohibited that is defamatory, obscene (according to current legal standards), or which so incites others as to create a clear and present danger of the commission of unlawful acts on the part of students or employees, or which so incites others to commit an offense against Board policies or administrative procedures, or the substantial disruption of the orderly operation of the District.

All new programs and program deletions shall be approved by the Board. All new programs shall be submitted to the State Chancellor’s Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Chancellor will establish procedures, which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Date Adopted: January 17, 2012

BP 4225 COURSE REPETITION

References: Title 5 Sections 55040, 55041, 55042, 55044, and 59111

Students may repeat a course three times with a substandard grade, including a “W,” in which substandard grades (less than a “C,” and including “F”) were earned.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Course Repetition: Grade Alleviation

A student who has earned a grade of “D,” “F,” or “NC” in a credit course at any College in the District may repeat the course for the purpose of grade alleviation.

A student may repeat a credit course for purposes of grade alleviation only once. A student may petition the appropriate College appeals body for permission to repeat a course more than once, but the petition will be granted only based on a finding that unusual circumstances exist which justify a second repetition.

1. Upon satisfactory completion of the repeated course, the student may petition the Admissions and Records Office to have only the grade earned in the repeated course used in the computation of the grade point average.
2. In no case will the unit value of the repeated course be counted more than once.
• The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.

Course Repetition: Special Circumstances
Under special educationally justifiable circumstances, repetition of credit courses other than those for which substantial work has been recorded may be permitted. Under special circumstances, students may repeat courses in which a C or better grade was earned.

A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations. The special circumstances are defined in administrative procedures.

Date Adopted: January 17, 2012

BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference: Title 5 Section 55007

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish administrative procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Date Adopted: January 17, 2012

BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference: Title 5 Section 55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

Date Adopted: January 17, 2012

BP 4231 GRADE CHANGES

Reference: Education Code Sections 76224 and 76223; Title 5 Section 55025

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.

Procedures for students to challenge the correctness of a grade.

The installation of security measures to protect grade records and grade storage systems from unauthorized access.

Limitations on access to grade records and grade storage systems.

Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.

Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records

Date Adopted: January 17, 2012

BP 4235 CREDIT BY EXAMINATION

Reference: Title 5 Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations.

Credit may be earned by examination provided:

The student is registered at the College and is in good standing;

The student can demonstrate that he/she is especially qualified, through previous training or instruction, to successfully complete such examination;

The course for which credit is desired is listed in the catalog of the College;

The course has been designated as challenging by the Department Chair in consultation with appropriate members of the department faculty within each College; and

The examination is approved or prepared, administered, and graded by faculty and other proper authorities of each College.

A maximum of 12 units toward an Associate degree may be earned by courses for which credit has been earned by examination.

Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the Associate degree.

The student’s academic record shall be clearly annotated to reflect that credit was earned by examination.

A student may challenge a course for credit by examination only one time and the grade received on the examination will be recorded on the student’s permanent record.

The Chancellor shall establish administrative procedures to implement this policy.

Date Adopted: January 17, 2012

BP 4240 ACADEMIC RENEWAL

Reference: Title 5 Section 55046

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student’s demonstrated ability. The Chancellor shall establish administrative procedures that provide for academic renewal.

Date Adopted: January 17, 2012

BP 4250 PROBATION, DISQUALIFICATION, AND READMISSION

Reference: Education Code Section 70902(b)(3); Title 5 Sections 55030-55034

A student shall be placed on probation if his or her academic record of performance falls under either of the two standards below:

Academic grade point probation

A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a grade point average of less than a “C” (2.0). A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed).

Progress Probation

A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of “W,” “I,” “NC,” and “NP” were recorded reaches or exceeds fifty (50) percent. A student may be on progress probation not more than three consecutive semesters without being academically disqualified (dismissed).

Notification of probationary status will appear on the student’s semester grade report and on the transcript of academic work.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Chancellor.

A student on academic probation for a grade point deficiency shall be removed from probation when the cumulative grade point average reaches 2.00 or higher. Likewise, a student on progress probation shall be removed from probation when the total percentage of cumulative units in the “W,” “I,” “NC,” and “NP” categories drops below 50 percent.

Students who believe that their placement on probation is the result of an error may petition the appropriate College appeals body for relief.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student submits a petition that includes documentation of marked improvement since the semester on which the dismissal was based or documentation of extenuating circumstances during the semester on which the dismissal was based.

Notification of academic disqualification status will appear on the student’s end of semester grade report and transcript.

An academically disqualified student may present a written appeal to the appropriate College appeals body requesting immediate reinstatement if a dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision is made.

Readmission

A student who has been dismissed may request reinstatement by submitting a petition for readmission after an absence of one semester or a petition for readmission explaining extenuating circumstances during the semester on which the dismissal was based.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

The determination of the applicability of the policy on academic probation and disqualification will be based on the inclusion of:

All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or non-evaluative symbol of “W,” “MV,” “CR,” “IP,” “NP,” “NC,” “I,” “RD,” or “IP” when computing grade point average.

All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of “W,” “RD,” or “IP” when applying the satisfactory progress rule.
All District units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal.

Date Adopted: January 17, 2012

BP 4260 PREREQUISITES AND CO-REQUISITES

References: Title 5 Sections 55000 and 55003

The Chancellor is authorized to establish prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum, upon the recommendation of the Academic Senate. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established.

The Chancellor shall establish administrative procedures for the development and review of all prerequisites and co-requisites, including their establishment, modification, or discontinuance, which rely primarily on the recommendation of the Academic Senate of each college.

The administrative procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in District publications available to students.

Date Adopted: January 17, 2012

BP 4300 FIELD TRIPS AND EXCURSIONS

Reference: Title 5 Section 55220

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Date Adopted: January 17, 2012

Additional information about Board and College Policies can be found in the Student Orientation Handbook and at:

http://www.edu/ (Click on Board of Trustees. Then click District Policies.)

REFUNDS

Dropping Classes and Refund Policies, Procedures, and Guidelines

A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of length of the course for a short-term course, unless the program changes are a result of action by the district to cancel or reschedule a class or to drop a student pursuant to Section 58106(g) where the student fails to meet a prerequisite.

A. Semester Length Classes - Refund of enrollment fees: Full refund for semester length class(es) dropped within the deadline dates. Drop deadlines refer to: refunds, no notation on records, and last date to drop with a “W” (Withdraw). After the determined last day to drop, a letter grade other than a “W” will be posted, refund and drop deadlines are posted in Schedule of Classes and on college website.

B. Short-Term Class Guidelines - Classes with 5 or more class meetings:

• Receive a full refund if the class is dropped within 10% of total days of class session.
• Dropping without a “W” (withdraw) on record, if the class is dropped within 20% of total days of class session.
• Dropping with a “W” on record: if the class is dropped within 75% of total days of class session.

Example: Class meets March 2 – March 21 meeting on Mon and Wed. Total day of class session = 20 (includes Sat, Sunday and Holidays). 10% = 2 days for full refund; 20% = 4 days for no “W” or refund; 75% = 15 days for drop with “W”.

C. Short-Term Class Guidelines - Classes with less than 5 class meetings:

• Receive a full refund if class dropped before the date of the first class meeting. No refund for drops on the date of the class meeting or later.
• Dropping without a “W” (withdraw) on record: if the class is dropped before the date of the first class meeting.
• Dropping with a “W” on record: if dropped after class begins.

D. Non-resident tuition refund: For semester length classes: 100% refund of all fees for classes dropped during the first and second weeks. Two-thirds tuition only refund during third and fourth week; One-third tuition only refund for fifth and sixth weeks.

For short term classes, refer to Short-Term Drop Guidelines above (includes summer term)

Special notes:

Beginning in the Fall 2011, West Valley College will be partnering with Higher One, a financial services company focused solely on higher education to bring a new method for delivering refunds to students. You will be able to use the Higher One card or choose your preferred method of payment.

This new method is designed to provide you with choices when it comes to receiving your financial aid or school refunds—selecting the preferred “Easy refund” method. Easy Refund is the fastest and easiest way to gain access to your refund money—and the same day West Valley College issues it.

You will be sent an email to learn more about the program.

DELINQUENCY POSTINGS FOR NON-PAYMENT

Delinquencies will be placed on students’ records by the Finance Office for fees and any other financial obligations owed to the College. West Valley College will not allow a student to register in the College nor will the College forward transcripts or any other records to other institutions if students have delinquencies on their records. Degrees and certificates will be held until all outstanding fees have been paid or cleared.

Delinquent accounts may be referred to a collection agency.
Rights and Responsibilities

STUDENTS

• General
Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled and providing evidence of such learning through examinations, essays, term papers, journals and such other requirements as the instructor may deem appropriate for demonstrating mastery of skills required in the course.

When a student receives an incomplete grade ("I"), he or she shall not be permitted to repeat the course in a subsequent semester unless the student fails to make up the incomplete as specified by the instructor and is subsequently awarded a substandard grade ("D," "F" or "NP").

Students are held fully responsible for following College procedures for adding, dropping or withdrawal, and for filing appropriate forms in the Admissions Office.

• Attendance
Students are expected to attend all sessions of each class. Instructors may drop students from the class if they fail to attend the first class meeting, or when accumulated unexcused hours of absences exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

• Withdrawal from college
A student who must withdraw entirely from the College before the end of the semester should file a withdrawal notice in the Admissions Office. A student who withdraws from the College will receive those credits and grade symbols applicable on the date of withdrawal under the District's grading system described earlier.

• Withdrawal from a class
It is the responsibility of the student to withdraw from a class prior to the published deadline in order to insure that a penalty grade will not be awarded for the course.

A student who withdraws from a class prior to the first class meeting of short-term classes or through the end of the third week for semester-length courses shall have no notation of enrollment in the class posted on the semester grade report or transcript. The schedule of classes lists exact drop dates.

From that point through the three-quarter point of the term (through the end of the twelfth week for semester length courses), a "W" grade will be posted on the final grade report and the transcript. After that deadline, a grade symbol other than a "W" will be posted.

• Academic Dishonesty
Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to College staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or presentation of another student’s work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one’s own for a grade or points.

c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student’s own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

d. Furnishing false information: forgery, falsification, alteration or misuse of College documents, records, or identification in class or in laboratory situations.

• Classroom-Related Disciplinary Sanctions
When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

b. Issue a NP or a failing grade ("F") or "O" for the assignment in question.

c. Refer the student to the CSSO for disciplinary action.

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject 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 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).

Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations and procedures of the District. Each student bears full responsibility for his or her actions and is expected to abide by district policies on student conduct (policy5.19).

FACULTY

• General
Each instructor is responsible at the beginning of the course to inform students of the course’s learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request.

The instructor may, upon a student’s request, assign an incomplete ("I") grade when, in the instructor’s judgment, this action is warranted and appropriate.

• Instructor-Initiated Drops
An instructor may officially drop the student from the class rolls when it is determined that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences.

An instructor may drop from the class rolls a student who has not appeared in 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.
Student Disciplinary Actions and Procedures

Policy District: Student Conduct and Discipline 5.20

Purpose: Definitions

For the purpose of these Rules and Regulations, the following words and terms are defined as follows:

1. The term “Governing Board” shall mean the Governing Board of the West Valley Mission Community College District.

2. The word “District” shall mean the West Valley Mission Community College District, a public community college district of the State of California.

3. The word “College” shall mean West Valley and/or Mission Community College, colleges operated and maintained by the West Valley Mission Community College District.

4. The term “College Hearing Board” shall mean the West Valley Mission Community College Hearing Board, an administrative agency of the College, organized and existing primarily to hear and decide on or recommend appropriate disciplinary action in cases brought before it under these Rules and Regulations.

5. The term “President” shall mean the Presidents of the West Valley Mission Community College District, the President of West Valley and/or Mission Community College, or in her/his absence, the acting President.

6. The terms “Vice President” or “Vice President of Student Services” shall mean the Vice President of Student Services of the West Valley Mission Community College District or his/her designee.

7. The term “member of the College community” shall mean the District Trustees, the academic, support staff and administrative personnel of the District or College, the students of the College, and any other person or persons while on District or College property or at a District or College function or activity.

8. The term “District property” shall include real and personal property owned, controlled, or in the possession of the Governing Board of the West Valley Mission Community College District, and the real or personal property of all District food service, retail and resident facilities, whether operated directly by the District, a District or College auxiliary organization, or an independent contractor of the West Valley Mission Community College District, and whether located at West Valley or Mission College or elsewhere.

9. The term “deadly weapon” shall include human hands (when they are classified as lethal weapons), any instrument or weapon commonly known as a blackjack, slingshot, billy, nunchaku, sand club, sand bag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver or any other firearm, any knife having a blade longer than five (5) inches, any razor with an ungarded blade, any metal or wooden pipe or bar, any chain, rock or stone, or any object or chemical used or intended to be used for the purpose of doing bodily injury to another person.

10. The term “day” shall refer to a college instructional day.

11. As used in this article, “good cause” includes, but is not limited to the following offenses:

   a. Continuous disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
   b. Assault, battery, or any threat of force or violence upon a student or college personnel.
   c. Willful misconduct which results in injury or death of a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.
   d. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11050) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5;
   e. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.
   f. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct (California Education Code, Section 76033).

Purpose: Grounds for Disciplinary Action

1. Failure to comply with the directions of District or College officers or employees or acting in the performance of their duties; or violation of District or College policies or regulations.

2. Violating District regulations concerning the registration of student organizations, use of College facilities, and the time, place, or manner of public expression, distribution of leaflets, pamphlets or other materials.

3. Academic dishonesty, such as cheating or plagiarism.

4. Forgery, alteration, misuse, misappropriation or theft of College papers, documents, records or identification, or knowingly furnishing false information to the District or College or its officers or employees.

5. Disruption or obstruction of classes, meetings, disciplinary proceedings, or other authorized functions or activities of the District or College, whether conducted on the West Valley or Mission College campus or elsewhere including, but not limited to, the use of headsets, walkmans, cellular telephones or pagers in the classroom.

6. Absentee behavior directed toward, or haz ing of, a member of the campus community on or off campus property, including verbal abuse, harassment, intimidation, or the threat of abuse, to the person or property of any member of the campus community, or of members of his or her family.

7. Engaging in disorderly conduct, habitual profanity or vulgarity, gambling, lewd, indecent, obscene or offensive behavior on District-owned or controlled property or at any District or College-sponsored or supervised function or activity.

8. The unlawful sale, possession, use or distribution of any drug or substance controlled by state or federal law on District or College-controlled property or at any District- or College-sponsored or supervised function or activity. Such drugs or substances include but are not limited to legally controlled hallucinogens, narcotics, depressants, stimulants, marijuana and its products, tobacco, and alcoholic beverages. This regulation does not apply to lawful possession of prescription drugs by the person named on the prescription or possession of contraband drugs or substances by peace officers and College instructors for use as evidence or teaching aids.

9. Theft of, or intentional damage to, campus property, or property in the possession of, or owned by, a member of the campus community; theft of software by copying; unauthorized entry into, unauthorized use of, or misuse of campus property to include “computer piracy” which is unauthorized entry into information which is campus property.

10. Illegal operation of a motor vehicle on the West Valley or Mission College campus.

11. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a college function.

12. Violation of any order of the President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.

13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.

14. Littering on campus property including grounds, facilities and parking lots.

15. Unauthorized preparation, giving, selling, transfer, distribution, or publication for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction.

STUDENT DISCIPLINARY ACTIONS AND PROCEDURES

Pursuant to California Education Code 76030 - 76037, the following types of discipline may be initiated at any time when a student is found to be in violation of the policies or rules and regulations of the West Valley-Mission Community College District or its colleges. Colleges authorities will determine which type of action is appropriate. Any member of the college community (i.e., faculty, staff, and student) may file a written complaint with a college administrator against any student for misconduct.

Prior to initiation of these formal disciplinary actions, the parties involved are highly encouraged to seek resolution through informal efforts. Should either party wish to pursue an informal resolution, appropriate college personnel (counselor, department chair, division chair, dean, and/or the Vice President of Student Services) are available to meet with the parties to mediate and assist with these informal efforts.

Types of Disciplinary Actions:

1. Official Warning (Education Code Section 76031). An official warning is a written notice from the Vice President of Student Services or a designee of the President to the student that states if the misconduct is continued, it may result in further disciplinary action. Written official warnings shall not be made a part of the student’s permanent record.

2. Removal from Class (Education Code Section 76032). An instructor may remove a student from his or her class when the student’s conduct interferes with the instructional process. The duration will be for the day of removal and may extend through the next class meeting, or a total of two (2) consecutive class meetings. The instructor shall immediately report the removal to the Vice President of Student Services and to the appropriate Division Chair or administrator. A written report shall be provided to the Vice President of Student Services. The Division Chair or appro-
private administrator shall arrange for a conference between the student and the instructor regarding the removal. Upon request of either the instructor or the student, the Division Chair or appropriate administrator shall attend the conference. During the period of removal, the student shall not return to the class without the concurrence of the instructor. The student has the right to return to class after two consecutive class meetings, pending further disciplinary action, if any. Nothing herein will prevent the Division Chair or the appropriate administrator from recommending further disciplinary actions in accordance with these procedures based on the facts which led to the removal.

Within five (5) days following the conference, if further action is required, the Division Chair or appropriate administrator will refer the student to the Vice President of Student Services for further disciplinary actions. The Vice President of Student Services shall decide whether to recommend suspension, whether to impose some lesser disciplinary action, or whether to end the matter. The Vice President of Student Services shall provide the student a written notification of the decision and the type of disciplinary action being imposed. A record of the disciplinary action will be entered in the student’s discipline file and will be maintained in the Office of the Vice President of Student Services.

Removal of student who is a minor (Education Code Section 76032):
An instructor may remove a student who is a minor from his or her class when the student’s conduct interferes with the instructional process. The duration will be for the day of removal and may extend through the next class meeting, or a total of two consecutive class meetings. If the student removed by an instructor is a minor, the college President or the President’s designee shall ask the parent or guardian of the student to attend a parent conference with the instructor regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference. During the period of removal, a student shall not return to the class from which he or she was withdrawn without the concurrence of the instructor of the class. The student has the right to return to class after two (2) class meetings, pending further action. If any action herein will prevent the college administrator from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal. The Vice President of Student Services shall provide the student a written notification of the decision and the type of disciplinary action being imposed. A record of the disciplinary action will be entered in the student’s discipline file and will be maintained in the Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

3. Withdrawal of Consent to Remain on Campus (Penal Code Section 626.4). The District Police, working in conjunction with the Vice President of Student Services or the College President, may notify any person for whom there is a reasonable belief that the person has wilfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If the District Police find a student a Withdrawal of Consent to Remain on Campus, the Vice President of Student Services is required to review and confirm this action within 24-hours of issuance of this notice.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted no later than 7 days from the date of the request. In no case shall consent be withdrawn for longer than 14 calendar days from the date consent was initially withdrawn.

Any person who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to the College's Withdrawal Consent form and any other information about the incident will be maintained in the student discipline files in the Office of the Vice President of Student Services.

4. Official Reprimand (Education Code Section 76031). A reprimand is a written notice of the violation of specific rules from the Vice President or a designee of the President. A student receiving a reprimand is formally notified in writing that continued conduct of the type described in the reprimand may result in more severe disciplinary actions. A copy of the official reprimand shall be placed in the student’s discipline file and will be maintained in the Office of the Vice President of Student Services.

5. Social Probation (Education Code Section 76031). Social probation consists of the exclusion of the student from participation in specified or all extracurricular College activities. Extracurricular College activities are defined as College-related activities for which the student receives no academic credit. The written notification of social probation shall set forth the reason or reasons for the imposition of this disciplinary action, the activities to which the exclusion applies, and the length of time for which the student is to be imposed. Social probation shall be imposed for a period not to exceed one (1) semester by the President or his/her designee. A copy of the written notice of social probation shall be served to the student and shall be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed on the student’s permanent record.

6. Restitution (Education Code Section 76031). Restitution consists of the reimbursement for damages to or misappropriation of District property, the property of a member of the College community, or of a visitor on the West Valley or Mission College campuses. Reimbursement may take the form of appropriate personal services to repair, restore or otherwise compensate for the damage or injury done, and may be made a condition of continued attendance at the College. The President or his/her designee shall inform the student in writing of the amount to be reimbursed to the college and the length of time provided for reimbursement. A copy of the restitution requirement will be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed on the student’s permanent record.

7. Disciplinary Probation (Education Code Section 76031). Disciplinary probation is a lesser sanction than suspension. Probation requires the student to adhere to specific written terms and conditions defined by the College Hearing Board, Vice President of Student Services, or the Vice President’s designee. The terms of probation shall bear a reasonable relationship to the violation committed by the student. The sanction may include, but need not be limited to, ineligibility to participate in college or student government activities including public performances and may be imposed upon an individual student or group(s) of students. Disciplinary probation may be imposed for a period not to exceed one year.

Should the student violate one or more of the terms of the probation during the probationary period, the Vice President of Student Services will impose a more stringent disciplinary action such as suspension. The student will be notified in writing. The Vice President of Student Services shall immediately notify the President. A record of the disciplinary action shall be placed in the student’s discipline file maintained in Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

8. Interim/Emergency Suspension (76030). In those cases where an immediate suspension is required in order to protect lives or property, or to ensure the maintenance of order, the College President or the President’s designee may summarily suspend a student for a period not to exceed ten (10) instructional days provided that, within the ten-day period, a reasonable opportunity for a disciplinary hearing is provided to that student (California Education Code, Section 66017). Interim suspension is outlined below in the Due Process Procedures section. Records of the interim suspension shall be retained in the Office of the President and/or the Student Services Office and in the student’s permanent record. The President shall report an Interim/Emergency Suspension to the Board of Trustees at its next regular meeting.

9. Disciplinary Suspension (Education Code Sections 66017, 76030, and 76031). Disciplinary suspension is the exclusion from the campus and other privileges or activities for a definite period of time. Disciplinary suspension serves as a penalty against a student for repeated, continued, or serious violations of the District’s and/or College’s rules, policies, or regulations. A student may be suspended (a) for one (1) or more classes for up to ten (10) days of instruction; (b) from one (1) or more classes for the remainder of the school term; or (c) from all college classes and activities for one (1) or more terms. A suspended student may be prohibited from occupying any portion of the campus and denied participation in any or all college activities. During the term of the suspension, the suspended student will not be permitted to enroll in classes at West Valley-Mission Community College District. Disciplinary suspensions shall be initiated by the Vice President of Student Services and are subject to the due process procedures outlined below in the Due Process Procedures section. The President shall report a disciplinary suspension of any student to the Board of Trustees at its next regular meeting after the suspension has been imposed. A copy of the suspension notice, including the reason for the suspension, shall be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

10. Expulsion (Education Code Section 76030). An expulsion for good cause is the termination of student status with readmission to the College upon the express approval of the Board of Trustees. A student may be expelled only by the Board of Trustees after notice has been given and a hearing conducted in accordance with the procedures set forth in the Due Process Procedures section. The Board of Trustees shall expel a student for misconduct whenever other means of correction have failed to bring about proper conduct or when the serious misconduct warrants such disciplinary action. A copy of the expulsion notice, including the reasons for the expulsion, shall be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.
Any suspension or expulsion shall preclude enrollment at any and all colleges within the Dist-

RICT during the period of suspension or expulsion.

DUE PROCESS PROCEDURES

Consistent with Education Code Sections 66017 and 66030, all disciplinary actions...
c. Classified. Two (2) classified employees appointed by the Classified Senate for a one (1) year term, and who shall be appointed not later than the third week of the fall semester.

d. Administration. A member of the administrative staff of the College shall be appointed by the President for a one (1) year term. The Vice President of Student Services cannot serve in this capacity.

2. As an administrative agency of the College, the College Hearing Board shall be responsible to the President for planning, policy making, and making recommendations relative to matters brought before it in accordance with the procedures outlined in these procedures. The College Hearing Board shall appoint one member of the panel to serve as the chairperson.

3. No administrator, faculty member, classified staff, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on the College Hearing Board.

4. The Chairperson of the College Hearing Board shall convene a meeting of the Board at the earliest possible opportunity after appointment of members in the fall semester of each school year for the purpose of explicating the responsibilities and duties of the College Hearing Board and the procedures under which it shall function and operate.

Procedures Before the Board of Trustees:

1. If the President, his/her designee, the Vice President of Student Services or the College Hearing Board recommends expulsion, then the matter must be brought before the Board of Trustees by the Chancellor for a hearing, in accordance with these procedures (Education Code Section 76030).

2. Prior to the Board of Trustees’ hearing of an expulsion recommendation, the Chancellor shall deliver a written statement to the President of the Board of Trustees, and to the student and his/her parent or guardian, if the student is a minor or to the student alone, if he/she is an adult. This written statement shall be delivered either personally or by certified or registered mail, and contain the following information:

   a. A recitation in sufficient detail to apprise the student of the charge or charges against him/her.
   b. The date, time and place of the meeting of the Board of Trustees at which the matter shall be considered, and the date shall not be less than ten (10) days from personal delivery or mailing of the written statement to the student. The hearing shall be conducted in closed session of the Board of Trustees (Education Code Section 72122) unless the student submits a written request for an open hearing to the President at least seven (7) days in advance of the hearing. The student may also notify the President of the fact that at least seven (7) days prior to the date of the scheduled hearing, The Board of Trustees may request legal assistance, any legal advisor provided to the Board of Trustees may sit in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.
   c. A recitation of the privilege of the student and/or the parent or guardian to employ the services of a shorthand reporter or stenographer at his/her or their own expense to record the hearing.
   d. A recitation of the privilege of the student and/or the parent or guardian to employ the services of a shorthand reporter or stenographer at his/her or their own expense to record the hearing.
   e. 2. The Chancellor shall have written summary of the hearing transcribed into the minutes of the meeting of the Board of Trustees, and if the hearing is conducted in closed session, these minutes shall be transcribed and kept in a separate closed session minutes book not open for public inspection.
   f. If after notification, the student fails to appear at the hearing before the Board of Trustees, the Board of Trustees may declare the student in default and proceed as if the student were present at the hearing.
   g. After the hearing has been declared open, the Vice President of Student Services shall make a statement and present any relevant evidence and information, either oral or documentary, which he/she has in possession. The Vice President of Student Services shall, if the matter has been heard by the College Hearing Board, present a copy of the College proceedings on the findings of fact. Upon conclusion of the presentation by the Vice President of Student Services, the student and/or parent or guardian, and/or their legal counsel, may make a statement and present any relevant evidence or information, either oral and documentary, which he/she or they may possess. Each side shall also have the opportunity to offer rebuttal evidence.
   h. 5. A prospective witness must either be sworn, or affirm to tell the truth. In the absence of both, the Board of Trustees may deny him/her the right to testify, or may proceed with the hearing, giving consideration to this fact when deliberating the testimony. Witnesses shall be subject to cross-examination by the other party, and inquiry of the members of the Board of Trustees. Written statements of absent witnesses shall be received only if submitted as affidavits or declarations under penalty of perjury.
   i. 6. Upon hearing all relevant evidence and information submitted, any final statements of the Vice President of Student Services, and/or the student, parent or guardian (if the student is a minor), and/or their counsel, the Board of Trustees shall confer in private and consider the evidence presented and reach its determination in the matter. When these deliberations are completed, the Board of Trustees shall reconvene in open, public session and announce its decision by recording a vote on the matter into the minutes of the meeting which shall be open to public inspection.
   j. Within ten (10) days after the Board of Trustees takes it final action, the student shall deliver to the student and/or the student’s parent or guardian, if the student is a minor or the student alone, if he/she an adult, either in person or by registered or certified mail, a letter setting forth the final action of the Board of Trustees, and a copy shall be filed in the student’s permanent record and in the files of the Board of Trustees. If the Board of Trustees expels the student, the Vice President of Student Services shall proceed to implement the disciplinary action as soon as practicable, unless otherwise directed by the Board of Trustees.
   k. 8. In any case where the Board of Trustees imposes expulsion based upon the student having disrupted the orderly operation of the College, the Board of Trustees, as part of its final action, may deny the expelled student access to the College Campus. If such condition is imposed by the Board of Trustees, the letter of notification required to be given by Paragraph 8 of this Section shall contain a statement of such condition and its duration.
   l. 9. The College shall retain records of all disciplinary investigations, proceedings, and action.

STUDENT APPEAL PROCEDURES

With the exception of recommendations of expulsions which are subject to appeal to the Board of Trustees, students may appeal the findings of the College Hearing Board to the College President. Such appeal may be based only on the following grounds:

1. Required procedures were not properly followed;
2. New evidence, not reasonably available at the time of the hearing is presented and is of sufficient importance to warrant reconsideration;
3. The findings were unsupported by evidence in record made before the hearing;
4. The sanction imposed for the violation was unreasonably harsh or inappropriate when viewed within the context of the nature of violation.

Timelines for this appeal process are delineated below:

- The student has five (5) days from receipt of the findings of the hearing to file a written appeal with the Vice President of Student Services. The Vice President of Student Services will forward this appeal to the College President.
- Upon receipt of the written appeal, the President has ten (10) days to conduct an appeal hearing and five (5) days from that appeal to hand deliver or mail (by certified mail).
- The appeal hearing shall consist of a review of the record of the student’s original and presentation of information pertinent to the grounds for the appeal.
- Upon mutual agreement between the student and the College President, time limits may be extended.

Effective Date: December 20, 2010

District Policy: Student Grievance 5.21

Purpose: A grievance may arise from a decision or action that has an adverse effect on a student with respect to his/her education rights. It may arise when a student believes he/she has been denied education rights provided by college, state and federal policies, rules, or laws. A student may seek redress through the following procedures:

Procedures:

1. Step 1. The complainant will first attempt to resolve his/her grievance by discussion with the person or group directly involved in the matter within five (5) working days after the occurrence of the alleged grievance.
2. Step 2. If the issue is not resolved to the satisfaction of the complainant, there shall be a conference within five (5) working days of Step 1. This conference shall include the principals involved i.e., the complainant, the accused, and the immediate supervisor. Prior to arranging the meeting, the supervisor shall check with the accused to ensure that the complainant has met with the accused.
3. The supervisor shall hear from both parties and seek to resolve the matter. The supervisor shall then provide a written summary of findings to the Vice President of Student Services, complainant and respondent.
4. Step 3. If the issue has not been resolved satisfactorily after the complainant has completed the procedures outlined in Step 1 and Step 2, the complainant shall declare that a grievance to the Vice President of Student Services has been filed, and shall submit a written statement to the Vice President of Student Services. The grievance must be submitted on the Grievance Report Form within five (5) working days of Step 2. The form may be obtained from the Office of the Vice President of Student Services.
Grading System

a. Grades from a grading scale shall be averaged on the basis of the point equivalences to determine a student's grade point average. The highest grade shall receive 4 points and the lowest grade shall receive 0 points, using only the following evaluative symbols, except as provided in subsection (b):

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (at least satisfactory, units awarded not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (less than satisfactory, units not counted in GPA)</td>
<td></td>
</tr>
</tbody>
</table>

A student's grade point average on this 4.00 scale is calculated in the following manner: the grade points for each course in which the student is enrolled are first determined by multiplying the grade point value for the grade awarded times the number of semester units represented by the course. Next, total grade points are summed for all courses in which a grade of A, B, C, D, or F has been awarded. This total is then divided by the total number of units for all courses in which one of these five grades was awarded.

b. The following non-evaluative symbols are authorized:

1. I - Incomplete

   (a) This symbol is to be used in cases of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the faculty member in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Director of Admissions and Records or the responsible Vice President. A final grade shall be assigned by the faculty member when the stipulated work has been completed and evaluated. The "I" grade shall not be used in either calculating units attempted or for the computation of the grade point average.

   (b) An "Incomplete" grade must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances.

2. IP - In Progress

   (a) This symbol is to be used in the student's permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is "In Progress" and that unit credit and a grade will be assigned when the course is completed.

   (b) If a student enrolled in an open-entry, open-exit course is assigned an "IP" grade and does not re-enroll for the subsequent attendance period, the faculty member will assign an evaluative symbol, in accordance with evaluative symbols in 5.6.5(a) above, to be recorded on the student's permanent record for the course. The "IP" grade shall not be used in the computation of grade point average.

3. RD - Report Delayed

   (a) This symbol is to be used only by the Director of Admissions and Records or the designee of the responsible Vice President for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the control of either the student or the Admissions and Records Office. It is to be replaced by a permanent symbol as soon as possible.

   (b) The "RD" grade shall not be used in the computation of the grade point average.

4. W - Withdrawal

   (a) A student may withdraw from a semester-length class through the end of the first census week (3 weeks) and no notation will be made on the student's academic record. (Census week is determined by figuring 20 percent of the weeks of instruction. Instructional weeks are weeks that include at least three class days.) In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 10 percent of the period of instruction and no notation will be made on the student's record.

   (b) Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the twelfth week of instruction and a "W" grade shall be authorized. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a "W" grade shall be authorized.

   (c) The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than "W." However, after the end of the twelfth week (or after 75 percent of the period of instruction in courses of less than a regular semester's duration), withdrawal may be authorized in the case of extenuating circumstances beyond the control of the student. In such cases, the student must submit a petition in accordance with established College procedures. Approved withdrawal, under the conditions set forth, shall be recorded as a "W." A student is only allowed to receive a W grade in the same course three times. The student will have to petition to repeat the course a third time.

5. MW - Military Withdrawal

   (a) "Military Withdrawal" occurs when a student who is a member of the active or reserve United States military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of “MW” shall be assigned. Military Withdrawals shall not be counted in “satisfactory progress” probation and dismissal calculations. Further, the following courtesies are available to the student:

   i. In lieu of an “MW” symbol, a student may directly petition the faculty member for an Incomplete (“I”) grade. If granted, the student will receive an “IMW.” This grade will default to a “MW” grade as opposed to one of the standard letter grades if the student fails to ever complete the class.

   ii. In the case of a student who is an active or inactive member of the military service and who receives orders compelling a withdrawal from courses, the District shall,
Inclusion/Exclusion of Units Attempted

(a) The determination of the applicability of the policy on academic probation and dismissal will be based on the inclusion of:

1. All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or courses attempted in which the student has elected a "Pass/No Pass" or "IP" when computing grade point average.
2. All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of "W," "MW," "RD," or "NP" when applying the satisfactory progress rule.
3. All District units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal.

Course Repetition

(a) Course Repetition: Grade Alleviation

1. A student who has earned a grade of "D," "F," or "NP" in a credit course at another accredited institution with a grade of "P" in the same course at West Valley College may petition to authorize the use of the student's grade at West Valley College to be used to calculate grade point averages. The terms need not be consecutive.
2. A period of at least two semesters must have elapsed since the student was enrolled in the course at another accredited institution. The course must have been completed with a grade of "P" after the student was enrolled in the course at West Valley College.
3. A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations, Title 5, §55761, when the student has been assigned a grade of "D," "F," or "NP" when computing grade point averages. The terms need not be consecutive.

(b) Course Repetition: Special Circumstances

1. Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted.

2. A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations, Title 5, §55762-3, when the student has been assigned a grade of "D," "F," or "NP" when computing grade point averages.

Academic Renewal

Pursuant to The California Code of Regulations, Title 5, §§55764 and 55765, a student may request that substandard academic work (D, F) be disregarded from his/her grade point average when such work does not reflect current demonstrated ability. A student who wishes to qualify for a degree, certificate, or transfer may petition the appropriate College appeals body to disregard up to two semesters of completed work. Academic renewal does not guarantee that other colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

Credit by Examination

(a) Credit may be earned by examination in accordance with The California Code of Regulations, Title 5, §55753, provided:

1. The student is registered at the College and is in good standing.
2. The student can demonstrate that he/she is especially qualified, through previous training or instruction, to successfully complete such examination;
3. The course for which credit is desired is listed in the catalog of the College;
4. The course has been designated as challengeable by the Department Chair in consultation with appropriate members of the department faculty within each College; and
5. The examination is approved or prepared, administered, and graded by faculty and other proper authorities of each College.

(b) A maximum of 12 units toward an Associate degree may be earned by courses for which credit has been earned by examination.

(c) Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the Associate degree.

(d) The student’s academic record shall be clearly annotated to reflect that credit was earned by examination.

(e) A student may challenge a course for credit by examination only one time and the grade received on the examination will be recorded on the student’s permanent record.
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 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.

DECLARACIÓN EN CONTRA DE LA DISCRIMINACIÓN

Con relación a los derechos del estudiante y sus responsabilidades, el distrito de West Valley-Mission Community College afirma su compromiso de mantener un ambiente que da igual oportunidad a todos y que prohíbe la discriminación basada en sexo, color, religion, edad (para los individuos 40 años y mayor), orientación sexual, su estado físico o mental o si son padres de familia, en cada aspecto de sus programas educativos y actividades, así como en su compromiso de mantener un ambiente libre del hostigamiento y de la intimidación sexual.

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

For complaints of sexual harassment or discrimination:
Associate Vice Chancellor of Human Resources
West Valley College, Personnel Office
14000 Fruitvale Avenue
Saratoga, CA 95070-9698 (408) 741-2060

If you are a student seeking a reasonable accommodation under Section 504 or the ADA Act, See:
Coordinator
Disability and Educational Support Program (DESP)
14000 Fruitvale Avenue
Saratoga, CA 95070-9698
(408) 741-2010
or
Vice President of Student Services
(408) 741-2020

Chỉ định chính sách và thực thi các quyền của học viên được chấp thuận, các cơ quan và đây được chỉ định là viên chức trách nhiệm giải quyết các việc này:

• Về vấn đề xâm phạm tính dục hoặc kỳ thi:
  Director of Human Resources and Employee Relations
  West Valley College, Personnel Office
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2060

• Xin viên chức phụ trách hỗ trợ các học viên và điều khiển 504 hoặc đào tạo ADA, xin liên hệ với:
  Coordinator
  Disability and Educational Support Program (DESP)
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2010
  or
  Vice President of Student Services
  (408) 741-2020

Según la Política y Procedimientos aprobados por el Distrito los siguientes individuos han sido nombrados como los Responsables de los agravios, quejas y preguntas acerca de:

• Acoso sexual. Título IX, Igualdad de los sexos:
  Director de Recursos Humanos y Relaciones Personales
  West Valley College, Personnel Office
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2060

• Si usted es estudiante buscando acomodación razonable bajo Sección 504 de la Ley para Americanos Incapacitados, ADA, diríjase a:
  Coordinator
  Disability and Educational Support Program (DESP)
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2010
  or
  Vice President of Student Services
  (408) 741-2020
**Student Services and Program Information**

West Valley College recognizes the diverse educational needs within the communities served by the District. This philosophy recognizes the worth and dignity of each student and the District's responsibility, within the scope of its resources, to assist its students in developing into responsible, self-sufficient citizens. To foster and encourage this student development, West Valley College offers comprehensive programs of advising, counseling and special services.

**ADMISSIONS & RECORDS**

(408) 741-2001
westvalley.edu/admissions/

The Admissions & Records Office should be your first stop at West Valley College. Our informative college staff can provide application assistance and information, residency determination, process official and unofficial transcript requests, evaluate degree and certificate requests, create student identification cards and many other services. Check out our website for more information westvalley.edu/admissions.

**Learning Outcomes**

After accessing services of Admissions and Records, a student will be able to:

- Process an application online;
- Use MyWebServices for processing adds, drops, change of address and transcript requests;
- Use degree audit to determine program requirements needed or completed.

**ASSESSMENT**

(408) 741-2035
westvalley.edu/assess/

West Valley College uses placement test, assessment, and other measures to assess students' levels in basic skills including reading, writing, and mathematics.

**Learning Outcome**

After completing placement testing, a student will be able to:

- Demonstrate knowledge about the community college system and determine which community college meets his or her academic goal;
- Locate placement scores in Datatel and determine related course placements.

**ASSOCIATED STUDENT GOVERNMENT**

(408) 741-2006
westvalley.edu/stuact/as.html

West Valley College believes that participation in co-curricular student activities enhances and enriches the student's education. Associated Student Government at West Valley College which annually elects its own administrative officers, student senators, and directors who are provided with practical leadership training and education in the functions of government and leadership. In addition, the Associated Student Body elects its own student trustee to the District Board of Trustees. The Student Senate is afforded a variety of opportunities to participate in various College-wide committees and task forces. All these activities serve to provide students with opportunities to participate in the shared decision and policy-making processes of the College.

**Learning Outcomes**

See Center for Student Involvement, Leadership, Volunteerism, Engagement & Resources (SILVER)

**BOOKSTORE**

(408) 741-2015
http://westvalley.bncollege.com

The Viking Bookstore is professionally managed by Barnes and Noble College Stores and is located in the WVC Campus Center. The bookstore stocks all required textbooks and supplies as well as WVC imprinted clothing and giftware, 20% off national campus bestsellers, Nook products, and a wide selection of beverage and snack items. We offer a rental option on many textbooks for substantial savings to our students, a year-round book buyback program in the store and easy online ordering for pick up or delivery through our website. To receive notices of our latest special offers, events and information, “Like” us on Facebook at https://www.facebook.com/westvalleybookstore.

**CalWORKS PROGRAM**

(408) 741-2098
westvalley.edu/careers/calworks/

If you are a student who receives CalWORKs/ TANF (Temporary Assistance to Needy Families), you may be eligible to receive individual career and personal counseling, services and support to help you succeed in school and meet the requirements of your CalWORKs plan. The CalWORKs Program can assist you with child care, books and supplies, transportation and other needs. Work study jobs, tutoring and support groups are also available.

**Learning Outcomes**

After participating in the CalWORKs program, a student will be able to:

- Define personal and/or academic goals, short term or long term;
- Identify on and off campus resources.

**CAMPUS CENTER**

(408) 741-2025
westvalley.edu/stuact/campuscenter/

The Campus Center is the heart and information hub of the campus community and serves as the welcoming “living room” environment for students, faculty, and staff. The Center houses a variety of student support services including, the Campus Information Desk, Event Center, Coffee House, Student and Faculty Dining, Viking Bookstore, Art Gallery, Global Citizenship Center, Associated Student Government, Veterans Resource Center, TRIO, Center for Student Involvement, Leadership, Volunteerism, Engagement & Resources (SILVER) as well as many indoor and outdoor conference and meeting room venues.

**CENTER FOR STUDENT INVOLVEMENT, LEADERSHIP, VOLUNTEERISM, ENGAGEMENT & RESOURCES (SILVER)**

(408) 741-2006

Focused on student support and retention, the SILVER Center promotes student involvement and civic engagement through campus events and service learning activities sponsored by the Event Program Board as well as leadership development via student clubs and organizations. Opportunities for student involvement include participation in student events, student employment on the Event Program Board, student leadership in our campus Associated Student Government, Inter-Club Council, or with over 35 student clubs on campus. Students are able to complete “community service” hours as part of their required coursework with the SILVER Center.

**Learning Outcomes**

With a goal of reaching more students with opportunities to engage, integrate, and affiliate with WVC through activities the student Program Board purposely plans and executes activities that develop the whole student. As a result of their student employment on the Program Board, students will be able to:

- Demonstrate dependability, reliability, and accountability;
- Assess his or her knowledge, skills, and abilities to plan, coordinate, and implement events and activities.

**CAMPUS SAFETY**

(408) 741-2092
wvm.edu/police/

The West Valley/Mission College District strives to maintain a safe environment for students, faculty, and visitors to pursue educational objectives. However, a truly safe and secure campus can only be achieved with cooperation of all members of our college community. Please see the schedule of classes for further information on crime prevention.

The District takes great pride in being among the safest campuses in the South Bay area. A detailed campus safety brochure is available on request or at many on-campus student services locations. The West Valley/Mission College District Police Department submits monthly crime statistics to the Department of Justice. Current statistics are available from the Police Department and in the schedule of classes.

**CAREER PROGRAMS CENTER**

(408) 741-2098
westvalley.edu/careers/

The Career Programs Center, located in the Applied Arts and Sciences Building, Room 35, provides information on degree and certificate programs with career emphasis. Brochures and major sheets for career programs are available. To receive a packet of information on any career program, call or check our web site:

**CHILD DEVELOPMENT CENTER**

(408) 741-2409
westvalley.edu/services/childcenter/

The Child Studies Department at West Valley College offers an early childhood program for children 2 to 6 years old. The Child Development Centers are open from 7:45 a.m. to 5:15 p.m. Children must be two years old prior to enrollment in the program. Students, staff, faculty and community families are eligible for the program. Tuition subsidy is available for low income families. Eligibility is determined based on family size, gross monthly income, and reason for need child care.

This program is an integral part of our Child Studies Department Early Childhood Teacher Training Program and provides an exemplary opportunity for Child Studies students to observe and participate in a model early childhood classroom. The Child Development Center core staff are fully qualified teachers in early childhood education. For more information on availability and hours, contact the Child Development Center office or stop by Room 50 in the Applied Arts and Sciences building.

**COUNSELING CENTER**

(408) 741-2009
westvalley.edu/services/counselingservices. html

The College maintains a Counseling Center staffed by competent, highly-trained and diverse experienced counselors, located behind Adminis-
tation & Records. Counselors are also located in the Disability and Educational Support Program (DESP), Extended Opportunity Program and Services (EOP&S), Educational Transition Program (ET - Adult Reentry), Career Programs Center, and at the P.E. Department.

The primary goal of the College’s Counseling Department is to provide opportunities for students to clarify their values and goals, to make decisions and develop self-confidence, self-direction and self-esteem. Toward this goal, the following programs and services are offered:

**Academic Counseling**
Academic counseling includes educational goal-setting, exploring educational options and opportunities, evaluating educational potential, and providing the student with clear, concise and up-to-date educational information.

**Career Counseling**
Career counseling provides the student with an opportunity for clarification and integration of career and educational goals, study of careers and life-styles, vocational and career testing, and presentation of resource speakers, special career counseling events and career decision making courses.

**Personal Counseling**
Personal counseling is provided on a limited basis to students who seek assistance in resolving personal, relational, self-identity, or health-related problems which are limiting or interfering with the student’s ability to successfully pursue a college education.

**Career Development and Counseling Courses**
A variety of counseling courses covers such topics as College Survival Skills, Careers and Lifestyles, Job Search Methods, Study Skills, Cross Cultural perspectives, and a wide range of personal growth subjects including communication. The courses offer students an opportunity to explore academic, career and personal development within a structured group setting.

**Learning Outcomes - Courses**
After completing courses in Counseling, a student will be able to:
- Identify and apply personal values and career preferences related to making effective career and major choices.
- Identify strategies for making wise choices, goal setting, taking responsibility, and thinking critically about life choices.

**Learning Outcomes - Services**
After utilizing Counseling programs and services, a student will be able to:
- Identify General Education courses of AA/AS degree and for transfer (IGETC/CSU);
- Identify course selections for the next semester;
- Identify major or career goal.

**Disability and Educational Support Program (DESP)**
(408) 741-2010
westvalley.edu/edesp/
The primary purpose of DESP at West Valley College is to facilitate the success of students with disabilities in classes and programs. A variety of services and special classes are provided in an effort to equalize educational opportunities for students as they move toward their educational or vocational goals. Course offerings are listed under Disability and Educational Support Program and Physical Education in this catalog.

**Learning Outcomes**
After completing one or more DESP program activities or services, a student will be able to:
- Following their initial DESP intake session with a counselor, the student will evaluate the benefit of DESP services/accommodations;
- Following viewing the Accommodation Workshop Video, students will know the procedures for obtaining their accommodations;
- Specify, evaluate the benefits of, and access the program services/accommodations that relate to his or her disability.

**Support Services**
Support services are provided on an individual needs basis.
- Interpreters / RealTime Captioning
- Counseling
- Notetakers
- Alternate media / e-text
- Specialized equipment
- Readers
- Registration priority
- Mobility assistance
- Braile transcription
- Test-taking assistance

**Counseling Services**
Specialized counseling is available to assist students with the college application and registration process and to provide academic, career and personal counseling to aid student success.

**Learning Disability Services**
Assessment of learning problems and courses for students with learning disabilities are offered.

**Adapted Physical Education**
Physical education courses designed for students with disabilities are listed under Physical Education in this catalog.

**DSPS Computer Lab**
Computer assisted instruction and evaluation and training in the use of computer technology are available.

**Mobility Services**
An access tram is available on a limited basis to provide on-campus transportation.

**District Police**
(408) 741-2092
West Valley College (Police office only)
(408) 299-2311
West Valley College (for non-emergency police officer response)
9-1-1 for emergency only

wm.edu/police/
The West Valley/Mission District Police Department provides police patrols during class sessions, weekends, and holidays. The District Police have full state law enforcement authority identical to that of your local police and sheriff. Officers are responsible for a wide range of public safety services, including crime reports, traffic accidents, criminal investigations, and all other incidents requiring police assistance. District Police Officers maintain a mutual aid policy with the police of the city of Santa Clara and the Santa Clara County Sheriff’s Department.

District Police Officers may be supplemented by non-sworn, uniformed Parking Enforcement Officers, who may assist with non-emergency situations, aid motorists, provide campus information, issue parking citations, direct traffic, and provide safety escorts and foot patrol services during evening hours.

Please see the schedule of classes for further information on campus safety, a drug free campus, and Student Right to Know: For further information regarding the District Police, parking, “Student RJT to Know” and crimincistics, visit: wvmcc.ca.us/police. “Student Right to Know” information is also available at the District Police Office.

**Emergency Book Loan, The Ginny Aragon**
(408) 741-2080
Funds are limited but available on a first come first served basis for students taking a minimum of 6 units. These funds are a loan which must be repaid. This activity is coordinated by the office of the Director of Enrollment Services located in the Admissions and Records building.

**Extended Opportunity Programs & Services (EOP&S) & Cooperative Agencies**
**Resources for Education (Care)**
(408) 741-2023
westvalley.edu/eops/
EOP&S offers educational and financial support services to students who have historically experienced language, social and economic barriers. Students must meet the state mandated educational and financial disadvantage criteria to be considered eligible. The intent, purpose, and resources of EOP&S are aimed at assisting students to achieve their academic and career goals.

CARE is a program designed to help single parent students succeed in college. CARE students must be at least 18 years of age and single head of household. The student or their child, who must be under 14 years of age, must be receiving CalWORKS/TANF/AFDC.

All CARE students are also EOP&S eligible.

**Services include:**
- Book vouchers and grants
- Priority registration
- Academic, career and personal counseling
- Assistance with the transfer process
- University application fee waivers
- Additional tutoring hours
- Referrals to special programs and resources
- Peer advising
- Emergency loans
- Multi-cultural awareness and social activities

Students interested in further information are encouraged to visit or call the EOP&S Office at (408)741-2023.

**Learning Outcomes**
After participating in an EOP&S New Student Orientation, a student will be able to:
- Demonstrate social and personal responsibility by: attending counseling appointments, submitting academic progress early alert, developing educational plan with a counselor.

**Financial Aid - Student Assistance**
(408) 741-2024
westvalley.edu/financialaid/
Student financial assistance opens the door to post secondary education for many whom could not otherwise afford it's 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 (loans). Students must apply for aid and submit all required documentation. Please call for more information.

How to Apply
To apply, the student must complete the Free Application for Federal Student Aid (FAFSA) either on line at: fafsa.ed.gov or submit a paper application to the federal processing center. There are additional documents that may be required. Be sure to respond immediately to any requests made by the financial aid office.

Learning Outcomes
After accessing Financial Aid Services, a student will be able to:
• Complete the process of applying for a Direct Student Loan by attending an Entrance Loan session: Rights and Responsibilities, personal budget, amount to borrow, payment plans, deferment options and default consequences.

Financial Aid Programs
Federal Programs
Federal Pell Grant – Assistants to students to cover school related expenses.
Federal Supplemental Educational Opportunity Program (FSEOC) – Student must be eligible for Pell Grant and be enrolled in at least 12 units (full time).
Federal Work Study – Provides the opportunity to work on campus or off campus.
Federal Direct Student Loans
State Programs
California Dream Act
Effective January 1, 2013 AB 540 students are eligible to apply for the Board of Governor’s Fee Waiver for 2012-13 school year; and Cal Grants for the 2013-14 school year. Complete application instructions and the Dream Act Application Program are available online at: www.cal盖mact.org.
Board of Governor’s Fee Waiver (BOGW)
The BOGW waives enrollment fees and a portion of the parking fees. Applicants must meet eligibility criteria (e.g. household size and income levels, etc.).
Visit www.westvalley.edu/financialaid/ to fill out a BOGW application and submit it to the financial aid office if the FAFSA has not yet been completed or you are not eligible to apply through the FAFSA form.
California Grants (Cal Grants)
Cal Grant A - Pays for system wide fees at the University of California and the California State University; tuition and fees at Independent and Private Universities. Minimum GPA 3.0. This award cannot be received in a community college.
Cal Grant B – For disadvantage or low income students. Covers living expenses, books and supplies. Minimum GPA 2.0
Cal Grant C – Helps vocationally oriented students acquire marketable job skills within a short period of time.

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. The online application is usually available in December, through mid February. The award will be announced in May of the current academic year to be used the following academic year. (i.e., Feb. 2013 deadline for the 2013/2014 school year.)
The Financial Aid Office also maintains information on various scholarships offered and administered by outside donors and organizations.

Interested applicants should contact the Financial Aid Office for more information.

Veterans Administration Educational Benefits
Veterans enrolled at the College may be eligible for educational benefits under the Veterans Administration Educational Benefits Program. These benefits include a monthly educational allowance. Most, but not all, of the courses at the College are approved for payment of VA benefits. Interested veterans and/or eligible dependents are urged to call or contact the Financial Aid Office located in the Admissions and Records Building.
In addition to the academic standards outlined in the West Valley Catalog and West Valley Schedule of Classes, Veterans collecting educational benefits will be subject to the following academic standards of the Veterans Administration for continuing eligibility:
1. Must maintain a minimum of at least a 2.0 (C) cumulative grade point average in course work attempted.
2. Veterans falling below a 2.0 (C) cumulative grade point average will be given a maximum of two (2) semesters to correct the academic deficiency and bring their cumulative grade point average to at least the 2.0 (C) minimum requirements.
3. Veterans whose cumulative grade point average remains below 2.0 (C) for more than two (2) semesters will be allowed to pursue their educational goal but will not be certified for veteran’s educational benefits until such time as their cumulative grade point average is at least 2.0 (C) or higher.

FIRST YEAR EXPERIENCE
(408) 741-2054
The ‘First Year Experience’ (FYE) program at West Valley College is a learning community designed for students who want to move forward with their college goals and who welcome additional support and guidance. FYE consists of students who, after taking the WVC Assessment, place into English 905, Read 961 and Math 103. The fall schedule consists of these three classes as well as an English 990 lab and a Counseling 2 class. Most of the students in the program are recent high school graduates, but other interested students are welcomed. Classes are in a Monday – Thursday daytime schedule. This block schedule approach provides an opportunity to develop strong support and connections with other students, instructors and support services. FYE students receive the focused attention which contributes to college success. These integrated classes are a great way to learn about college while developing success oriented strategies leading to graduation and transfer.

Learning Outcomes
After participating in the First Year Experience, students will:
• Develop a Student Educational Plan with the goal of an associate degree, certificate and/or transfer to a four year college or university.

FOOD SERVICES
(408) 741-2026
westvalley.edu/calendar/phone_hours/ wvc_cafe_menu.html
The Campus Center Café offers a variety of menu selections. These selections include hot breakfast, salad bar, Asian fair, Mexican cuisine, deli bar, grill, baked goods, snacks and beverages. Vending machines are located throughout campus and a coffee cart is available in the Campus Center and College Library.

HEALTH SERVICES
(408) 741-2027
urgentresponseLine X4000
westvalley.edu/services/health/
The College maintains a Student Health Service designated to facilitate the physical, emotional and social well-being of students to increase their potential for educational success.
Services include personal and crisis counseling, limited medical treatment, contraceptive counseling, screenings for blood pressure, vision, hearing, pregnancy and tuberculosis, health assessment, education and referrals to community resources.
Services are provided by a team of health professionals including registered nurses, mental health counselors, and consulting physicians. Special programs and activities are conducted to address issues related to sexuality, substance abuse, HIV and other high risk health concerns.
Telephone advice to off-campus students is available. In addition, students can get information at the following website: westvalley.edu/services/health

Learning Outcomes
After accessing one or more Health Services programs, services, and/or activities, a student will be able to:
• Locate and utilize the health services offered on campus.

HONORS
(408) 741-2614
westvalley.edu/acad/honorsprg/

The Honors University Transfer Program is one of the institution’s primary instruments for advanced academic excellence and scholastic training within a critical-thinking mode. The program’s primary mission is to create and maintain course enrichment and accelerates the intellectual and creative development of high-ability students.
This is accomplished by using an innovative curriculum model called a transdisciplinary unit, which expands the concept of team-teaching and interdisciplinary instruction. Through an interdisciplinary approach, the Honors Program concentrates on three themes (two per semester): Civilizations of the World, Science: Inquiry and Applications, and Thought and Politics.
Students have the option of enrolling in one, two, or three courses depending on pre- and corequisites, the number and type of general education courses already completed, and the requirements of their majors. Honors Program students who wish to transfer under the terms of the transfer alliances with selected universities receive priority consideration. To qualify, students must complete six or more Honors courses (18 units) with a GPA of 3.5 or higher by the time they complete 60 or more transferable units. High school students can apply to the program with a 3.5 HS GPA. WVC students are eligible if they have a GPA of 3.5 or higher in a minimum of 9 University-transferable units. See Honors listing under classes.

INTERCOLLEGiate ATHLETICS
(408) 741-2011
westvalley.edu/wvcsports/
The College offers men’s and women’s sports at the intercollegiate level. West Valley College is a member of the Coast Conference and participates in football, water polo, soccer, basketball, track and field, baseball, softball, swimming, and volleyball. Students interested in participation and in learning about eligibility requirements may contact the Department of Physical Education and Athletics at West Valley College.
Learning Outcomes
After participating in Intercollegiate Athletics a student will
• Demonstrate an understanding of the rules and/or assignment of the sport of participa-
tion;
• Demonstrate improvement in 3-5 skills specific to the participants sport;
• Demonstrate team commitment and team strategies to be successful.

INTERNATIONAL STUDENTS OFFICE
(in the Counseling Building)
(408) 741-2528
(408) 741.2694
westvalley.edu/services/international/
The International Students Office facilitates the process and the transition to studying in the United States. To be admitted to the college a student must achieve a minimum TOEFL score: 500 (paper based), 173 (computer based), or 61 (internet based). The international student advisors hold orientations at the start of the semester to acclimate the students to the American Educational system and to review and assist students in registration. International student advisors assist currently enrolled international students with such concerns as academic matters, immigration regulations, and personal concerns.

Learning Outcomes
After accessing the services provided by the International Students Office, an international student will
• International students will understand the responsibilities for the F-1 visa;
• International students will be able to make an educational plan for 1 semester.

LIBRARY SERVICES
(408) 741-2028
westvalley.edu/library/
The Library offers a wide variety of resources and services. These include reference assistance, orientations and classes in how to use the library and do research. Online databases and a library catalog are accessible 24/7. Internet stations and printing are available for course-related work. Wireless Internet access is also available. The library collection includes books, periodicals, reference materials, online databases, e-books, and audiovisual media. Current students may use their student ID card to borrow materials from both the West Valley College and 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: westvalley.edu/library.

Learning Outcomes
After completing an orientations a student will be able to
• The student will be able to identify and locate books and reputable websites on their topic.

MIDDLE COLLEGE PROGRAM
(408) 741.2529
wvc.middlecollege@westvalley.edu
The Middle College Program is a joint venture with the Campbell Union High School District and the Los Gatos - Saratoga Joint Union High School District. The program is a high school alternative for juniors and seniors from these two high school districts. It offers students with college potential the opportunity to complete their high school requirements on the West Valley campus. The Program empowers students by giving them choices and treating them as adults. Designed to provide a supportive yet challenging adult setting, the program enables students to take college level courses while completing high school graduation requirements. This new academic environment will provide students with an opportunity to stimulate their academic development and spark their quest for learning. For Information contact the Middle College Office at (408)741.2529 or wvc.middlecollege@westvalley.edu.

Learning Outcomes
After completing one semester in the Middle College Program, students will be able to:
• Utilize the student portal to register, access grades and read campus notifications
• Select appropriate college courses that will meet high school graduation requirements and GE requirements
• Demonstrate knowledge of campus support services

OUTREACH
(408) 741-2672
westvalley.edu/au/
The Outreach team at West Valley College serves prospective students and existing students by introducing them to information and resources that will help improve their college experience and help eliminate obstacles to educational opportunity. We share information on college planning, admission requirements, degree and certificate programs, guaranteed transfer programs, financial aid, campus life, student services, and much more. Campus tours and high school visits are arranged through the Outreach Office.

Learning Outcomes
After participating in outreach services and/or activities, a prospective student will be able to:
• Demonstrate knowledge about the California systems of higher education and independent colleges and universities, including admissions requirements, transfer agreements, costs, scholarships and financial aid, and student support services;
• Demonstrate knowledge about the community college system and how it works;
• Identify the benefits of higher education and evaluate the appropriateness of each educational option.

PARKING REGULATIONS
(408) 741-2614
westvalley.edu/parkinginfo/
A valid student or staff parking permit is required to park on campus. Student and Staff parking permit requirements are enforced seven (7) days a week between 7:00am and 10:00pm. Parking areas specifically marked for disabled parking, red zones, loading zones, time zones and other restricted areas are enforced everyday, 24-hours a day. Semester-length student parking permits may be purchased at the Admissions and Records Office or online. To be valid, the permit must be properly placed on the vehicle and be clearly visible from the outside. Improper or non-display of a permit will result in a parking citation.
Daily permits may be purchased at any of the daily permit dispensers located in each of the student parking lots. Yellow daily permit dispensers will accept $1.00 bills, quarters, dimes and nickels. Red dispensers will only accept quarters. Daily permits must be displayed on the front dashboard and the expiration date and permit number must be visible from the outside of the vehicle. Purchase and/or possession of a permit does not authorize parking on campus. It is the responsibility of the driver to properly park the vehicle and display a valid and authorized permit.

Vehicles with car covers are no exception. Failure to properly display a permit will result in a citation. Visitor parking (30 minute limit) is available, free of charge, in designated spaces in parking lot 5. Motorcycles/motor scooters are prohibited from parking in spaces designated for four-wheel vehicles. Designated motorcycle parking is available in parking lots 2, 3, 5, 7. No parking permit is required for motorcycles parking in designated motorcycle parking areas.

Disabled parking-All drivers who are disabled (as defined in the California Vehicle Code Section 259.5) and use a designated disabled parking stall must display a valid placard or specialized license plates issued by the California Department of Motor Vehicles. Failure to display a valid placard or plate will result in a citation and fine of $280. Special parking and loading-Students or Staff members who have special parking or loading needs must contact the District Police in advance. Business cards or notes left on the vehicle are not acceptable and a citation will result. No warnings are issued.

This parking information was accurate at the time of publication. However, due to changes in legislation, procedure, or policy, these regulations or procedures are subject to change without written notice. This is a summary of District Parking Policies. Detailed information is available at the Police Business Office or Campus Information Desk located at the Student Center.

PUENTE PROJECT
(408) 741-2102
westvalley.edu/ia/english/puente/index.html
The Puente Project is a year-long program that prepares students to compete academically in a university environment. It emphasizes the Mexican-American/Latino experience through English writing, counseling, and mentoring components. The Puente Program integrates:
• Two-semester English 905 & 1A linked classes.
• Two semester Counseling classes.
• Individual academic, personal, and career counseling.
• Transfer information, university tours, student motivational and transfer conferences, and assistance with the transfer process.
• Personal mentor relationships with professionals from the Mexican-American/Latino community.

Learning Outcomes
Through participation in the Puente Project, a student will
• Develop a Student Educational Plan with the goal to transfer to a four year college or university.

Working together as a Puente team, an English instructor and a college counselor join with students to establish a foundation for the students’ academic and professional success.

The program starts in the fall semester and runs through spring semester. This program is only intended for students who are planning to transfer, are enthusiastic and committed to learning about the Mexican-American/Latino experience, and would like to become involved in extracurricular activities (meetings, trips, tours, and worksite visits). For additional information and/or to join Puente, please contact Melissa Salcido at (408) 741-2102 or melissa.salcido@westvalley.edu.
SAFETY SERVICES & ASSISTANCE
(408) 741-2092
wvm.edu/police/
The District Police will provide you with assistance and investigate thefts, assaults, harassment, or other crimes. Printed information on crime prevention, substance abuse, and personal safety are available to you at no charge.
Safety escort services are available at both campuses at no charge by calling the District Police Business Office (741-2092).

SUCCESS
(408) 741.2608
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. For additional information and/or to join the Success program, please contact Carolyn Nash at (408) 741.2608 or carolyn.nash@westvalley.edu

The SUCCESS program:
• Offers linked English 905 and 1A courses, Counseling 1, 5 and 12B.
• Encourages enrollment in History 12, English 12 and Counseling 50.
• Provides students with college, peer and community mentors.
• Connects students with support services on campus and with transfer institutions.
• Provides cultural events, social outings and visits to transfer institutions.

Learning Outcomes
After participation in courses and activities in the Success Program, a student will be able to:
• Develop a Student Educational Plan with the goal of an associate degree, certificate and/or to transfer to a four year college or university.

TECHNOLOGY CENTER
(408) 741-2666
westvalley.edu/tc/
The Technology Center, located in the Applied Arts and Sciences (AAS) building, provides computer and related hardware for use in completing current WV college course assignments. The Tech Center provides general and course specific software, Internet access and printing capabilities on both PC and Mac platforms. The lab is open to all currently registered West Valley College students without charge except for printing. Printing is provided on a “pay-per-page” basis, requiring the purchase of a print card obtained at the Tech Center. The initial purchase price of $1.00 (a dollar bill is required) provides the card and $.50 credit. Additional credit can be added to the card as needed using paper money. Students wishing to utilize the Tech Center must register by providing a current WV college ID card and agreeing to the terms and conditions of use published by the Tech Center.

Learning Outcome
After accessing the technology center, a student will be able to:
• Access and use course specific computer software to complete assignments.

TRANSFER CENTER
(408) 741-2040
westvalley.edu/services/transfercenter/
The Transfer and Career Center is located in the Counseling building. The Center provides resources for students who want to transfer to 4-year schools and tools to assist with their major and career exploration.

Transfer Center Resources
• Free UC and CSU application workshops;
• Access to online tools that outline the courses and requirements necessary to transfer;
• Information regarding TAGs (Transfer Admission Guarantees) to UC, CSU, and Private Universities;
• Handouts that outline the UC & CSU GE requirements.
• An annual Transfer Day that hosts over 40 college and university representatives (every fall semester)
• Campus visits from four-year universities (including individual appointments with university representatives)
• Counseling appointments available

Career Center Resources
The Center hosts a career resource library which includes a collection of books, articles, catalogs, and computer-based materials to assist students in exploring career options. The Center also subscribes to EUREKA, a computerized up-to-date library of occupational and educational information.

Learning Outcomes
Through participation in Transfer Center activities, students will be able to:
• Identify at least one 4-year college/university that he/she has an interest in transferring to that offers his/her major;
• Research the requirements necessary to transfer to the college/university of his/her choice;
• Identify and explain the Transfer Center resources.

TRIO STUDENT SUPPORT SERVICES
(408) 741-2022
westvalley.edu/trio/
The West Valley TRiO program is a federally funded program, focused on increasing the graduation and transfer rates for low-income, first generation and/ or disabled students by providing support and resources to assist students in attaining their academic and career goals.

Services provided include:
• Personal, career and academic counseling
• Priority registration
• Additional tutoring services
• Financial aid and Scholarship assistance
• College visits
• Workshops on transfer, career, and financial literacy

Please call (408)741-2022 for additional information and/or visit our website at westvalley.edu/trio/

Learning Outcomes
After one semester in the TRIO program, a student will be able to:
• Use a flashdrive to retrieve information on transfer, financial literacy, and career

TUTORIAL SERVICES
(408) 741-2038
westvalley.edu/labs/tut.html
Tutoring is available, without charge, to West Valley College students. The service is provided by trained, qualified, students and professionals who have been recommended by faculty. Students are tutored in a drop-in, group, or individual environment depending on subject of interest. Most subjects are available. Students must be currently enrolled at West Valley college in the subject for which they request help. Study groups are welcomed and encouraged. To sign up for tutoring, come to the Tutorial Services office, or visit: westvalley.edu/ss/tutorial/tutee.html

Qualified students may become paid tutors by applying at the Tutorial Services office.

Learning Outcome
After accessing tutorial services, a student will be able to:
• Demonstrate skills and characteristics of a self-directed learner.

WORK EXPERIENCE
(408) 741-2098
westvalley.edu/careers/workexperience.html
Students can enroll in either “General” Work Experience, which will develop general job skills, vocational awareness, and understanding of successful employment, or “Occupational” Work Experience, which is directly related to the student’s field of study. Learning objectives are set up with a Faculty Advisor, and units are transferable to CSU and many private colleges.

Learning Outcomes
After completing units in Work Experience, a student will be able to:
• Demonstrate personal and professional standards for responsibility, honesty, and decision-making;
• Demonstrate verbal and written communication skills;
• Set and manage priorities;
• Employ technology to enhance educational and career opportunities;
• Demonstrate interpersonal skills in various settings;
• Demonstrate flexibility and be adaptive to changing demands;
• Apply academic skills and concepts to the workplace.

CATALOG DISCLAIMER
All information contained in this 2012-2013 catalog is current as of 7/6/12. Although every effort has been made to assure the accuracy of all information, students and others who use this catalog should consult with a counselor for recent additions, deletions or changes.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
</tr>
</thead>
</table>
| CHOW, FRED | 2001 | Dean, Information Technology and Services  
B.A., Accounting, University of Hawai'i;  
M.B.A., Information Systems, San Francisco State University. |
| DAVIS, BRAD | 2012 | President, Interim  
B.A., Psychology, Gannon University, Erie, Pennsylvania; J.D., Syracuse University College of Law, Syracuse, New York |
| FENTON, J. PATRICK | 2012 | Vice President of Administrative Services, Interim  
B.S.C. in Accounting, Santa Clara University;  
M.B.A., Santa Clara University. |
| HAY, KUNI | 2011 | Vice President, Instruction  
B.A., Speech and Communication, University of Hawai'i, Manoa; M.A., Human Development, Boston College. |
| HINDES, VICTORIA | 2009 | Vice President, Student Services  
B.A., English, California State University, Chico;  
M.A., English, California State University, Chico;  
Ed.D., International and Multicultural Education, University of San Francisco. |
| KASHIMA, STEPHANIE | 2002 | Dean, Instruction and Student Success  
B.A., English Literature, New York University;  
M.A., Applied Linguistics, University of Wisconsin. |
| KOBAYASHI, FRANK | 2007 | Dean, Career Education and Workforce Development  
A.A., in Business, Santa Rosa Junior College;  
A.S., in Child Development, Santa Rosa Junior College;  
B.S. in Human Development, University of California at Davis;  
M.A. in Education Policy and Evaluation, Stanford University;  
Ed.D. in Educational Leadership, University of California at Davis. |

### Economic Development Managers

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
</tr>
</thead>
</table>
| CONROY, MAE | 2001 | Program Manager, CalWorks Program  
M.S.W., San Jose State University |
| ERICKSON, DONNA | 2006 | Program Manager, Foster Kindship Care Education  
Certificate, Childbirth Education Instructor,  
Mission College; Nursing Diploma, Mt. Sinai Hospital School of Practical Nursing, Miami Beach;  
B.A., Health Services Administration, Saint Mary's College of California;  
M.A., Counseling, University of San Francisco. |
| ESMAILI, DAVID | 1998 | Program Manager, Advanced Transportation Technologies  
B.A., Political Economy of Natural Resources, University of California at Berkeley.  
Additional graduate work: Environmental Studies, San Jose State University. |

### Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
</tr>
</thead>
</table>
| AITKEN, SALLY | 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. |
| ALLEN, GREGORY | 1999 | Instructor in Mathematics  
B.S., Mathematics, San Jose State University;  
M.A., Mathematics, San Jose State University. |
| ANTHONY, ROBERT | 2000 | Instructor in Digital Media  
| ARNOLD, KATHY | 2005 | Instructor in Art  
B.F.A., Phi Kappa Phi, University of Kansas, Lawrence, Kansas; M.F.A., Art; Honors, University of Kansas, Lawrence, Kansas. |
| AUFHAUSER, KIM | 1991 | Instructor in Park Management  
B.S., Wildlife Management, Humboldt State University; M.A., Experienced-Based Leadership Training and Program Development, Prescott College. |
| BANGLE, ANGELICA | 1993 | Counselor/Instructor Honors Program  
B.S., Organizational Behavior, University of San Francisco; M.A., Counseling, San Jose State University; Ed.D., Educational Leadership and Change, Fielding Graduate University; additional doctoral study, Organization and Leadership, University of San Francisco. |
| BARTA, GAIL ANN | 1991 | Instructor in English as a Second Language  
B.A., French, Eastern Illinois University; Diplome Annuel, University of Paris; MATESL, University of Illinois, Champaign-Urbana; Certificate in Management Effectiveness, University of Southern California. |
| BAUTISTA, JOSE | 2004 | Instructor in Psychology  
B.A., Psychology, San Jose State University;  
M.A., Psychology, San Jose State University. |
| BERLANI, ROBERTA | 1993 | Instructor in Biology  
B.S., Biology, Yale University; Ph.D., Biological Sciences, Columbia University. |
| BLASBERG, STEVEN | 1980 | Instructor in Mathematics  
B.S., Mathematics, Stanford University; M.S., Mathematics, M.A., Education, M.S., Computer Science, Stanford University; additional graduate study, San Jose State University. |
| BOUDREAU, PAULETTE | 1996 | Instructor in English  
B.A., Journalism, Northeastern University, Boston; M.F.A., English and Creative Writing, Mills College. |
| BOWERS-GACHESA, WENDY | 1999 | Instructor in Nutrition Studies  
B.A, General Studies (BGS), University of Michigan; Master of Public Health Nutrition (MPH), University of North Carolina, Chapel Hill; Registered Dietitian (RD), American Dietetic Association. |
BRICHKO, ANNA 2004
Instructor in French
B.A., French and German, M.A., French and
German, Ph.D., Linguistics, Moscow University,
Russia. Linguistic studies in France.

BRUCKNER, HEIDI, 2000
Instructor in Art
B.A., Art History and B.A. Studio Art, University of
California at Santa Cruz; M.F.A., University of
Kansas.

BULUT, CIGDEM, 2006
Instructor in Interior Design
B.F.A., Interior Architecture and Environmental
Design, Bilkent University, Turkey; M.A., Interior
Design, Iowa State University.

BURRILL, LEIGH, 2004
Instructor in English
B.A., Philosophy and Women’s Studies,
University of California, Los Angeles; M.A.,
Literature and Composition, San Francisco
State University; additional graduate study at the
University of California, Santa Cruz.

BUTCHER, ALYSON, 2001
Instructor in Mathematics
B.S., Mathematics, Sonoma State University;
M.S., Statistics, Oregon State University.

BYERS, MICHAEL, 1998
Counselor/Instructor
A.A., Liberal Arts, Orange Coast College; B.A.,
Journalism, Public Relations Emphasis, Humboldt
State University; M.S.W. Master of Social Work,
Clinical Concentration, Children, Youth and Families
Emphasis, San Diego State University. Licensed Clinical Social Worker.

CALLNER, JAMES, 1988
Instructor in Theatre Arts
B.A., Radio/TV/Film, M.A., Theatre Arts, San
Jose State University. Additional study at San
Francisco State University.

CARDENAS, ALICIA, 2008
Counselor
B.S. Administration of Justice and Minor,
Sociology, San Jose State University; M.A.,
Counseling Education, San Jose State University.

CAREY, KELLY, 1996
Instructor in Digital Media/Internet Services
B.A., Organizational Behavior, M.RCD,
Organizational Development, Ed.D,
Organizational Leadership/Pacific Leadership
International, University of San Francisco.

CASTELLO, RANDY, 1986
Instructor in Accounting
B.S. and M.S., Accounting, University of
Wyoming.

CHALLAS, JASON, 2005
Instructor in History
B.A., Special Major; Computers in Fine Art and
Music, SUNY. M.F.A., Computers in Fine Arts
from San Jose State University.

CHIN, BRAD, 1999
Instructor in Mathematics
B.A., Applied Mathematics, University of
California, Berkeley, Ph.D. Applied Mathematics,
University of California, Berkeley.

CIRAUOLO, DON, 1995
Instructor in Philosophy
B.A., Philosophy and English, San Jose State
University; M.A., Philosophy, San Jose State
University.

CISNEROS, REBECCA, 1999
Instructor in English
B.A., English, St. Mary’s College; M.A., English,
University of Vermont.

CLARK, PAULINE, 1987
Counselor/Instructor
B.S., Home Economics Education, Texas
Technological University; M.A., Marriage, Family,
and Child Counseling, Santa Clara University;
Licensed Marriage, Family, Child Counselor;
Certificate, Drug and Alcohol Studies, San Jose
State University; additional graduate study,
University of California, Santa Cruz; San Jose
State University.

CLAY, WHITNEY, 2004
Instructor in Reading
B.A., Comparative Literature, U.C. Santa Cruz;
M.F.A., Film Production, Ohio University; M.A.,
English with a concentration in Composition,
San Francisco State University; Certificate,
Teaching of Post-Secondary Reading, San Francisco State
University.

CLAY, WILLIAM, 2004
Instructor in Theatre Arts
B.A., Film & Video, Middlebury College; MFA, Film
Production, Ohio University.

COLSON, JUDITH, 1995
Instructor in DESP, Learning Specialist
A.A., Social Science, Canada College; B.A.,
Liberal Arts, California State University Chico;
M.A., Education with emphasis in Special
Education, Santa Clara University.

CORNEJO, ROBERT, 2002
Instructor in Music
B., Music Composition, University of British
Columbia; Professional Development Program,
Teacher Certification, Simon Fraser University; M.
Music, Choral Conducting, Central Washington
University; Additional graduate studies in
Orchestral Conducting, Orchestration, Theory
and Composition at McGill University, Montreal.

CROSBY, ANNE, 2001
Lab Faculty Specialist, Disability and
Educational Support Program
B.A., History, Oberlin College; B.A., East Asian
Studies, Oberlin College; MIS, Information
Science Indiana University at Bloomington.

CRUMLEY, MAXWELL, 1991
Instructor in Photography/Lab Faculty
Specialist
M.A., Instructional Technology, San Jose State
University.

CRUZ, CHRISTOPHER, 1998
Instructor in Park Management
B.A. Spanish Culture and Civilization, Indiana
University; M.A. Environmental Studies, Prescott
College; Additional Graduate work in Public
Administration, Florida International University;
26 years as National Park Resource Protection
Ranger (EMT); 2 years with Miami-Dade County
Parks; ESI Authorized Instructor ARC GIS I.

CRYER, CHRISTOPHER, 1987
Instructor in Art
B.A., C.S.U. Stanislaus, M.F.A., Computers in
Fine Art, San Jose State University.

CUBIE, MICHAEL, 1993
Counselor
B.A., Philosophy, San Jose State University; M.S.,
Clinical Psychology, San Jose State University;
Ph.D., Psychology, Wright Institute at Berkeley;
California Community College Credentials in
Basic Education, Psychology, Counseling, and
Supervision; Licensed Psychologist #PSY20021.

DAVIS, BILL, 2012
Instructor in English
B.A., English, University of Colorado at Boulder;
M.A., English, Claremont Graduate University;
Ph.D., American Lit and Culture at Claremont
Graduate University.

DAVIS, HEIDI, 1999
Instructor in Physical Education
B.S., Animal Science, Cal Poly, San Luis
Obispo; M.A., Kinesiology, San Jose State
University; Ed.D., Educational Leadership and
Change, Fielding Graduate University. Health
Fitness Instructor and Group Exercise Leader
Certifications, American College of Sports
Medicine.

DE LA ROSA, LOU, 2004
Instructor in Music
B.A., Music - Voice, San Jose State University;
M.A. - Choral Conducting, San Jose State
University.

DEDEN, TOM, 2002
Instructor in Sociology
B.S., Business Administration, University of
Southern California; M.A., Sociology, University of
Michigan, Ann Arbor.

DIAMOND, HEIDI, 2004
Instructor in Business
B.S., Industrial and Labor Relations, Cornell
University; M.B.A., Business Administration and
Policy, Baruch College; additional graduate study,
New York University.

DUNDURS, KARINA, 1996
Instructor in Computer Applications
B.S., Business Management, University of
San Francisco.

DYER, CHRIS, 2010
Instructor in Mathematics
B.S., Mathematics, University of California, Davis;
M.S., Mathematics, University of California,
Davis and California State University, Northridge;
additional graduate work in Applied Math and
Statistics, University of California, Santa Cruz.

EHLERS, GRETCHEN, 2006
Instructor in Mathematics
B.A., Mathematics, Pomona College;
M.A., Education, Stanford University; M.A.,
Mathematics, San Jose State University.

EITELGEORGE, SCOTT 2008
Instructor in Physical Education,
Basketball Coach
B.A., History, St. Mary’s; M.A., Health, Physical
Education & Recreation, St. Mary’s.

EPPERSON, DOUGLAS, 2004
Instructor in Physics
B.S., Physics, Sonoma State University; M.S.,
Physics, San Francisco State University; Ph.D.,
Physics, University of California, Santa Cruz;
Research in High Energy Particle Physics, HEPA
Accelerator, Hamburg, Germany. Taught Physics at Cal Poly, San Luis Obispo.

FARRELL, MEG, 2004
Instructor in Communication Studies
B.A., Speech Communication with Minor in
Broadcast Journalism, San Diego State
University; M.A., Communication Studies, San
Jose State University.

FENTON, J. PATRICK, 1983
Instructor in Computer & Information
Systems
B.S.C., Accounting, Santa Clara University;
M.B.A., Santa Clara University.
FINCH, JEAN
Counselor, Disability and Education Support Program
B.S., Education from Kutztown State College in Pennsylvania and an MA, Counseling Psychology (concentration Marriage Family and Child Counseling) from the College of Notre Dame in Belmont.

FOREHAN, JEFF, 2005
Instructor in Music
M.A., Music w/ Emphasis in Recording Arts & Electronic Music, California State University, Chico; B.A., Music 'With Distinction' Sonoma State University; Additional Music Study; Dick Grove School of Music; Diploma: Composition and Arranging Program; Additional Music Study: Berklee College of Music

FRANCIS, MICHELLE ANDERSEN, 2011
Instructor in Reading
B.S. Communications Education/Spanish Minor, Miami University, Oxford, OH; M.A., Reading Education, University of Georgia, Athens, GA; Ph.D., Teaching and Learning, Capella University Minneapolis, MN.

GAIERO, KRISTINA, 1999
Instructor in Health Care Technologies
A.S., Medical Assisting, Fresno City College; B.A., Health Services Administration, Saint Mary’s College of California; Ed.D., Educational Leadership, Saint Mary’s College of California.

GALLARDO, LETICIA 2007
Instructor in Biology
A.A., Natural Sciences, A.A., Liberal Arts and Sciences, College of Marin; B.S., Integrative Biology, University of California, Berkeley; M.S., Biology, Arizona State University.

GARCIA-SCHEPER, MARIA 1999
Counselor
B.S., Business Administration, concentration in Management; San Jose State University; M.A., Counseling Education, San Jose State University.

GEARY, MICHELLE, 2004
Instructor in Biology
B.A., Biology (Botany concentration) Sonoma State University; Ph.D., Plant Biology, University of California, Davis.

GEORGE, FRED, 1996
Instructor in Computer & Information Systems
B.S., Engineering with an emphasis in Computer Science, San Jose State University; M.S., Engineering, Santa Clara University.

GERZANICS, JANINE, 2000
Instructor in Journalism/English

GHARRAMANI, SOROUSH, 2006
Instructor in Architecture, Department Chair
Master of Architecture, Ph.D., Monument Restoration, University of Rome "La Sapienza" Rome Italy; Licensed Architect in Italy; International Member of the AIA.

GHODRAT, NANCY, CPA, 2005
Instructor in Accounting
M.S., Taxation, San Jose State University; B.S., Business Administration (Accounting), Phi Kappa Phi, San Jose State University; California Certified Public Accountant (CPA).

GOLAW, TINA, 1999
Instructor in English
B.A., English, Santa Clara University; M.A., 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., Psychology, UC Santa Barbara; M.A., Counseling, San Diego State University; additional graduate study, University of California, San Diego.

GRAY, DULCE, 2004
Instructor in English
B.A., English and Secondary Education, Lehman College; M.A., English, City University of New York; Ph.D., English, Indiana University, Bloomington.

GUTIERREZ, NICHOLA, 2005
Instructor in Political Science

GUZMAN, RON, 2002
Instructor in Art
B.A., Studio Art/Art History, Sonoma State University; M.A., Pictorial Arts, San Jose State University; M.F.A., Pictorial Arts, San Jose State University.

HACKWORTH, CHERYL, 2006
Instructor in Biology
B.S., Molecular, Cell, and Developmental Biology, UCLA; Ph.D., Plant and Microbial Biology, UC Berkeley.

HANDEL, LARRY S., 1985
Instructor in Mathematics
B.S., Mathematics, Harvey Mudd College; M.A., Mathematics, Claremont Graduate School.

HANNIGAN, JOHN, 2002
Instructor in Communication Studies
A.A., Liberal Arts, West Valley College; B.A., Communication Studies, San Jose State University; M.A., Communication Studies, San Jose State University; Ph.D., Organizational Management, Capella University.

HARRIS, LENORE, 2002
Instructor in English
B.A., Social Science, University of California, Berkeley; M.A., Writing, University of San Francisco.

HARRISON, BLAINE, 1998
Instructor in Chemistry
B.S., Bio-Chemistry, Cal Poly State University (San Luis Obispo); Ph.D., Chemistry, University of California, Santa Cruz; additional graduate work, Sacramento State University.

HASTY, JOE, 2003
Instructor in Geography
B.A., Geography and History, Chico State University; M.A., Geography, San Jose State University.

HENDERSON, JIM, 2001
Instructor in Business and Accounting
B.A., Accounting, San Francisco State University; a Community College teaching credential, and 34+ years experience in business.

HERNANDEZ, LETICIA SANCHEZ-MENDOZA, 1993
Counselor and Instructor
B.A., Biological Sciences, Santa Clara University and San Jose State University; California Community College Teaching Credential (Basic Education), U.C. Berkeley; M.A., Counselor Education, San Jose State University.

HOPKINS, STACY, 2005
Instructor in Paralegal
B.S. Political Science California University Chico; J.D. Santa Clara University School of Law.

HOTTA, LESLIE, 1996
Instructor in Child Studies
B.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.

HURD, DIANE TSUKAMOTO, 1993
Instructor in Interior Design

JAVAN, FARANEH, 1999
Instructor in Health Care Technologies
M.D., Tehran University, Tehran, Iran.

JOHNSON, ELISE, 2005
Counselor, TRIO Director
B.S. Psychology, James Madison University, Virginia, M.Ed., Counseling, University of Virginia.

JUAREZ, STEPHEN, 2002
Instructor in History
A.A., History, Riverside Community College; B.A, European History, University of California, Riverside; M.A., European History, University of California, Berkeley; ABD, U.S. History, Stanford University; additional graduate study in European, U.S. Labor Intellectual History at Yale University.

KAAZ, LISA, 1999
Coordinator, Distance Learning; Instructor in Computer Applications
B.S., Organizational Management, University of San Francisco; M.A., Instructional Technology; San Jose State University.

KALIVITIS, VASILI, 2004
Instructor in English
B.A., English and minor in Mass Communications/Journalism, Fresno State University; Theatre and Literature Studies Abroad, London, England. M.A., English Literature, San Jose State University; Certificate in designing and teaching online courses, California Virtual Campus.

KAMBEITZ, GUS, 2002
Instructor in Music
B.A., Jazz Performance (bass), San Jose State University; M.A., Jazz Composition, Washington State University; additional graduate study, Washington State University, University of Miami.

KEA, JANIS Y.F., 2002
Instructor in Economics
B.A. with Distinction, Economics, University of Hawaii, Manoa; M.A., Economics, University of Hawaii, Manoa; Ph.D., Economics, University of Hawaii, Manoa.

KELLER, TIINA, 2005
Instructor, Fashion Design and Apparel Technology
A.A., Fashion Design and Textile Arts Hame Polytechnic Wetterhoff, Hanneleinn Finland; B.S., Fashion Design and Textile Arts Hame Polytechnic Wetterhoff, Hanneleinn Finland; College Teaching Credential.
KELLY, JON TIMOTHY, 2002
Instructor in History and Political Science
B.A., History, University of California, Irvine; M.A., U.S. Area Studies (Politics and Foreign Policy), Institute of United States Studies, University of London; Ph.D., U.S. History, University of California, Irvine.

KERWIN, JENNIFER, 1996
Instructor in Physical Education, Soccer Coach
B.S., Physical Education and Athletic Training, Canisius College, Buffalo, New York; M.S., Physical Education and Health, University of New Mexico.

KIM, YANGHEE, 1997
Librarian
B.A., Education, Yonsei University (Seoul, Korea); M.L.S., Library Science, Kent State University.

KINDON, ANDY, 2004
Instructor in Anthropology
B.A. with Distinction, Anthropology, Kenyon College; M.A., Anthropology, University of California, Los Angeles; Ph.D., Anthropology, University of California, Los Angeles.

KNIGHT, CAROL, 1990
Instructor in Physical Education
B.S., Kinesiology and Physical Education, California State University, Hayward. California Community College Instructors Credential.

LERMA, JESS, 2004
Instructor in English
B.A., English Literature and Chicano Studies, University of California, San Barbara; M.A., English Literature, California State University, Fresno.

LILY, JANE, 2004
Instructor in Interior Design
B.S., Design with Interior Design Concentration, University of California at Davis; Master of City and Regional Planning - Urban Design Option, College of Architecture and Environmental Design, California Polytechnic State University.

LIN, LUNGYEE, 2004
Instructor in Physics
B.S., Physics, National Taiwan Normal University, Taiwan; M.S., Physics, State University of New York, Albany.

LIU, SAM, 2006
Instructor in Economics
B.A., Economics, Princeton University; Ph.D., Economics, Massachusetts Institute of Technology.

LOPEZ, ROBERT, 2000
Instructor in Geology
A.A., General Studies, Palomar Community College; B.S., Geology, California State University, Hayward; Ph.D., Earth Sciences, University of California, Santa Cruz; additional graduate study, the University of New Mexico, Albuquerque; post-doctoral work at Universidad Nacional Autonoma de Mexico and University of California, Santa Cruz.

LOUDBERBACK, PATRICIA, 2001
Instructor in Health Education
B.S., Health Science, California State University, Northridge; M.P.H., San Jose State University; Registered Physical Therapist (PT), American Physical Therapy Association; Certified Health Education Specialist (CHES), National Commission for Health Education Credentialing.

LOWRY, JULIE, 1976
Instructor in Physical Education
B.A., Physical Education (Dance Emphasis), San Francisco State University; M.A., Theatre Arts–Dance, San Jose State University.

MADDOX, FAUN, 2010
Instructor in Mathematics
B.A., Mathematics, San Jose State University; M.S., Mathematics, San Jose State University.

MAIA, JULIE, 1990
Instructor in English
A.A., Language Arts, Laney College; B.A., and Ph.D (ABD), English Literature, University of California, Berkeley. Postgraduate study at Stanford University, San Jose State University, University of California, Santa Cruz, Towson University and University of the West Indies, Barbados.

MALMUTH-ONN, ANN, 1981
Coordinator, Honors
Instructor in Physical Education and Dance
B.A., Anthropology, Stanford University; M.A., Education–Dance, Stanford University; additional graduate study, Tel Aviv University, University of California, Santa Cruz.

MATHIESON, PEGGY, 2004
Instructor Paralegal
B.A., Psychology, Pennsylvania State University; J.D., Hastings College of the Law.

MCCANN, STEVEN, 1997
Instructor in Physical Education
B.S., Business Administration with a concentration in Accounting, San Jose State University; M.A., Physical Education with a concentration in Biomechanics, San Jose State University.

McGINLEY, LEANN, 2001
Assessment Coordinator
B.A., Psychology, Goucher College; M.A., Psychology, University of Delaware; Ed.D., 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., Sociology, University of Saskatchewan, Canada; B.F.A., Digital Graphics, CSU East Bay; M.A. Liberal Arts, Stanford University.

MENDELSOHN, BENJAMIN MARK, 1998
Instructor in Astronomy
Director of the Planetarium
B.S. Electrical Engineering and Computer Science, University of California at Berkeley; M.S. Aeronautics and Astronautics Engineering, Stanford University; CFII & AGI, Federal Aviation Administration; additional graduate study in Mechanical Engineering, Santa Clara University, Planetarium Professional, Alexander F. Morrison Planetarium at the California Academy of Sciences, Charles F. Hagar Planetarium at San Francisco State University, Holt Planetarium at the Lawrence Hall of Science, Minolta Planetarium at De Anza College.

MILLER, CHERYL, 1995
Director of DESP, Learning Specialist
B.A., Speech Pathology and Audiology, University of Vermont; M.A., Speech and Language Pathology, Northwestern University.

MILLS, MARYANNE, 2004
Librarian

MIN, KYUNGH (KAEE), 1995
Instructor in Fashion Design & Apparel Technology

MOORE-WINES, KATHERINE, 2001
Instructor in Child Studies
B.S., Education, Child and Family Studies, Bowling Green State University, Bowling Green, Ohio; M.A., Human Development, Merrill-Palmer Institute of Wayne State University, Detroit, Michigan; Additional graduate study, Pacific Oaks College.

MORA-EVANS, MARTA, 2002
Counselor/CalWORKS Program Coordinator
A.A. Liberal Arts, West Valley College; B.S. Organizational Behavior, University of San Francisco; M.A. Counseling Education, San Jose State University.

NASH, CAROLYN, 1981
Counselor
B.A., Social Science, San Francisco State University; M.S., Counseling, California State University, Hayward; additional graduate study, University of California, Berkeley; Golden Gate University.

NORRIS, NATHAN, 1996
Instructor in Biology
B.S., Aeronautics, San Jose State University; M.A., Biology (Physiology), San Jose State University; additional graduate study, University of Washington.

ORTEGA, SYLVIA, 2004
Instructor in English as a Second Language
B.A., Spanish, Special Emphasis in Ethnic Studies, Santa Clara University; M.A., Teaching English as a Second Language, San Jose State University.

ORTIZ, MARGARET, 2011
Instructor in Court Reporting

OVERSTREET, SUZANNE, 1995
Instructor in English as a Second Language
B.A., English, Texas A & M University; M.A., Teaching ESL, University of California, Los Angeles.

PAPE, RONALD, 2001
Instructor in English
B.A., Antelope Valley College; M.F.A., California State University, Northridge; Ph.D. A.B.D., Louisiana State University.

PAQUIER, RENEE, 2011
Instructor in Administration of Justice
B.A., International Relations, California State University, Chico; M.C.J., Criminal Justice, Boston University, Boston, Massachusetts.

PATTERSON, SARAH W., 2004
Counselor, International Student Counselor/ PDSO, Athletics Counselor, Department
A.A., General Education, Chabot College; B.S., Child Development, Child Development Emphasis, California Polytechnic State University; M.A., Education, specializing in Counseling and Guidance, California Polytechnic State University.
PAVAN, CAROL, 2001
Counselor
A.A., Early Childhood Education, Cabrillo College; B.A., Sociology, San Jose State University; M.A. Counseling Psychology, Santa Clara University; Licensed Marriage, Family, Child Therapist; additional graduate study at JFK University and Santa Clara University.

PERELLI, ELIZABETH “Becky”, 1999
Coordinator, Student Health Services
B.S., Nursing, Boston University; M.S., Community and Mental Health Nursing, University of California, San Francisco; additional study includes participation in the 2005 California Community College Leadership Institute; Health Services Association of CCC Past President 2005-2006.

PHAM, KIM MAN, 1992
Instructor in Mathematics
B.S., Mathematics, University of California, Davis; M.A., Mathematics, University of California, Davis.

PRIANCHARD, MELVIN HUGO, 2004
Instructor in History
B.A., History, San Francisco State University; M.A., History, San Francisco State University; additional graduate study, Graduate and University Center, City University, New York.

RASCOV, JEFF, 1998
Instructor in Computer Applications, Digital Media
B.S., Graphic Design, La Roche College; M.F.A., Computer Graphics, Rochester Institute of Technology.

REED, MICHELLE, 2000
Instructor in Psychology
B.S., Psychology, Santa Clara University; M.A., Counseling Psychology, University of San Francisco; additional graduate study, University of California, Santa Cruz; University of California, Berkeley; Certification in Advanced Relapse Therapy (RPT).

REISS, CYNTHIA NAPOLI-ABELLA, 2005
Instructor in Art History
B.A., Comparative Literature and Art History, University of California, Irvine; M.A., Art History, San Francisco State University; Ph.D., Art History, University of California, Irvine.

RUA, NICOLE, 2012
Instructor in English
B.A., English, University of California, Berkeley; M.A., English Composition, San Francisco State University.

RUDY, DIANE, 1983
Instructor in Physical Education

SAITO-LIU, LESLIE, 1997
Instructor in English,
B.A., Communications, UC San Diego, M.A., English (American Literature emphasis), San Diego State University.

SALCIDO, MELISSA J., 2004
Counselor/ Puente Co-Coordinator
B.A., Spanish with an emphasis in Chicano Studies, Stanford University; M.S., Counseling with an emphasis in College, San Francisco State University.

SANDERS, PAUL D., 1981
Instructor in Communication Studies
B.A., Political Science/Business Minor, Wittenberg University; M.B.A., University of Dayton; M.A., Speech Communications, San Jose State University.

SANFORD, BETSY, 1997
Librarian
A.B., History, Washington University in St. Louis; M.S., Library and Information Science, University of Illinois at Urbana-Champaign.

SANDOVAL, RACHEL, 2006
Librarian
B.A., Anthropology and Latin American Studies, University of California, Riverside; M.A., Latin American Studies, Stanford University; M.L.I.S., Simmons College.

SANFORD, THOMAS, 2001
Instructor in Engineering
B.S., Mechanical Engineering, Santa Clara University; M.S., Mechanical Engineering, San Jose State University; M.S.A. San Francisco State University; J.D., Lincoln Law School of San Jose; Certified California Professional Civil Engineer; Certified California Professional Mechanical Engineer; Additional graduate study, Brigham Young University, College of Notre Dame, Lincoln University.

SCHREY, MOLLY, 2001
Instructor in Biology
A.A., Liberal Arts/Social Sciences, Niagara Community College; B.S., Biology Education, Buffalo State College; M.S., Science Education, Buffalo State College.

SCHULTER, SUSAN, 1997
Instructor in English
B.A., Literature, University of California; Santa Cruz; M.F.A., English, University of Massachusetts, Amherst; Teacher Consultant for San Jose Area Writing Project.

SERNA, IRENE, 2006
Director, EOPS/CARE
M.A., Counseling, San Jose State University.

SCH customer, 1997
Instructor in Chemistry
A.S., Chemical Engineering, Franklin Institute of Boston; B.S., Chemistry, Suffolk University; M.S., Organic Chemistry, Boston College; M.S., Medicinal Chemistry, Northeastern University; additional graduate study at University of the Pacific, Stockton.

SHERILL, SUSAN, 2007
Instructor in DESP, Learning Specialist
B.S., Business Administration, International Business; California State University at Sacramento; Single Subject Teaching Credentials in Business Education, Combined Social Sciences and Economics, California State University at Sacramento; M.A., Intrdisciplinary Education - Curriculum and Instruction (Special Education), Santa Clara University.

SHOEMAKER, LANCE, 2004
Instructor in Business/Real Estate
B.A., Political Science/Phi Beta Kappa, UC Berkeley; M.A., Political Science, UCLA; Master of City Planning, UC Berkeley; J.D., Order of the Coif, Boalt Hall School of Law, UC Berkeley.

SHUE, TERRY, 1997
Instructor in Child Studies
B.A., Speech Pathology and Audiology, San Diego State University; Master of Human Resource and Organizational Development, University of San Francisco.

SILVEIRA, GASPAR, 2002
Instructor in Physical Education
B.S., International Business, Chico State University; M.S., Physical Education, Saint Mary’s College of California.

SMITH, JAMES E., 1993
Instructor in Administration of Justice
A.A., Administration of Justice, Moorpark College; B.S., Public Administration, Pepperdine University; M.A., Communications, Pepperdine University, Malibu. Retired Los Angeles County Sheriff’s Department.

SMITH, ROSS, 2004
Counselor, Disability and Educational Support Program
A.A., Liberal Arts, Foothill College; B.A., Social Welfare, California State University, Long Beach; M.S., Rehabilitation Counseling, San Francisco State University; Licensed Marriage and Family Therapist.

STANTON, CHRISTINE, 1997
Instructor in Biology
B.S., Biology and M.S., Physiology, UC Riverside.

STARKS, PAUL, 2004
Head Athletic Trainer/Instructor
A.A., Liberal Arts, West Valley College; B.S., Kinesiology, Cal Poly, San Luis Obispo; M.A., Kinesiology (movement science) San Jose State University; Certified Athletic Trainer (ATC), National Athletic Trainers’ Association; Licensed Physical Therapist Assistant (PTA); certified by the National Strength and Conditioning Association as a Strength and Conditioning Specialist (CSCS) and Personal Trainer (CPT).

SVENSSON, PETER, 2000
Instructor in Biology
B.S., Biology, University of Lund (Sweden), M.A., Biology, University of California, Santa Cruz.

TRAMONTANA, BRIAN, 2004
Instructor in Photography
B.A., Brooks Institute of Photography, Santa Barbara.

UPTON, BARBARA, 2006
Instructor in Philosophy
B.A., Philosophy, U.C. Berkeley; M.A., Philosophy, San Jose State University.

VAUGHN, MELVIN J., 2005
Instructor in Physics
B.S., Physics, University of California, Riverside; M.S., Physics, University of California, Santa Cruz.

VLAHOS, JOHN, 2001
Instructor in Physical Education
B.S., Business Administration, Santa Clara University; M.S., Sports Leadership, Virginia Commonwealth University.

VU, AMY, 2006
Instructor in Mathematics
B.A., Psychology, San Jose State University; B.A., Mathematics, San Jose State University.

WAGNER, JENNIFER, 2002
Instructor in English
B.A., English, University of California, Los Angeles; M.A., Teaching of Writing, Humboldt State University; M.A., Literature, Humboldt State University (forthcoming).

WASSERBAUER, ANN MARIE, 1994
Instructor in English as a Second Language
B.A., History and German, Xavier University; German Studies, Universität, Augsburg, Germany; M.A., TESOL, Monterey Institute of International Studies.
Emeriti Administration and Faculty

Dates indicate year of employment and year of retirement

ACCORDIERO, MARC
Instructor in Spanish, Italian & Music (1998-2012)

ALLMAN, WILLIAM
Counselor (1969-1992)

ANDERSON, VERONESE M.
Counselor/Instructional Transfer (1976-2002)

ANDERSON, JOANE
Instructor in Mathematics (1980-2006)

ANDREWS, PATRICIA
Instructor in Political Science (1990-2011)

AQUILONIUS, CHRISTINA B.
Instructor in Mathematics (1984-2006)

ARAGON, GINNY
Dean, Student Support Services (1988-2012)

AUMACK, GORDON
Dean of Instruction (1964-1976)

BARNIKEL, FREDERICK G.
Instructor in History (1970-2002)

BARRITT, GORDON E.
Instructor in English (1970-2003)

BENKOSKI, STANLEY J.
Instructor in Mathematics (1999-2011)

BENNETT, PATRICIA
Dean of Human Resources (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)

BLANKENSHIP, DON M.
Instructor in English (1985-1996)

BONE, LANA
Instructor in Accounting (1968-2003)

BONFIGLIO, JOSEPH F.
Counselor (1969-1992)

BONNET, JANICE
Librarian (1977-2005)

BONNET, PAUL
Librarian (1967-1993)

BORDJ, STEPHEN W.
Physical Education (1968-2002)

BRAINARD, DAVID G.
Instructor in Business (1981-1993)

BRODICK, MALCOLM
Vice Pres. of Administration Services (1987-2005)

BULLOCK, THOM
Instructor in Astronomy (1969-1998)

BURNS, WESLEY A.
Instructor in Art (1971-2002)

BURTON, ROBERT

BURZYNKI, DENNY
Instructor in Mathematics (1980-2009)

CADERA, AL

CAMPELLE, DOUGLAS

CAMPELLE, WILLIAM H.

CASPER, MARY H.
Instructor in English (1968-1992)

CEFALONI, DONALD
Librarian (1969-1993)

CHAMPION, GEORGE W.
Instructor in Music (1977-2003)

CHAVEZ, ROBERT
Instructor in Foreign Languages (1979-2009)

CHOY, TERENCE T.
Instructor in Art (1990-2000)

COLSON, KENNETH M.
Instructor in Anthropology (1967-2003)

CONSTANT, GWENDOLY
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, DONNETTE
Instructor in Computer Application and Digital Media/Internet Services (1965-2004)

DAVIS, JOE E.
Instructor in Music Education (1966-2001)

DE BARLING, ANA MARIA
Instructor in Foreign Languages (1994-2009)

DONNE, MARY C.

DOUGHERTY, KATHRYN
Instructor in Music (1969-2002)

DRAKE, VIRGINIA
Instructor in Theatre (1978-2009)

DUARTE, ANGELINA
Dean of Student Support Services (1987-2006)

DUQUETTE, WILLIAM

EATON, JUDITH
Instructor in Court Reporting (1990-2000)

EDMAN, ARNOLD
Dean of Guidance and Counseling (1964-1974)

ELLIS, WADE, JR.
Instructor in Mathematics (1976-2007)

ENGLEKING, LINDA
Counselor (1981-2005)

ESCOTT, CHARLES

EWING, DAVID
Instructor in Court Reporting (1977-1997)

FAULSTICH, MARGE
Instructor in Administration of Justice (1979-2009)

FISH, DUANE W.
Instructor in Chemistry (1969-1995)
EMERITI ADMINISTRATION AND FACULTY

FISHBAUGH, DAVE
Vice President of Instruction (1993-2011)

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)

FLUSHIN, RANDY M.
Instructor in Communication Studies (1978-2012)

GALLUP, THOMAS

GANDELL, FRED J.
Instructor in Music (1975-2001)

GARCIA, HERMAN
Instructor in Geology (1967-2000)

GARDNER, HUGH
Instructor in History (1965-1991)

GARCIA, JAMES
Instructor in Music (1975-2001)

GARNEL, LINDA
Dean Matriculation and Counseling (1990-2010)

GIBSON, LINDA
Instructor in History (1972-1999)

GIBSON, THEODORE DEAN
Instructor in Engineering (1967-2001)

GIBSON, TOMMY
Instructor in Photography (2001-2007)

GOSS, JAMES H.
Business Administration (1966-2002)

GRATON, PAUL
Counselor (1964-1985)

GREEN, THOMAS
Instructor in Biology and Park Management (1965-2008)

GRUBB, GEORGE
Instructor in Physical Science (1965-1979)

HAYLEY, BARRON R
Instructor in Biology (1967-2000)

HALL, HUGH
Librarian (1984-1982)

HAMILTON, CLO ANN

HANCOCK, JOHN
Instructor in Physical Education (1987-2006)

HANSEN, JAMES D.
Instructor in Sociology (1969-2001)

HARRIS, KARYN
Instructor in Mathematics/Physics (1980-2003)

HARRIS, LYDIA
Instructor in Child Studies (1976-2000)

HARTLEY, PHILIP
President (2004-2009)

HERAF, MICHAEL S.,
Counselor (1975-2009)

HEARN, LEONARD C., JR.

HERMAN, THEODORE C.
Instructor in Geology (1967-2000)

HERNANDEZ, JOSEPHINE
Counselor (1975-1996)

HOPPER, DIANA
Instructor in History (1981-1997)

HORTON-FOLMER, SUSAN
Coordinator, Educational Transition/Adult Re-entry (1997-2009)

HOWARD, LAURA M.
Instructor in Court Reporting (1979-1998)

HUGHES, HEIDE
Lab Faculty Specialist (1976-2009)

HUGHMANICK, MICHAEL D.
Instructor in Psychology (1970-2010)

HULS, HARRIETT N.
Instructor in Biology (1968-1996)

HUGHMANICK, MICHAEL
Instructor in Psychology (1970-2009)

HUSTON, VIVIAN
Counselor (1966-1979)

HUNTER, GLENNA
Instructor in Allied Health and Business (1977-1993)

JAMES, JANE
Instructor in Art (1965-1988)

JANKE, EDWARD

JOHNSON, DONALD M.,
Instructor in Psychology (1965-2000)

JOHNSON, WALTER E.
Instructor in English (1965-1991)

JUE, MARTIN
Coordinator, Tutorial Services (1989-2009)

KANNER, LEE C.
Instructor in Mathematics (1981-1995)

KELKENBERG, SHARON
Coordinator, Student Health Center (1977-1999)

KENSTOWICZ, JOSEPH
Instructor in Mathematics (1970-2009)

KEREMITIS, 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)

KROTH, ANYA
Instructor in Mathematics (1984-2007)

KURSAR, EDWARD R.
Instructor in Foreign Languages (1968-1996)

LADD, SANDRA
Instructor in Psychology (1971-2009)

LaFAYE, SANDRA A.
Instructor in Philosophy (1986-2011)

LAW, VIRGINIA L.
Instructor in English (1970-1992)

LAWLER, JOANN
Instructor in Speech (1968-2002)

LAWSON, LINDA
Instructor in Court Reporting (1993-2009)

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)

LOCK, VIVIAN
Instructor in Computer Applications

LOFLAND, DONALD
Instructor in Physics (1972-2006)

LORIMER, MICHAEL

LORSON, KATHERINE
Instructor in Allied Health (1974-1995)

LODI, EDWARD A
Instructor in Mathematics (1965-1998)

LUNDE, ARNE
Instructor in Foreign Languages (1989-1987)

MANNELL, JOSEPH D.

MARKUM, JOSEPH A. JR.
Instructor in Electronics (1965-1990)

MARTINEZ, MAC
Instructor in Spanish (1964-1986)

MCCRAHON, BETTY
Instructor in Business (1966-1988)

McGOLDRICK, LARRI
Student Health Coordinator (1979-1987)

MILLER, GEORGE
Instructor in Real Estate (1969-1994)

MIRCH, EDWARD C.
Instructor in Business (1976-1998)

MORGAN, ALEX
Instructor in Computer Applications (1997-2009)

MORTENSEN, GWENNA
Counselor (1965-1987)

MORRIS, L. RONALD
M.S., Instructor in Biology (1968-1999)

MOUNTER, K. GENE
Instructor in English (1969-1994)

MOWATT, WILLIAM D
Instructor in English (1969-1998)

MURPHY, DONN
Instructor in Sociology (1968-2009)

NERENBERG, LILLIAN
Instructor in Political Science (1965-1990)

NYQUIST, GENE
Instructor in Physical Education (1967-1989)

O’BRIEN, BETTY
Instructor in Reading (1985-1994)

O’BRIEN, PAUL
Instructor in Chemistry (1978-1998)

OGLE, DAVID
Instructor in Art (1973-2009)

ORTON, GEORGE
Instructor in English (1970-1993)

OLIVER, JENNIFER
Program Manager, Center for Excellence (1998-2009)

OTT, BILL
Counselor (1965-1997)
PARSONS, ALICE
Instructor in Physical Education (1966-1980)

PEARCE, FRANK
Instructor in Biology (1981-1999)

PEASE, JACK G.
Instructor in Mathematics (1964-1992)

PECK, R. *JIM*
Learning Specialist (1975-2006)

PECKHAM, DONALD
Instructor in Physical Education (1969-1988)

PELTZ, STEPHEN K.
Program Director, Distance Learning and Instructional Technology (1976-2008)

PERRY, WILLIAM J.
Instructor in Business (1976-1993)

PETERS, EDWARD
Instructor in Chemistry (1965-1987)

PIROFSKI, FLORENCE
Instructor in Child Studies (1981-2010)

PLUTYNSKI, LINDA
Instructor in English (1993-2003)

POLEY, GEORGE
Instructor in Chemistry (1964-1978)

POMPOSO, TOM
Instructor in Foreign Languages (1966-1993)

PROCHASKA, FRED
Dean, Career Education and Workforce Development (1988-2011)

PROUDFOOT, BILL
Librarian (1994-2010)

PRUCHA, ISABEL
Librarian (1975-1996)

PUGNO, DAVID
Instructor in Computer and Information Systems (1975-2005)

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)

ROMER, NANCY
EOP/CARE Director (1996-2005)

ROOT, JAMES F.
Instructor in Physical Education (1972-2002)

ROSE, RICHARD G.

ROSSMANN, LYNN
Counselor (1975-2006)

RUSSELL, ROBERT G.
Instructor in Mathematics (1964-1993)

RYAN, DAVID
Instructor in English as a Second Language (2004-2011)

SABIN, PETER S.
Instructor in Architecture (1975-1993)

SAMUELS, JOE
Vice President, Instruction (1986-2006)

SARLO, JOAN
Instructor in Physical Education (1964-2005)

SCHOCK, KENNETH
Instructor in Business (1965-2009)

SCHREIBSTEIN, LEN
Coordinator, Disability & Educational Support Program (1992-2009)

SCHWENDINGER, DICK
Instructor in Physical Education (1964-1987)

SCOTT, MARVIN
Instructor in Music and Humanities (1965-1977)

SEEFELDT, GUNTER
Instructor in Foreign Languages (1969-1993)

SEQUIST, JACK

SENTENY, JACK C.

SELLECK, SYLVIA A.
Counselor (1975-2008)

SHERWOOD, PATRICIA
Instructor in Art (1978-1998)

SIMPSON, CLAUDINE H.
Instructor in Physical Education (1969-1996)

SKAIFE, LINDA
Instructor in Foreign Languages (2001-2006)

SMITH, DeBOYD
Instructor in Biological Science (1964-1978)

SMITH, ERNEST
Vice President, Student Services (2006-2009)

SMITH, SUSAN
Instructor in Reading (2000-2007)

SMITH, THOMAS A.
Instructor in Park Management (1964-1991)

SMITH, JIM

SMITH, LESTER
Instructional Dean (1992-1995)

SOHNS, FIONA L.
Instructor in English (1968-2003)

STALEY, HUGH
Counselor (1964-1976)

STEWARD, WILLIAM E.
Instructor in English (1970-1996)

STILLWELL, DONALD F.

STONER, DONALD A.
Instructor in Biology (1964-1992)

STRANDGAARD, TORBEN
Instructor in Interior Design (1976-1988)

STUMP, VIRGINIA
Instructor in English (1964-1979)

SULLIVAN, A. FAY
Instructor in English (1967-1987)

SUTTER, ROBERT
Instructor in Physical Education (1965-1983)

SWENSON, Larry G.
Instructor in Psychology (1964-1998)

TANG, CLAYTON
Instructor in Business and Accounting (1964-1989)

TEMKIN, DOUGLAS
Instructor in English (1990-2011)

THELIN, PETER
Instructor in Economics (1970-2006)

THOMAS, LEWIS
Instructor in Journalism (1964-1979)

TORRES, CARMEN
Instructor in English (1990-2009)

TREBBE, EDWIN S.
Counselor (1965-1993)

TRULSSON, BERTON
Instructor in Speech (1967-1985)

TSUTSUMI, DIANE Y.

TUSCHER, MELVIN F.
Instructor in Mathematics (1964-1993)

VAN HOOK, CATHLEEN
Instructor in Mathematics (1992-2009)

VARTY, DANIEL G.
Instructor in History (1970-2002)

VIRDEH, FRED
Instructor in Mathematics (1981-2002)

WALLACE, KAREN
Instructor in English (1985-2011)

WEBB, IAN A.
Instructor Computer Specialist, Lab Faculty Specialist (1968-1996)

WEISBERG, EVELYN
Instructor in Early Childhood Education (1968-1980)

WELBORN, HAROLD
Instructor in Administration of Justice (1967-1979)

WHEELER, SIV
Instructor in History (1967-2002)

WILCZAK, JAMES
Instructor in Mathematics (1984-2009)

WILSON, WOODROW
Instructor in Business (1964-1986)

WINTON, JANIN
Counselor/Instructor (1964-1991)

WHITNEY, WILLIAM E.
Instructor in Political Science (1966-2005)

ZIEGLER, DON
Dean of Admissions and Records (1964-1983)
Staff

AIMONETTI, CATHY, 2002
Senior Administrative Assistant, Career Programs

AMIN, MARYAM, 2005
Office Assistant, EOPS
Degree in Pure Mathematics, Melli University, 1989, Tehran, Iran; M.A. in Educational Counseling, San Jose State University

ARCHER, ESTHER, 2010
Instructional Assistant - Music
B.A. University of California, Berkeley; M.M. University of Michigan, Ann Arbor

BABAKAN, AZAR, 2001
Senior Administrative Assistant, Student Services
B.S., Business, Purdue University; M.S., Statistics, Virginia Polytechnic Institute & State University

BATEH, CHRIS, 2001
Mobility Assistant/Tram Driver, Disability Education and Support Programs

BOND, INGE, 2007
Institutional Research Analyst
B.A., Sociology, University of California at Santa Cruz; M.A., Education Policy and Administration, Stanford University

BRIEN, DIANE, 2001
Student Services Technician, Admissions and Records

BUTTERFIELD, COLLEEN, 1995
Office Coordinator, Senior, Student Services, Disability Education and Support Programs

CANTARERO, MARITZA, 1995
Director, Financial Aid
Undergraduate work in Industrial Engineering Central American University (UCA) Nicaragua

CARREIRO, MICHELLE, 2004
Library/Media Technician
A.A., Library Technology Science, Foothill College

CARTER, CHRIS, 2009
Lab Technician, World Languages/ESL

CARTER, GERALD, 1998
Performing Arts Technical Director, Theatre Arts

CARTER, SANDRA, 2000
Senior Administrative Assistant, Information and Technology Services

CERESA, MELISSA, 2001
Program Specialist, Advanced Transportation Technology

CHAIDES, VICTORIA, 1998
Child Development Center, Specialist, III
M.A., Human Development, Pacific Oaks College

CLOMAN, GARY, 1998
Server Systems Administrator, Information Technology & Services

DILLON, MEREDITH, 2004
Assistant Athletic Trainer
A.A., Sports Medicine and A.A., Liberal Arts, Santa Barbara City College; B.S., Physical Education, Cal Poly San Luis Obispo; M.A., Kinesiology, San Jose State University; Certified Athletic Trainer (ATC), National Athletic Trainer Association

DINH, SANG (SANDY), 2006
Senior Administrative Assistant, Administrative Services

DONOHUE, MICHELLE, 2007
Director, Student Development
B.A., Communication Studies, Sonoma State University; M.A., Higher Education Administration, Indiana University of Pennsylvania; Ph.D., Educational Leadership, San Francisco State University

DUNCAN, DAVID, 2005
West Valley College Webmaster
B.S., Fine and Applied Arts, University of Oregon, Eugene; Certificate in Digital Media Design and Production, West Valley College; Certificate in Web Content Design, West Valley College; Undergraduate studies in Electronic Engineering, California Polytechnic State University, San Luis Obispo, CA

EBRAHEMI, LILI, 2005
Career Education / VTEA
A.A., Liberal Arts, West Valley College; Certificate in Professional Office Assistant, West Valley College

EPPLER, TERRY, 2001
Program Specialist, Counseling
A.A., Math and A.S., Physics, West Valley College

FLYNN, PAULA, 2010
Office Coordinator, Senior, Language Arts

FRANKLIN, MARTA, 2000
Financial Aid Advisor, Financial Aid
A.A., General Education, DeAnza College

FRENCH, JENNIFER, 2009
Senior Office Coordinator Social Science Division

GAGLIASSO, LAURA, 1998
Specialist III-Child Development Center
A.S., Degree in Child Development, West Valley College; B.S., Behavior Science, National University of San Diego

GARRET, JASON, 2010
Instructional Laboratory Technician, Foreign Language and ESL

GAULT, MAX, 2008
Instructional Technologist, Distance Learning
A.A., Liberal Arts, West Valley College

GRIFFIN, JEFF, 2001
Instructional Lab Technician, Tutorial Services
A.A., Liberal Arts, DeAnza College; Certificate in Data Communication, Foothill College

HAMP, HEKLSA, 2011
Director, Enrollment/Admissions & Records/Assessment/Testing Center
B.A., Sociology, University of California, Davis; M.A., Counseling, San Jose State University

HANTON, TANYA, 2007
Senior Administrative Assistant, Dean of Instruction and Library

HARP, BEVERLY, 2005
Student Services, Matriculation

HERNANDEZ, ALICIA, 2000
EOPS Specialist
B.A., Social Work, San Jose State University

HERNANDEZ, KARLA, 1999
Instructional Lab Technician, Theatre Arts Costumer

HOPKINS, ROGER, 2001
P.E., and Athletics Operations Coordinator

HSAIN, LAMIA, 2005
Library/Media Technician, Library
B.S., Business, Accounting concentration, San Jose State University

JAYADE, SUSEELA, 2001
Specialist II, Child Development Center

JOHNSTON, KENNETH, 2002
Instructional Lab Technician, Art

JOHNSTON, MICHAEL, 1999
Instructional Lab Technician, Art
B.S., Engineering Mathematics, Tufts University; M.S., 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., Special Education, San Jose State University; M.A., Educational counseling, San Jose State University; Additional extension courses in Graphic Design, University of California, Santa Cruz

JUAREZ, BECKY, 2010
Financial Aid Special Services Technician, Financial Aid
A.A., Psychology, Solano Community College; B.S., Marriage, Family and Human Development, Brigham Young University; Human Development emphasis and minor in Psychology

KINLEY, LAUREL, 1998
Administrative Specialist - Personnel
A.A., Women's Studies, West Valley College; B.A., Social Sciences, San Jose State University

KIRKLAND, RHONDA, 2004
Veterans Certifying Official
Student Services Technician, Financial Aid

LAI, CHUNG, 2006
Duplicating Services Specialist, Printing Services

LAKEW, YALEMWORK, 2001
Office Coordinator, Campus Center

LANE, PETER, 1994
Instructional, Lab Technician, Science Biology
A.S., Environmental Hazardous Materials Technology, Foothill College

LANGWORTHY, TERESA, 1995
Office Coordinator, Senior, Fine Arts

LAUTERMILCH, JANE, 1996
Student Services Technician, Admissions & Records

LIENHART, KATY, 1979
Library/Media Technician, Library

LIN, JANET, 1999
Library/Network Technician, Library
M.L.S., University of Washington, Seattle

LOPEZ, ALVARO, 1990
Student Services Account Technician

LOPEZ, MARIA, 1995
Senior Office Coordinator, Applied Arts and Sciences

LUDWIG, SCOTT, 2000
TV/AV Operations Coordinator, Television Operations
B.A., Journalism, San Francisco State University; M.A., Education Administration, Santa Clara University; Additional graduate study, California College of Arts and Crafts, Oakland; University of California Extension, Santa Cruz; Higher Education Administration, Santa Clara University

MACIEL, A., ELIZABETH, 1998
Supervisor, Administrative Services
B.S., Business, University of Phoenix
MAGELES, GEORGE, 2002  
Community Resource Coordinator, Student Health Services; B.A., Psychology, University of Southern Maine; M.A., Counseling Psychology, University of San Francisco; Certificate in Alcohol and Drug Studies, San Jose City College; Certified Addiction Treatment Specialist (CATS), California Association of Alcohol and Drug Educators (CAADE); Certified Smoking Cessation Specialist, University of Pittsburgh; Licensed Marriage, Family, Child Therapist.

MASSEY, JOANNE, 1999  
Student Services Technician, Counseling

McCONNELL, REBECCA, 1995  
Senior Administrative Assistant  
Career Services, Grants and Contracts  
B.A., Psychology, San Jose State University; M.A., Psychology, John F. Kennedy University; Marriage & Family Therapist - emphasis

McDEVITT Jr., JOSEPH MICHAEL 1998  
Student Recruitment-Supervisor, Student Support Services  
B.A., Spanish Literature and Government, Skidmore College; M.A., Counseling Psychology, University of San Francisco

McMAHON, LORETTA, 2001  
Student Services Technician, Student Support Services

McNIVEN, LISA, 2006  
Senior Office Coordinator, Physical Education  
A.S., Computer Applications, West Valley College

MENESES, JULIE, 2007  
Student Services Technician

METZ, RACHEL, 2003  
Office Coordinator, Student Health Services

MIRANDA, LYDIA, 2001  
Program Assistant, Community Education

NAVA, ELISA, 1998  
Specialist III-Child Development Center  
A.A., Early Childhood Education.

NGUYEN, DONNA, 2011  
Library/Media Technician, Library  
B.A., Marketing, Santa Clara University

NGUYEN, THUONG, 1987  
Offset Printer, Printing Services

NOORMANESH, BEHIN, 2008  
Student Services Technician, Financial Aid  
B.A., Political Science, Azad University, Iran

OCHOA, ELIZABETH, 2005  
Financial Aid Outreach Specialist, Financial Aid

OGILVIE, BARBARA, 1998  
Supervisor, Admissions & Records  
A.A., Speech Comm., West Valley College; B.S., Corporate Comm., Bellevue University; M.A., Organizational Mgmt., Bellevue University

PAYTON, MONET, 2008  
Library/Media Technician, Library  
A.S., Biology, West Valley College; A.A., Liberal Arts, West Valley College

PETERSON, GERI, 1997  
Executive Assistant, Instruction

PHAM, LIEN, 1998  
Financial Aid System Supervisor, Financial Aid  
A.S., Biological Science, West Valley College, Saratoga

QWAN, DIANE, 1979  
Library/Media Technician, Library

RAMIREZ, ELIZABETH, 1990  
Student Services Technician, Admissions and Records

REEVES, MARK, 2002  
Custodian, Campus Center

RHoads, Carolyn 1991  
Office Coordinator, Senior, Science/Math  
A.S., Office Administration, West Valley College

ROBERTSON, MARSHA, 2002  
Specialist II, Child Development Center  
B.A., Childhood Development.

ROGERS, BRENDA, 1999  
Senior Executive Assistant, President’s Office  
Undergraduate Studies in Child Development and Business Marketing, Cal Poly State University, San Luis Obispo; Certified Professional Secretary Certificate from International Association of Administrative Professionals.

RUA, NICOLE, 2010  
Instructional Laboratory Technician, Writing Center

Scaletta, Michael, 1994  
Program Specialist, Disability and Educational Support Program, Student Services  
B.A., Interdisciplinary Studies

Seeger, Yori, 2009  
Instructional Lab Assistant - Art

SHOKROLLahi, Nahid, 2010  
Library/Media Technician, Library  
B.A., English, Jundi Shapour University, Iran

Sias, Angela, 2007  
Office Coordinator, Counseling

Sias, jeremy, 2009  
Assessment Testing Technician  
A.A., Computer Science, West Valley College; B.A., Dramatic Art, UC Santa Barbara

Specht, Darlene, 2010  
Senior Office Coordinator, Business Division

Swalen, Mary, 1994  
Instructional Assistant, Court Reporting

Swanson, tammy  
Instructional Lab Technician, Photography

Tran, Thuy, 2001  
Administrative Specialist, Instruction

Trinh, Tu-Lan, 1997  
Student Records Advisor, Admissions and Records  
A.A., Business, West Valley College

Vaughn, Megan, 2006  
Program Assistant, CDAAP

Walker, BerNADETTE, 1999  
Office Coordinator, Education Transition  
A.A., West Valley College; A.S., Graphic Design, Mission College.

Watkins, Cynthia, 1997  
Office Assistant, Office of Budget and Planning  
B.S., Community Service and Public Affairs, University of Oregon

West, diaNa, 2005  
Receptionist, Student Health Services

Yee, Alfred, 2008  
Classroom Technology Specialist
# INDEX

## A
- Academic Appeals Committee 15
- Academic Programs 5, 16-18
- Academic Regulations and Standards 174
- Academic Renewal Policy 179
- Accounting 18
- Accreditation i
- Adapted Physical Education 147
- Administration 194
- Administration of Justice 18
- Admission to the College 177
- Admissions Transfer Applicant 4
- Admissions Eligibility 174
- Admission Requirements 174
- Advanced Placement 179
- Advanced Placement 14
- Advancement Foundation 172
- Affirmative Action 188
- American Sign Language 21
- Anatomy and Physiology 37
- Anthropology 21
- Appeal to the President 186
- Appeal to the Board of Trustees 186
- Appeal to the Chancellor 186
- Aquatic Sports 148
- Archaeology 21
- Arabic 22
- Architecture 22
- Art 26
- Assessment 5, 189
- Associate Degree and Certificate 8
- Associate Degree for Transfer 10
- Associated Student Organizations 176, 189
- Astronomy 33
- Audit 174

## B
- Basic Fees 173
- Basic Skills/Pre-Collegiate 6
- Biology 34
- Board of Governor’s Waiver (BOGW) 191
- Board Policies 174
- Board of Trustees i
- Bookstore 189
- Business Administration/Real Estate 38

## C
- California Residency Defined 175
- California State University (CSU) Transfer Requirements 12
- CalWORKs Program 189
- Campus Center 189
- Campus Safety 178, 189
- Career Programs 15, 189
- Career Programs Advisory Boards 15-16
- Career Programs Resources 189
- Catalog Rights for Degree Consideration 4
- Challenges 5
- Chancellor i
- Chemistry 43
- Child Care Services 18
- Child Studies 45
- Chinese 50
- Collaborative Leadership 3
- College Calendar 2
- College Enrollment Fee 173
- College-Level Examination Program (CLEP) 7
- College Strategic Goals 3
- Combatives and Martial Arts 151
- Communication Studies 51
- Complaints 181
- Computer Aided Drafting and Design 52
- Computer Applications 52
- Computer Information Systems 56
- Concurrent Enrollment-High School Students 174
- Corequisite 5
- Counseling Center 189
- Counseling Courses 61
- Court Reporting & Related Technologies 62
- Course Descriptions, How to Read 17
- Credit by Examination 7, 179
- Credit for CPS Rating 7
- Course Repeitions 15
- Cultural Diversity 11

## D
- Dance 148
- Degrees and Certificates 8
- Delinquencies on Student Records 180
- Descriptions of Courses 17
- Digital Media/Internet Services 71
- Directed Studies 7
- Disability and Educational Support Program 74, 175, 190
- Disciplinary Actions 182
- Discrimination 188
- District Police 190
- Distance Learning 7
- Diversity & Inclusion 172
- Double Major 4
- Drug-Free Campus 178
- Duplicate Registration 179

## E
- Economic Development Managers 194
- Economics 76
- Educational Transition for Women and Men 190
- Electronic Imaging (see Photography) 142
- Emergency Book Loan 190
- Emerit Administration and Faculty 199
- Engineering 77
- English 79
- Enrollment 175
- English as a Second Language 83
- Equal Opportunity 188
- Explanation of Pre and Corequisites 5
- EOPS-Extended Ed/Program Services and Care 190

## F
- Faculty 194
- Fashion Design and Apparel Technology 86
- Fees and Charges 173-174
- Field Trips 190
- Financial Aid 190-191
- First Year Experience 191
- Fitness 150
- Food Services 191
- Foreign Languages (see World Languages) 174
- French 89

## G
- General Education Certification 5
- Geographic Information Science (see Park Management) 137
- Geography 92
- Geology 93
- German 94
- Grading System 186
- Graduation Proficiency Requirement 4
- Graduation Requirements, Associate Degree 11
- Grievance Policy 185-186, 188
- Guaranteed Admission Policy to Four Year Colleges 4

## H
- Health Care Technologies 95
- Health Education 99
- Health Services for Students 191
- Historic Preservation 31
- History 100
- Honors University Transfer Program 102, 191
- Humanities 106
I
Information Competency 110
Interdisciplinary Studies 107
Intersegmental General Education Transfer
Curriculum (IGETC) 13
Instructional Programs 25
Intercollegiate Athletics 191
Interdisciplinary Studies 107
Interior Design 107
International Student 192
International Trade 115
Italian 112
J
Japanese 113
Job Placement 191
L
Landscape Architecture 114
Languages 116
Latin 116
Leadership 117
Learning Services
(see Disability and Educational Support Program) 79, 190
Liberal Arts 117
Library and Information Studies 119
Library Services 192
Lifetime Sports 152
Literature
(see English) 79
Lower-Division Transfer Requirements 4
M
Management and Supervision
(see Business) 38
Marketing and Sales 120
Marine Diving Education 156
Mathematics 120
Matriculation 175
Medical Assisting
(see Health Care Technologies) 98
Middle College 192
Military Credit 7
Military Science 123
Mind/Body/Wellness 155
Mission Statement 3
Music 124
N
Non-Discrimination Statement 1, 177, 188
Nonresident Student 174
Nonresident Tuition 174
Nutrition Studies 131
O
Oceanography 131
Orientation 61
P
Paralegal 132
Park Management 136
Parking Fee 173
Parking Regulations 192
Philosophy 139
Photography 140
Physical Education 143
Physical Education—Theory 153
Physical Science 154
Physics 155
Police 190
Political Science 156
Portuguese 157
Pre-Collegiate Basic Skills 6
Prerequisites 5
Probation and Dismissal 179
Psychology 157
Puente Project 192
R
Reading 159
Readmission 179
Real Estate 42
Reciprocity 4
Recommended Preparations 5
Refunds 180
Registration Priorities 175
Repetitions 15, 178-179
Returning (Former) Students 177
Rights and Responsibilities 181
ROTC
(see Military Science) 123
Russian 159
S
Safety Services and Assistance 193
Sales
(see Marketing and Sales) 122
Scholarship Program 191
Second Associate Degree 4
Service Animals 178
Sexual Harrassment 172, 188
Sign Language
(see American Sign Language) 28
Social Science 160
Sociology 161
Spanish 182
Speech Communication
(see Communication Studies) 51
Speech Development
(see Disability and Educational Support Program) 74, 175, 190
Staff 202
Standards for Dismissal 176
Student Activities Office 189
Student Classifications 177
Student Health Services 191
Student Identification 174
Student Support Services 189
Success Program 193
T
Team Sports 153
Technology Center 193
Telephone Numbers 206
Theatre Arts 164
Transcripts 174
Transfer Credit 4
Transfer Degrees 10
Transfer Preparation 4
Transfer Center 193
TRiO 193
Trustees i
Tutorial Services 193
Tutoring 169
Typing
(see Computer Applications) 52
U
University of California Admissions 6
Upper Division Transfer Requirements 6, 7
V
Veterans Administration Education Benefits 191
Vocational Technical Education 3
W
Women's Studies 169
Work Experience 170
Workplace Success Skills 171
World Languages 171
Z
Zoology
(see Biology) 34
Assessment - in the Counseling Building 741-2035
Assessment provides English, ESL, Reading, and Mathematics testing for placements into courses.
westvalley.edu/assessment

Associated Students of WVC - in the Campus Center 741-2107
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. The Associated Student Body elects its own student trustee to the District Board of Trustees.
westvalley.edu/assoc

Bookstore - in the Campus Center 741-2015
The Viking Bookstore is professionally managed by Barnes and Noble College Stores. The bookstore stocks all required texts and supplies as well as a variety of WVC imprinted merchandise and giftware. Large selection of rental and used books.
westvalley.edu/services/go to bookstore

CalWORKs Program - in the AAS Building, Career Programs, Room 35 741-2098
Assists students who receive CalWORKs/TANF (Temporary Assistance to Needy Families). Students may be eligible to receive individual career and personal counseling, services and support to help them succeed in school and meet the requirements of their Welfare-to-Work plan.
westvalley.edu/careers/calworks

Campus Center 741-2025
The Campus Center is the heart and information hub of the campus community and serves as the welcoming "living room" environment for students, faculty, and staff. The Center houses a variety of student support services including, the Campus Information Desk, Event Center, Coffee House, Student and Faculty Dining, Viking Bookstore, Art Gallery, Global Citizenship Center, Associated Student Government, Veterans Resource Center, Educational Transition (ET), TRIO, Center for Student Involvement, Leadership, Volunteerism, Engagement & Resources (SILVER) as well as many indoor and outdoor conference and meeting room venues.
westvalley.edu/stuact

Career Programs - in the AAS Building, Room 35 741-2098
This center offers career information.
westvalley.edu/careers

Child Development Center - office is in the AAS Building 741-2152
The Child Studies Department at West Valley College offers an early childhood program for children 2 to 5 years old. Students, staff, faculty and community families are eligible for the program. This program is an integral part of our Child Studies Department Early Childhood Teacher Training.
westvalley.edu/services/childcareinfo http://www.wvc-cdc.org

College Outreach - in the A & R Building 741-2672
Call to arrange a campus tour.

Counseling Center - in the Counseling Building 741-2009
The Counseling Center has professional counselors who can help complete an educational plan, prepare transfer agreements, choose classes, select a possible major or career, solve an academic problem, or address a personal problem. The following programs are included: Athletes, Middle College, Honors, International Students, Puente, SUCCESS.
westvalley.edu/services/counselingservices

Library Services 741-2028
The Library offers a wide variety of resources and services. These include reference assistance, orientations, and classes in how to use the library and do research. Online databases and a library catalog are accessible 24/7.
westvalley.edu/library

Student Financial Aid - in the A & R Building 741-2024
The purpose of financial aid is to assist eligible students in meeting education costs while attending school. The Board of Governor’s Waiver (BOGW) is one of the financial aid programs available at the college. This program waives enrollment fees and a portion of the parking fees for eligible students. Applicants must be California residents and meet other criteria.
westvalley.edu/financialaid/links.html

Transfer Center - in the Counseling Building 741-2040
The Center assists students in preparing to transfer to four-year schools and provides detailed information on transfer-institution requirements and assists with completing Transfer Admission Agreements.
westvalley.edu/services/transfercenter

TRIO/Student Support Services 741-2503
Student Support Services/TRIO provides extensive academic and personal support services to eligible students as determined by federal guidelines. The goal is to increase the retention and graduation of students, and to transfer.
westvalley.edu/trio

Tutorial Services - in the Library Building 741-2038
Tutoring is available, without charge, to West Valley College students in both academic and vocational subjects. Students are also assisted in forming their own study groups.
westvalley.edu/ss/tutorial

Veterans Certifying Services - in the A & R Building 741-2601
West Valley College is committed to helping active duty members of the military and veterans of military service attain their educational goals.
westvalley.edu/veterans

Veterans Resource Center - in the Campus Center 741-2014
See Career Programs for details.