West Valley College
2000-2001 Catalog

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2000 Summer Session

June 6-July 28 Sessions 1 and 2 are 4 weeks and 6 weeks,
Registration cards available in the Admissions Office beginning April 3 both Sessions,

Summer Session 1

4 Week June 6- July 5
Tuesday, April 18- Friday, April 21
Tel-Reg (with credit card only) - continuing students
beginning April 18
In-person registration by appointment - continuing students
Monday, April 24 - Friday, April 28,
Monday, May 1 - Friday, May 5
Tel-Reg (with credit card only) - new and former students
beginning Monday, April 24
In-person registration by appointment - new and former students
Tuesday, June 6
First day of classes

Add Deadline
One day before the drop "w/o 'W" date listed on the registration printout

Drop without “W”
See Registration Printout

Drop with “W”/Letter grade issued after this date
Figure the deadline by determining 75% of scheduled class meetings

July 5
Last day of classes & final exam

Summer Session 2

6 Week June 19-July 26
Tuesday, April 18- Friday, April 21
Tel-Reg (with credit card only) - continuing students
beginning April 18
In-person registration by appointment - continuing students
Monday, April 24 - Friday, April 28,
Monday, May 1 - Friday, May 5
Tel-Reg (with credit card only) - new and former students
beginning Monday, April 24
In-person registration by appointment - new and former students
Tuesday, June 19
First day of classes

Add Deadline
One day before the drop "w/o 'W“ date listed on the registration printout

Drop without “W”
See Registration Printout

Drop with “W”/Letter grade issued after this date
Figure the deadline by determining 75% of scheduled class meetings

Friday July 28
Last day of classes & final exam

2000 Fall Semester

August 21 - December 20
Saturday, May 13- Saturday, August 19
New student orientation, counseling and registration
Monday, August 21
Instruction begins
Saturday, September 9
Last day to add a semester-length class
Monday, September 11
15 week classes begin
Saturday, September 16
Last day to drop a semester-length class with no notation on academic record
Wednesday, November 22
Last day to drop a semester-length class with a "W"
Thursday, December 14 -
Wednesday, December 20
Fall semester final exams

2001 Spring Semester

January 16 - May 26
Saturday, December 2, 2000 -
Saturday, January 13
New student orientation, counseling and registration
Tuesday, January 16
Instruction begins
Monday, February 5
15 week classes begin
Saturday, February 3
Last day to add a semester-length class
Saturday, February 10
Last day to drop a semester-length class with a “W”
Monday, May 21 - Saturday, May 26
Fall semester final exams
Friday, May 25
Commencement

All information contained in this 2000-2001 catalog is current as of 4/23/00, 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.

Campus Closed Non Instructional Days
Monday, September 4
Legal holiday, Labor Day
Friday, November 10
Legal holiday, Veterans Day
Thursday-Saturday, November 23-25
Thanksgiving Holiday

December 21- January 15
Winter Break
Friday, February 16
Legal holiday, Lincoln’s Birthday
Monday, February 19
Legal holiday, Washington’s Birthday
Monday-Saturday, April 9 - 14
Spring Break
Monday, May 28
Legal holiday, Memorial Day

Non Instructional Days

Campus Closed Non Instructional Days
December 21- January 15
Winter Break
Friday, February 16
Legal holiday, Lincoln’s Birthday
Monday, February 19
Legal holiday, Washington’s Birthday
Monday-Saturday, April 9 - 14
Spring Break
Monday, May 28
Legal holiday, Memorial Day

Non Instructional Days

July 3 and Tuesday, July 4
Fourth of July Holiday
July 29 - August 20
Summer Break

Fourth of July Holiday

Summer Break

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

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

Information Coordinator
Paula Clark

Cover illustration/Production
Margery Moran

Design / Production
Ron Baldwin
Judi Correa
Welcome to West Valley College!

Each year more than 11,000 students, representing all groups in the cultural mosaic that makes up Santa Clara County, have made the choice to enroll in West Valley’s day, evening, off-campus and distance learning courses. They have found what you will also find—learning at West Valley College takes place in a great environment conducive to optimum learning. We have a beautiful campus and great people.

The West Valley faculty and staff take great pride in helping students to discover their potential and set high educational goals. We measure our success by the success of students. Our students appreciate the feeling of a small college with its personal and friendly environment.

West Valley College has always been noted as a college which does an outstanding job of preparing students for transfer to four-year colleges and universities. To assist students in this complex process, we have developed transfer agreements, which guarantee qualifying students admission to many four-year colleges and universities. Our career programs focus on upward mobility in the job market and have been developed to provide students with the skills necessary to be successful in a globally competitive workforce environment. The state-of-the-art Technology Center continues to demonstrate our commitment to innovation, computer technology and distance learning.

West Valley College programs have been carefully crafted to meet the needs of students who are looking for anything from an occasional course for personal growth to full-time study. We realize that almost every student in college today is also working. The collegewide learning@westvalley.edu initiative provides students with a variety of electronic and distance learning options to support busy Silicon Valley lifestyles. In addition, West Valley College has outstanding faculty, many of whom have received national recognition for work in their fields, and fine support staff whose only purpose in being here is to assist you.

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

Sincerely,

Marchelle S. Fox
President
## Telephone Numbers

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<td>Supported Education Program</td>
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<td>741-2666</td>
<td>M-Th 8am-9:45pm, Fri 8:00-2:45, Sat 9:00-3:45</td>
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West Valley College

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

Mission

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

To achieve West Valley’s mission, the college strives to attain excellence in providing:

- **Transfer Preparation.** Courses and programs which provide comprehensive lower division instruction with full transferability through articulation agreements and transfer guarantees for students who have educational goals beyond the associate degree.
- **Vocational Technical Education.** Courses and career programs which provide skills and knowledge responsive to current needs of business, technology, and the allied professional fields.
- **General Education.** Courses and programs which contribute to the education of an individual, including the development of critical thinking, written and oral communication skills, understanding of and the ability to use quantitative analysis; appreciation of the arts and humanities; and awareness of physical, social and behavioral sciences as they affect the individual and interaction with the community and the global society.
- **Pre-Collegiate Basic Skills.** Courses and programs which prepare students for college level reading, written and oral communication, and mathematics.
- **Economic Development.** Courses and programs which advance California’s economic growth and global competitiveness and contribute to the region’s continuous work force improvement.

- **Student Services.** Counseling programs and additional services which:
  1. assist students in the matriculation process;
  2. facilitate planned selection of programs and courses;
  3. lead to transfer and/or career goals; and,
  4. promote student access, retention and success.

**College Strategic Goals**

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

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

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

2. **Diversity & Inclusion.** We will foster an environment of mutual respect, confidence, support and trust.

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

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

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

**Accreditation**

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

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

Mission Statement
The West Valley-Mission Community College District promotes lifelong learning, increased equity, and continued economic growth through instructional programs, student development activities, and community partnerships. A catalyst for change, the district reflects the Silicon Valley’s diverse composition and serves its dynamic needs. Through many degree, certificate, transfer, skill-building, and economic development programs, the Colleges and district provide comprehensive academic and workforce training, and help create responsible and productive citizens for an ever-changing global society.

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

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

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

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

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

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

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

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

El Distrito de los colegios West Valley y Mission afirma su dedicación para mantener un ambiente de igualdad y prohibir discriminación basada en sexo, color, religión, edad, incapacidad física o mental, antepasado, origen nacional, raza, credo, condición médica, parentesco, o orientación sexual en todo aspecto de sus programas educacionales y actividades.

El Distrito se dedica a mantener un ambiente libre de acoso sexual e intimidación.

Academic Programs

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

General Statement

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

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

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

Transfer Credit

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

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

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

California Articulation Number

CAN System

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

In this catalog the CAN list is located under CSU information and the CAN designator is found at the end of the course description of each approved CAN course (e.g., CAN Anthro 4, CAN Econ 2).

Guaranteed Admission to Four Year Colleges

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

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

Community Education

Community Education at West Valley College operates fee-supported, self-supporting, non-credit programs that respond to niches in the community not appropriate for credit instruction (due to age or subject matter). Community Education frequently partners with credit programs for joint promotional purposes. In addition, Community Education supervises two transportation-oriented, grant-supported entities: Advanced Transportation Technologies, and ALTRANS. These two entities, together with the non-credit, Small Business Institute, and a number of individual classes focused on business and economic issues, help Community Education assist the College in meeting its economic development goals.

Lower-Division Requirements for Selected California Colleges and Universities

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

Santa Clara University

Admission to Advanced Standing

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

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

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

Transfer students may apply for admission to any quarter.

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

Stanford University

Transfer Admission Policy

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

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

Courses which are substantially the same in content and quality to Stanford courses, and which are passed with grades of C- or better, are usually transferable. Credit granted by examination (CLEP and AP) and credit for work experience are not transferable, though,
if admitted, a student may receive credit for advanced placement work. No more than 60 semester or 90 quarter units of credit for work done elsewhere may be counted toward a bachelor's degree from Stanford. Stanford admits new students in the fall quarter only. The competition for transfer admission is extraordinarily keen. Typically, between 10% and 15% of the 1200 students who apply for the fall quarter are admitted. For this reason, only students with very strong academic credentials are encouraged to apply—those with cumulative college grade point averages in the 3.5 to 4.0 range and SAT Verbal and Math scores in the 600 to 800 ranges. In evaluating academic preparation and potential, Stanford goes beyond identifying students who are capable of succeeding and selects those who have the most distinguished academic records and will add in significant ways to the life of the University. Stanford favors students who have taken a balanced program that includes course work in the humanities, social sciences, and natural sciences, and encourages students to select courses that both interest and challenge them. Because the transfer application also includes references from faculty members, we encourage prospective applicants to establish close relationships with professors and to get involved in student activities.

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

University of California Admission Requirements for California Residents

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

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

Freshman Applicant:
A freshman applicant is a student who has graduated from high school but has not enrolled since then in a regular session in any college or university. (This does not include attending a summer session immediately after high school graduation.)

Transfer Applicant:
A transfer applicant is a student who has completed high school and who has been a registered student at another college or university, or in college-level extension courses. (This does not include attending a summer session immediately after high school graduation.)

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

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

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

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

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

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

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

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

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

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

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

The Intersegmental General Education Transfer Curriculum (IGETC) consists of a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus. The IGETC provides an option to the California State University General Education Requirements.

For certification, all IGETC areas must be completely fulfilled. A minimum grade of “C” in each class is required.

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

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

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

Area 1. ENGLISH COMMUNICATION

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng 1A</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Eng 1C</td>
<td>Clear Thinking in Writing</td>
<td>3</td>
</tr>
<tr>
<td>Phil 3</td>
<td>Intro to Problems in Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Phil 17</td>
<td>Logic and Critical Reasoning</td>
<td>3</td>
</tr>
</tbody>
</table>

Group B: Critical Thinking–English Composition (3 courses, 3 semester units)

| Eng 1C | Clear Thinking in Writing | 3 |
| Phil 3 | Intro to Problems in Ethics | 3 |
| Phil 17 | Logic and Critical Reasoning | 3 |

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

| Comm 1 | Public Speaking | 3 |
| Comm 10 | Persuasive Speech | 3 |
| Comm 10 | (Honors) Persuasive Speech | 3 |
| Comm 20 | Argumentation and Debate | 3 |
| Comm 20 | (Honors) Argumentation and Debate | 3 |

Area 2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

(1 course, 3 semester units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 1*</td>
<td>Pre-Calculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Math 2*</td>
<td>Pre-Calculus Algebra &amp; Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>Math 3A,3B*</td>
<td>Analytic Geom &amp; Calculus</td>
<td>5,5</td>
</tr>
<tr>
<td>Math 4A</td>
<td>Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>Math 4B</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>Math 4C</td>
<td>Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Math 8</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Math 8* (Honors)</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 10*</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Math 10 (Honors)</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Math 12*</td>
<td>Calculus for Business Majors</td>
<td>4</td>
</tr>
<tr>
<td>Math 19</td>
<td>Discrete Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

Area 3. ARTS AND HUMANITIES

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

ARTS COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 1A</td>
<td>Survey of Western Art I</td>
<td>3</td>
</tr>
<tr>
<td>Art 1A (Honors)</td>
<td>Survey of Western Art</td>
<td>3</td>
</tr>
<tr>
<td>Art 1B</td>
<td>Survey of Western Art II</td>
<td>3</td>
</tr>
<tr>
<td>Art 1B (Honors)</td>
<td>Survey of Western Art II</td>
<td>3</td>
</tr>
<tr>
<td>Art 1D</td>
<td>Art of the 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>Art 1D (Honors)</td>
<td>Art of the 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>Art 4</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Art 4 (Honors)</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Art 10</td>
<td>Art of the United States</td>
<td>3</td>
</tr>
<tr>
<td>Art 12A</td>
<td>Art of Pre-Hispanic Mexico</td>
<td>3</td>
</tr>
<tr>
<td>Art 12B</td>
<td>Art Colonial &amp; Modern Mexico</td>
<td>3</td>
</tr>
<tr>
<td>Music 1</td>
<td>Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>Music 1 (Honors)</td>
<td>Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>Music 2</td>
<td>Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>Music 2 (Honors)</td>
<td>Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>Music 3A,3B</td>
<td>Musicianship</td>
<td>4,4</td>
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<tr>
<td>Music 4A,4B</td>
<td>Harmony</td>
<td>3,3</td>
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<tr>
<td>Music 5</td>
<td>Fundamentals of Music</td>
<td>4</td>
</tr>
<tr>
<td>Music 7</td>
<td>Counterpoint</td>
<td>3</td>
</tr>
<tr>
<td>Music 9</td>
<td>Jazz–Past &amp; Present</td>
<td>3</td>
</tr>
<tr>
<td>Music 10</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Music 12</td>
<td>Form &amp; Analysis</td>
<td>3</td>
</tr>
<tr>
<td>Theatr 10</td>
<td>Intro to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>Theatr 14A,14B</td>
<td>Survey of Film</td>
<td>3,3</td>
</tr>
<tr>
<td>Theatr 15</td>
<td>Intro to Film</td>
<td>3</td>
</tr>
<tr>
<td>Theatr 15 (Honors)</td>
<td>Intro to Film</td>
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HUMANITIES COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Eng 5A,5B</td>
<td>Survey English Literature</td>
<td>3,3</td>
</tr>
<tr>
<td>Eng 6A,6B</td>
<td>World Literature</td>
<td>3,3</td>
</tr>
<tr>
<td>Eng 6A,6B (Honors)</td>
<td>World Literature</td>
<td>3,3</td>
</tr>
<tr>
<td>Eng 7A,7B</td>
<td>American Literature</td>
<td>3,3</td>
</tr>
<tr>
<td>Eng 12</td>
<td>Black Literature</td>
<td>3</td>
</tr>
<tr>
<td>Eng 13</td>
<td>Survey Chicano Literature</td>
<td>3</td>
</tr>
<tr>
<td>Eng 16</td>
<td>Latin American Literature</td>
<td>3</td>
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<tr>
<td>Eng 18</td>
<td>Asian American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Eng 43</td>
<td>Classical Mythology</td>
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<tr>
<td>Eng 43 (Honors)</td>
<td>Classical Mythology</td>
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<tr>
<td>Eng 44</td>
<td>The Bible as Literature</td>
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</tr>
<tr>
<td>Eng 46</td>
<td>Contemporary American Multicultural Literature</td>
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<tr>
<td>Eng 46(Honors)</td>
<td>Contemporary American Multicultural Literature</td>
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</tr>
<tr>
<td>Eng 47</td>
<td>Intro to Poetry</td>
<td>3</td>
</tr>
<tr>
<td>Eng 48</td>
<td>Intro to Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>Eng 49</td>
<td>Modern Fiction</td>
<td>3</td>
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<tr>
<td>Eng 49 (Honors)</td>
<td>Modern Fiction</td>
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<tr>
<td>French 1B</td>
<td>Beginning French</td>
<td>5</td>
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<tr>
<td>French 2A,2B</td>
<td>Intermediate French</td>
<td>5,5</td>
</tr>
<tr>
<td>French 3A,3B</td>
<td>Advanced French &amp; Written Composition</td>
<td>5,5</td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>German 1B</td>
<td>Beginning German</td>
<td>5</td>
</tr>
<tr>
<td>German 2A,2B</td>
<td>Intermediate German</td>
<td>5,5</td>
</tr>
<tr>
<td>History 3</td>
<td>Intro Asian American Experience The Chinese</td>
<td>3</td>
</tr>
<tr>
<td>History 4A,4B</td>
<td>History of Western Civ</td>
<td>3,3</td>
</tr>
<tr>
<td>History 4A</td>
<td>(Honors) History of Western Civ</td>
<td>3</td>
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<tr>
<td>History 8A,8B</td>
<td>History of the Americas</td>
<td>3,3</td>
</tr>
<tr>
<td>History 11</td>
<td>History of Africa</td>
<td>3</td>
</tr>
<tr>
<td>History 12</td>
<td>Afro-American History</td>
<td>3</td>
</tr>
<tr>
<td>History 14</td>
<td>History Native North American</td>
<td>3</td>
</tr>
<tr>
<td>History 16</td>
<td>Mexican-American History</td>
<td>3</td>
</tr>
<tr>
<td>History 17A,17B United States History</td>
<td>3,3</td>
<td></td>
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<tr>
<td>History 20</td>
<td>History &amp; Geography of California</td>
<td>3</td>
</tr>
<tr>
<td>History 30</td>
<td>History of Southeast Asia</td>
<td>3</td>
</tr>
<tr>
<td>History 31</td>
<td>History of East Asia</td>
<td>3</td>
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<tr>
<td>Humanities 1A,1B</td>
<td>Human Values in and from the Arts</td>
<td>3,3</td>
</tr>
<tr>
<td>Humanities 2</td>
<td>Intro to Humanities in America</td>
<td>3</td>
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<tr>
<td>Humanities 5</td>
<td>Humanities in Oriental, Islamic &amp; Indian Cultures</td>
<td>3</td>
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<tr>
<td>Italian 1B</td>
<td>Beginning Italian</td>
<td>5</td>
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<tr>
<td>Italian 2A,2B</td>
<td>Intermediate Italian</td>
<td>5,5</td>
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<tr>
<td>Japanese 1B</td>
<td>Beginning Japanese</td>
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<tr>
<td>PE 51</td>
<td>Dance In America; A Cultural Perspective</td>
<td>3</td>
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<tr>
<td>PE 51</td>
<td>(Honors) Dance In America; A Cultural Perspective</td>
<td>3</td>
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<tr>
<td>Phil 1</td>
<td>Intro to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Phil 4</td>
<td>Patterns in Comparative Religions</td>
<td>3</td>
</tr>
<tr>
<td>Phil 4</td>
<td>(Honors) Patterns in Comparative Religions</td>
<td>3</td>
</tr>
<tr>
<td>Phil 6</td>
<td>Intro to the Philosophy of the Person</td>
<td>3</td>
</tr>
<tr>
<td>Phil 8</td>
<td>Intro to Asian Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Phil 8</td>
<td>(Honors) Intro to Asian Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Phil 12</td>
<td>Intro to Environmental Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Phil 16</td>
<td>Religious Pluralism in the U.S.</td>
<td>3</td>
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<tr>
<td>Phil 17</td>
<td>Logic and Critical Reasoning</td>
<td>3</td>
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<tr>
<td>Phil 21</td>
<td>World Philosophers on Death</td>
<td>3</td>
</tr>
<tr>
<td>Russian 1B</td>
<td>Beginning Russian</td>
<td>5</td>
</tr>
<tr>
<td>Spanish 1B*</td>
<td>Beginning Spanish</td>
<td>5</td>
</tr>
<tr>
<td>Spanish 2A,2B</td>
<td>Intermediate Spanish</td>
<td>5,5</td>
</tr>
<tr>
<td>Spanish 3A,3B</td>
<td>Advanced Spanish Oral &amp; Written Composition</td>
<td>5,5</td>
</tr>
</tbody>
</table>

Area 4. SOCIAL & BEHAVIORAL SCIENCES

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthro 2</td>
<td>Intro to Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 3</td>
<td>Intro to Cultural Anthro</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 3</td>
<td>(Honors) Intro to Cultural Anthro</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 4</td>
<td>Intro to Linguistic Anthropology</td>
<td>3</td>
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<tr>
<td>Econ 1A</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 1A</td>
<td>(Honors) Macroeconomics</td>
<td>3</td>
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<tr>
<td>Econ 1B</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 1B</td>
<td>(Honors) Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 3</td>
<td>Intro to Political Economy</td>
<td>3</td>
</tr>
<tr>
<td>Econ 3</td>
<td>(Honors) Intro to Political Economy</td>
<td>3</td>
</tr>
<tr>
<td>Geog 2</td>
<td>Intro to Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>Geog 2</td>
<td>(Honors) Intro to Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>Polit 1</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>Polit 1</td>
<td>(Honors) American Government</td>
<td>3</td>
</tr>
<tr>
<td>Polit 2</td>
<td>Comparative Governments</td>
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</tr>
</tbody>
</table>
A. PHYSICAL SCIENCE COURSES
(Courses underlined contain a laboratory component.)

Course | Course Title | Units
--- | --- | ---
Astro 1 | Astronomy | 3
Astro 2 | Astronomy Lab | 1
Astro 2 (Honors) Astronomy Lab | 1
Astro 10 | Solar System Astronomy | 3
Astro 11 | Stellar Astronomy | 3
Chem 1A, 1B* | General Chemistry | 5,5
Chem 2* | Intro to Chemistry | 4
Chem 5 | Quantitative Analysis | 4
Chem 12A, 12B* | Organic Chemistry | 5,5
Chem 30A, 30B* | Fundamentals of Chemistry | 3,3
Geog 1 | Intro to Physical Geography | 3
Geol 1A | Physical Geology | 4
Geol 1B | Historical Geology | 3
Geol 15 | Geology of California | 3
Ocean 1 | Oceanography | 3
PSci 10* | Physical Science Survey | 3
PSci 20 | Weather & Climate | 3
PSci 30 | Descriptive Environmental Science | 3
Physics 1* | Intro Physics Problem Solving | 3
Physics 2A, 2B* | General Physics | 5,5
Physics 4A* | Engineering Physics-Mechanics | 5
Physics 4B* | Engineering Physics-Electricity & Magnetism | 5
Physics 4C* | Engineering Physics-Light & Heat | 5
Physics 10* | Intro to Physics | 4

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

Course | Course Title | Units
--- | --- | ---
Anthro 1 | Intro to Physical Anthropology | 3
Bio 10* | Intro to Biology | 4
Bio 11 | Human Biology | 4
Bio 12 | Intro Wildlife Bio & Mgmt | 3
Bio 18 | Marine Biology | 3
Bio 20 | Genetics | 3
Bio 21 (Honors) | Genetics | 3
Bio 24 | Contemporary Biology | 3
Bio 41 | Principles of Zoology | 5
Bio 42* | Principles of Botany | 5
Bio 43 | Principles of Cells | 5
Bio 45* | Microbiology | 5
Bio 46* | Anatomy & Physiology | 5
Bio 47* | Human Anatomy | 5
Bio 48* | Human Physiology | 5
Psych 2 | Experimental Psychophysiology | 4
Psych 2 (Honors) | Experimental Psychophysiology | 4
Psych 7 | Physiological Psychology | 3

Language Other Than English (University of California only): Proficiency equivalent to two high school years study in the same language OR one course, either:
- French 1A
- German 1A
- Russian 1A
- Italian 1A
- Spanish 1A
- Japanese 1A

These courses are listed in the Area 3 Humanities section. Please note that even though courses are listed in more than one area, they cannot be certified in more than one area.

California State University Graduation Requirement in U.S. History, Constitution, and American Ideals. (Not part of IGETC; may be completed prior to transfer.)
Complete one of the following options:
- History 12 and Political Science 1, 1 (Honors)
- History 14 and Political Science 1, 1 (Honors)
- History 16 and Political Science 1, 1 (Honors)
- History 17A and Political Science 1, 1 (Honors)
- History 17A and History 20,
- History 17A and History 17B,
- History 17B and Political Science 1, 1 (Honors)

*Indicates that a UC course credit may be limited, for similar courses i.e.
- Math 3A and Math 12 combined maximum credit, one course.
- Bio 46, 47, and 48 combined maximum credit, 9 units.
Please consult the Counseling Office for additional information.

Completing IGETC After Transfer
IGETC after transfer will permit students with "demonstrated need" the opportunity to complete one or two IGETC courses after transferring to a CSU or UC.

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

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

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

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

**NUMBER**

**WEST VALLEY COLLEGE COURSE**

**CAN ENGL 16** Eng 7B, American Literature
**CAN ENGL 20** Eng 47A, Introduction to Poetry
**CAN ENGL SEQ A** Eng 1A+1B; English Composition
**CAN ENGL SEQ B** Eng 5A+5B; Survey of English Literature
**CAN ENGL SEQ C** Eng 1A+1B; American Literature
**CAN ENGR 2** Engr 20, Engineering Graphics
**CAN ENGR 8** Engr 23, Mechanics
**CAN ENGR 12** Engr 24, Introduction to Circuit Analysis
**CAN GEOG 2** Geog 1, Introduction to Physical Geography
**CAN GEOG 4** Geog 2, Introduction to Cultural Geography
**CAN GEOG 6** Geog 4A+4B; History of Western Civilization
**CAN HIST 2** Hist 4A, History of Western Civilization
**CAN HIST 4** Hist 4B, History of Western Civilization
**CAN HIST 8** Hist 17A, United States History
**CAN HIST 10** Hist 17B, United States History

**California State University (CSU)**

**Transfer Requirements**

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

**Upper Division Transfer Requirements**—If you have completed at least 56 transferable semester (84 quarter) units, have a grade point average of 2.0 (C) or better in all transferable units attempted (non-residents 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, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 semester (45 quarter) units must include all of the general education requirements in communication in the English language (at least 9 semester or 12 quarter units to include written communication, oral communication, and critical thinking) and mathematics (at least 3 semester or 4 quarter units) or, completion of the Interssegmental General Education Transfer Curriculum, English communication (at least 9 semester or 12 quarter units in English composition, oral communication, and critical thinking) and the requirement in mathematics (at least 3 semester or 4 quarter units).

**Work Taken at Other Colleges**

The California State University accepts a maximum of 70 (semester) transferable community college units.

**Legend for credit at all participating schools.**

- **CAN ENGL 10** Eng 5B, Survey of English Literature
- **CAN ENGL 14** Eng 7A, American Literature
- **CAN ENGL 20** Eng 47A, Introduction to Poetry
- **CAN ENGR 2** Engr 20, Engineering Graphics
- **CAN ENGR 8** Engr 23, Mechanics
- **CAN ENGR 12** Engr 24, Introduction to Circuit Analysis
- **CAN GEOG 2** Geog 1, Introduction to Physical Geography
- **CAN GEOG 4** Geog 2, Introduction to Cultural Geography
- **CAN HIST 2** Hist 4A, History of Western Civilization
- **CAN HIST 4** Hist 4B, History of Western Civilization
- **CAN HIST 8** Hist 17A, United States History
- **CAN HIST 10** Hist 17B, United States History
- **CAN HIST SEQ A** Hist 4A+4B; History of Western Civilization
- **CAN MATH 8** Math D, Trigonometry
- **CAN MATH 12** Math 8, Finite Mathematics
- **CAN MATH 18** Math 3A, Analytic Geometry and Calculus
- **CAN MATH 20** Math 3B, Analytic Geometry and Calculus
- **CAN MATH 22** Math 4A, Intermediate Calculus
- **CAN MATH 24** Math 4B, Differential Equations
- **CAN MATH 26** Math 4C, Linear Algebra
- **CAN MATH 34** Math 12, Calculus for Business Majors
- **CAN MATH SEQ B** Math 3A+3B; Analytic Geometry and Calculus
- **CAN MATH SEQ C** Math 3A+3B+4A; analytic Geometry and Calculus + Intermediate Calculus
- **CAN PHIL 2** Phil 1, Introduction to Philosophy
- **CAN PHIL 4** Phil 3, Introduction to Problems in Ethics
- **CAN PHIL 6** Phil 2, Introduction to Logic
- **CAN PHYS 2** Phys 2A, General Physics
- **CAN PHYS 4** Phys 2B, General Physics
- **CAN PHYS 8** Phys 4A, Engineering Physics-Mechanics
- **CAN PHYS 12** Phys 2B, Engineering Physics-Electricity and Magnetism
- **CAN PHYS SEQ A** Phys 2A+2B; General Physics
- **CAN PSY 2** Psych 1, General Psychology
- **CAN SOC 2** Soc 1, Introduction to Sociology
- **CAN SOC 4** Soc 1, Introduction to Sociology
- **CAN STAT 2** Math 10, Elementary Statistics
General Education Pattern for Bachelor Degrees at the California State Universities

Effective September, 1969, the California State University System authorized the "Certification" or "Partial Certification" of General Education (Degree) Requirements to its 22 campus locations. Outlined below is the Certification Program developed by West Valley College. Careful educational planning will enable students to complete not only the general education requirements for transfer, but also the general education required for the Associate Degree awarded by West Valley College. Consult a counselor for assistance in correlating these requirements.

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

General Education for California State University Transfer Students

(Independent College transfer students should consult a counselor)

A. Basic Subjects - Language and Rationality:

9 units minimum

1. Oral Communication: Communication Studies I or Communication Studies 10 or 10 (Honors), 20 or 20 (Honors) (3 units)
2. Written Communication: English 1A (3 units)
3. Critical Thinking: English 1B, 1C or 1C (Honors) Philosophy 2, 3 or 17 (3 units)

Some California State Universities require English 1A and 1B. Check specific catalogs.

B. Natural Sciences - Mathematics:

10 units minimum

I. Natural Science: 7 units minimum

(a) Option I: Two lecture/laboratory courses, one from the Biological Sciences and one from the Physical Sciences.
(b) Option II: Three classes, from both Biological and Physical Sciences. One of these must be a lecture/laboratory course or a laboratory course.

Lecture Courses

Biological Sciences

Anthropology 1
Biology 24

Physical Sciences

Astronomy 1 or 1 (Honors) or 10 or 11
Geography 1
Geology 1B, 15
Oceanography 1
Physical Science 10, 20, 30
Physics 1

Lecture/Laboratory Courses

Biological Sciences

Biology 10, 11, 12, 14, 18, 20, 21 (Honors), 41, 42, 43, 45, 46, 47, 48
Psychology 2, 2 (Honors)

Physical Sciences

Chemistry 1A, 1B, 2, 5, 12A, 12B, 30A, 30B
Geology 1A, 3B, 5, 20
Physics 2A, 2B, 4A, 4B, 4C, 10

Laboratory Courses

Physical Sciences

Astronomy 2, 2 (Honors)
Geology 2B

II. Mathematics: One course required with a grade of "C" or better: Math D, G, 1, 2, 3A, 3B, 4A, 4B, 4C, Math 8, 8 (Honors), 10, 10 (Honors), 12, 18, 18 (Honors), 19

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

Series I

Art 1A, 1B, 1D, 1A (Honors), 1D, 1D (Honors), 4, 7, 10, 12A, 12B
Fashion Design 32
Music 1, 1 (Honors), 2, 2 (Honors), 3A, 3B, 4A, 4B, 5, 7, 9, 10, 12
Physical Education 51, 51 (Honors)
Theatre Arts 1, 6A, 6B, 10, 14A, 14B, 15, 15 (Honors), 30

Series II

English Literature 5A, 5B, 6A, 6B, 6A, 6B (Honors), 7A, 7B, 12, 13, 16, 18, 41, 43, 44, 46, 46 (Honors), 47, 48, 49, 49 (Honors), 70A, 70B
French 1A, 1B, 2A, 2B, 3A, 3B
German 1A, 1B, 2A, 2B
Humanities 1A, 1B, 2, 5
Interdisciplinary Studies 12 (Honors )
Italian 1A, 1B, 2A, 2B
Japanese 1A, 2A, B
Philosophy 1A, 4, 4 (Honors), 6, 8, 8 (Honors), 9, 12, 16, 21
Photography 1
Russian 1A, 1B
Spanish 1A, 1B, 2A, 2B, 3A, 3B

D. Social Sciences: 9 units minimum

1. Complete one course from Series I, II, and III.

NOTE: The American Institutions and the Series I and Series II requirements may be fulfilled by selecting one of the options listed in item 2, below.

Series I

History 4A, 4A (Honors), 8A, 12, 14, 16, 17A
Political Science 1, 1 (Honors), 2, 3, 3 (Honors), 4

Series II

History 3, 4B, 8B, 17B, 20
Political Science 1, 1 (Honors), 2, 3, 3 (Honors), 4

Series III

Administration of Justice 1

Anthropology 2, 3, 3 (Honors), 4
Business 61
Economics 1A, 1A (Honors), 1B, 1B (Honors), 3, 3 (Honors)
Geography 2, 2 (Honors)
Political Science 5
Psychology 1, 25
Sociology 1

2. The American Institutions requirement of the California State University may be met by completing one of the following options: History 12, African-American and Political Science 1,
American Government (also Honors) History 14, History of the Native American and Political Science 1,
American Government (also Honors) History 16, Mexican American History and Political Science 1,
American Government (also Honors) History 17A, United States History and History 20, History and Geography of California

History 17A, United States History and Political Science 1, American Government (also Honors)
History 17B, United States History and Political Science 1, American Government (also Honors)
History 17A, United States History and History 17B, United States History

E. Understanding and Development:

3 units minimum

Counseling 12, 12A, 12B, 12C (Note: The entire sequence of Counseling 12A, 12B, 12C must be completed for a total of 3 units.), 24, 25, 50
Health Education 7, 8, 9, 10, 12
Interdisciplinary Studies 4, 4 (Honors)
Nutritional Studies 15
Physical Education (Note: Not more than 1 unit of PE may be used in Area E.)
Psychology 7.8, 9.12, 27ABC, 33
Sociology 2.2 (Honors), 20, 40, 43, 45
Communication Studies 4.8, 12, 17, 25
39 UNITS REQUIRED FOR CERTIFICATION.

General Education Reciprocity

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

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

Students who obtain a "certification of 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
Graduation Requirements for the Associate Degree

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

I. Associate of Arts and Associate of Science Degrees

A. Complete a minimum of 60 passing units of college work, 12 of which must be in residence. A maximum of 20 “CR” units may be applied toward the completion of the associate degree (see Grading Systems).
B. Achieve a “C” (2.00) grade point average in 60 units of work reflected on all college transcripts submitted for graduation.
C. Fulfill a major. Degrees are offered only in majors listed in the college catalog, upon completion of all the major requirements.
D. The Associate of Science degree is granted only in the areas of Engineering, Physics, Physical and Biological Science, and occupational curricula. All other majors are granted an Associate of Arts degree.
E. Proficiency in reading, writing, and mathematics is required for graduation with either associate degree.
1. Reading
   A grade equivalency score of at least 12th grade level on a standardized test such as the Nelson Denny or a grade of C or better in Reading 53, Speed and Critical Reading, or the completion with a grade of C or better in a California State University transferable 3 unit reading course taken at an accredited college or university that is substantially equivalent to Reading 53.
2. Writing
   Completion of the English composition requirements with a C or better.
3. Mathematics
   A grade of C or better in Math 104, 105, 106, 106R, 107 or G, or higher, or completion of comparable high school courses with a grade of C or better.

II. Minimum Requirements: 25 units

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

General Education Requirements

A. LANGUAGE AND RATIONALITY
   A minimum of six (6) semester units.
   A minimum of three (3) semester units is required in English Composition, 1A and a minimum of three (3) semester units in communication and analytical thinking courses:
   CIS 2, 4A
   Engineering 21, 21A
   English 1B, 1C, 1C (Honors)
   Mathematics 103/103R, 104, 105, 106/106R, 107, D, G, 1, 2, 3A, 3B, 4A, 4B, 4C, 8, 8 (Honors) 10, 10 (Honors), 12, 14 18, 18 (Honors)
   Park Management 16A
   Philosophy 2, 3, 9, 17
   Reading 53
   Communication Studies 1, 10, 10 (Honors), 20, 20 (Honors)
B. NATURAL SCIENCES
   A minimum of three (3) semester units to include inquiry into the physical universe and its life forms.
   Anthropology 1
   Astronomy 1, 2, 10, 11
   Biology 10, 11, 12, 13, 14, 18, 20, 21(Honors), 24, 41, 42, 43, 45, 46, 47, 48
   Chemistry 1A, 1B, 2, 30A, 30B
   Geology 1
   Geology 1A, 1B, 2B, 3B, 5, 15, 20
   Health Care Technologies 4
   Nutritional Science 1, 15
   Oceanography 1
   Park Management 14
   Physical Science 10, 20, 30
   Physics 2AB, 4A,B,C, 10
   Psychology 2, 2 (Honors)
C. HUMANITIES
   A minimum of three (3) semester units which cultivate the intellect, imagination, sensibility and sensitivity.
   American Sign Language 60A, 60B
   Chinese 50A
Academic programs

English 2 (Honors), 5A, 5B, 6A, 6B, 7A, 7B, 12, 13, 16, 41, 43, 43 (Honors), 44, 47, 48, 49, 49 (Honors) 70

French 1A, 1B, 2A, 2B, 30A, 50A, 50B, 51A, 51B, 062

German 1A, 1B, 2A, 2B, 50A, 50B, 51A, 51B

Greek 50A

Latin 50A


Philosophy 1, 3, 4, 4 (Honors) 6, 8, 8 (Honors), 12

Photography 1, 1L, 2, 2L, 20A, 20B, 21A, 21B, 30, 45A, 45B, 45C, 70, 71, 72, 73, 74, 75

Physical Education 3.1-3.2A, 3.1-3.2A, 4.1, 4.2

Physical Education Theory 50

Russian 1A, 1B, 50A, 50B

Spanish 1A, 1B, 2A, 2B, 3A, 3B, 50A, 50B, 51A, 51B


D. SOCIAL SCIENCE

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

Administration of Justice 1
Anthropology 2, 3, 3 (Honors), 4
Economics 1A, 1B, 1A, 1B (Honors)
Geography 2, 2 (Honors)
History 4B, 8B, 12, 14, 16, 20
Political Science 2, 3, 3 (Honors), 4
Psychology 1
Sociology 1

Series 2: American History and Institutions

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

History 17B or

Political Science 1, 1 (Honors)
Honors Program Unit: Thought and Politics

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

E. LIFELONG UNDERSTANDING AND DEVELOPMENT

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

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

Business 61
Communication Studies 4, 8, 17, 18, 25
Fashion Design 27
Health Education 7, 8, 9, 10, 12
Interdisciplinary Studies 4, 9A
Leadership 20A, 20B, 30A
Library 4
Psychology 12

F. CULTURAL DIVERSITY

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

Child Study 5
Communication Studies 12
Counseling 50
English 12, 13, 18, 46, 46 (Honors)
Philosophy 16, 21
Physical Education 51, 51 (Honors)
Political Science 5
Psychology 9
Sociology 20

G. PHYSICAL EDUCATION ACTIVITY

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

Catalog Requirement for Degree Consideration

(Continuous Enrollment)

A continuing student for degree consideration is one who attends West Valley College or Mission College at least one semester or summer session each academic year.

A returning student for degree consideration is one who drops out for one year or more.

Second Associate Degree

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

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

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

Double Major

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

Graduation Proficiency Requirement

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

Credit for Advanced Placement Tests

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

It is the student’s responsibility to check with other institutions to determine the acceptability of any credit earned by examination. Students must apply for advanced placement credit through the Records Office.

Advanced Placement Program (CEEB)

The College participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB).

AP Subject Area Units

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<tr>
<th>WCC Course Equivalent</th>
<th>Units</th>
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<td>*Art 31A</td>
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<tr>
<td>Art-General</td>
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</tr>
<tr>
<td>*Art 33A</td>
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<td>Biology</td>
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<td>Bio 10</td>
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<tr>
<td>Chemistry (score of 4 or 5)</td>
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<td>Chem 1A</td>
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<tr>
<td>Computer Science-A</td>
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<tr>
<td>*CIS 4A</td>
<td></td>
</tr>
</tbody>
</table>
Career Programs

Degrees and Certificates

West Valley College offers two types of academic programs with career emphasis: programs leading to an Associate of Science Degree or Associate of Arts Degree and programs leading to a Certificate of Proficiency. Both provide instruction in the skills and knowledge needed to enter or to make progress in an occupation. The student who wants to pursue a career-oriented program must be eligible to enroll at West Valley College. The Associate of Science Degree programs require completion of a series of general education courses in addition to courses which are career oriented. Please refer to the Graduation Requirements for the Associate Degree in this catalog.

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

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

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

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

A chart which includes the various career programs with transfer, degree or certificate designation appears on page 14. Following the chart are the specific courses required for each transfer, degree and certificate program

Career Programs Advisory Boards

Administration of Justice Advisory Board

Chief Steve Belcher, Santa Cruz Police Dept.
Dr. George Cochren, San Jose State, Professor Emeritus
Margie Faulstich, Chairperson WVC Administration of Justice
Captain Duino Giordano, Los Gatos Police Dept.
Chief Laura Lorman, West Valley/Mission CC
Rick Over, Agent Federal Bureau of Invest.
Dr. George Payton, San Jose Police Dept., Ret.
Lt. Chris Parker, Security Manager, Great America Park
Lt. Jerry Rondeau, Sunnyvale Police Dept.
Jim Smith, Instructor Administration of Justice, West Valley College
Sgt. Dave Storton, San Jose Police Dept.
Sgt. Dave Storton, San Jose Police Dept.
Captain Robert Wilson, Santa Clara Sheriff
Lt. Jim Lucarotti, San Jose Police Dept.
Commander Greg Lawrence, Milpitas Police Dept.
Lt. Diana Cuenca, Santa Clara County Dept. of Corrections
Capt. T.K. Davis, Santa Clara County Dept. of Corrections
Jim Walker, Director, Santa Teresa High School Police & Fire Academy

Computer Applications Advisory Board:
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Yvonne Ekern, Paralegal, West Valley College
Kris Williams, Prospect High School
Robert Settlerlund, Leland High School
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Irene Perez, Leland High School
Jessie Medina, James lick High School
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Susan A. West, West Pro

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Cathy Cloth, Talty Court Reporters, Inc.
Judith Eaton, West Valley College, CTR Dept.
Yvonne Ekern, Paralegal, West Valley College
Sarah Elkatanani, Santa Clara County Municipal Court
Hilda Fenton, Central County Occupational Center
Irene Fontana, Santa Clara County Superior Court
Marchelle Fox, President, West Valley College
Linda Gibson, Supported Education, West Valley College
Stephanie Grossman, Grossman & Cotter
Kay Harrington, Comp-U-Scripts
Pat Henrixon, Vidicopy Corporation
Farahna Javan, Health Care Technologies, West Valley College
Linda Lawson, West Valley College, CTR Dept.
Linda Parker, West Valley College, CTR Dept.
Connie Love, Santa Cruz County Municipal Court
Jillie Magee, Santa Clara County Superior Court
Katie Masters, Masters Vocational Series
Terrill Morgan, Valley Medical Center
Larry Nelson, Captitioner (steno-interpreting)
Robin Pendergraft, Santa Clara County Superior Court
Antonia Pulone, Pulone & Stromberg
Kathy Robson, Bay Area Captioning
Joe Samuels, Dean of Instruction, West Valley College
Pat Seeds, San Jose Municipal Court
Anne Torreano, Pulone & Stromberg
Laverne Viat, BEMA
Marianne Sarrao, Stenographic Medical Transcriptionist
Laura Brewer, CSR, Captioner

Digital Media Advisory Board:
Judith Bill, San Jose City College
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David Duncan, Commerce One
Celese Elkassee, The Webb Group
Jennifer Kam, InChorus
Eric Larson, Yahoo
Cas Lehman, San Jose State University
Jim MacNair, Masters’ Institute
Robert Main, California State University, Chico
Sherry Montoya, SM Graphic Communications
Dale Poor, Central County Occupational Center
Lee Rhodes, Hewlett-Packard
Bob Settlerlund, Leland High School
Jonathan Taegle, Informags, No. America
Rosemary Anderson, UCSC

Office Administration Advisory Board
Gail Barton, Robert P. Sedgwick, Attorney at Law
Janie Bevens, CPS, Hewlett-Packard Company
Valeska Bogard, Employment Consultant
Michelle Burke, Executive Counterparts
Martha Bravo-Perrell, Labor Relations, County of Santa Clara
Brenda E. Brown, West Valley-Mission Advancement Foundation
Linda Brownfield, Mid-Peninsula Homecare & Hospice
Shirley Church, Employment Development Department, State of California
Melissa A. Clebome, Comerica Bank
Sallie Clements, Apple Computer
Phil Dixon, Colliers-Parrish International, Inc.
Bobbi Dolan, CPS, B.J. Cassin
Jane Ellis, Administrative Assistant Consultant
Victoria Foster, IIT Technological Institute
Golde Fournier, National Semiconductor Corp.
Nancy Freeze, CPS, Hewlett-Packard Company
Melanie Gadener, Productivity Plus Processes
Gia Gilmour, SIRC Technology, Inc.
Lisa Mcnee, Careers in Transition
Paul Redman, Apple One Employment Service
Barbara Sanford, Women’s Bureau, U.S. Dept. of Labor
Joan Schenck, SFC, Diocese of San Jose
Mary Lynn Schwoob, IBM Corporation
Robin Simpkins, Office Team
Nanda Schorske, Workforce Silicon Valley
Patricia Tucker, CPS, Adaptec, Inc.
Tish Wallace, Olsten Fallaia Staffing
D. Lynn Ward, Norrell Services, Inc.
Sydney Whaley, CPS, Golden Gate Technologies
Jaclyn Zoccoli, Graphic Word Systems

Fashion Design and Apparel Technology Advisory Board:
Marian Claydon, Claydon, Inc.
Diane Demoss, Gap, Inc.
Joseph Domingo, Joseph Domingo Studio
Mark Erickson, Erickson Outdoors
Stephanie Greer, Joe Boxer
Randall Harris, San Francisco Fashion Industries
Clark Hodges, Marin Apparel Co.
Charlotte Hutter-Brock, Hutter-Brock & Co.
Nancy Martin, Gerber Technology
Jane Przybylsz, SJ Museum of Textiles
Janell Rice, ITS Lab Test
Joanne Stabb, UC Davis
Susan Stark, SF State
Trudy Valenzuela, Farr West Fashions

Health Care Technologies Advisory Board:
Dee Dee Bicocca, Regional Health Occupations Resource
Karen Bolding, Valley Medical Center
Karen Bohanan-Reed, Camino Health Group
Cathy Brown-Smith, ART, Camino Medical Group
Priscilla Carraquilla, Valley Medical Center
Dr. Theodore Chu
Ann Cowles, R.N., Mission College
Berkeley Driesel, Foundation for Health Accountability
Judy Fields, Stanford Hospital
Lisa Gesserick, CMT
Barbara Guarino
Beth Herringer, R., Good Health Medical Center & Accute Care
Barbara Malaspina, Ed.D., Adult/Community Families & Family Education
Vicky Houle, R.N., Planned Parenthood
Barbara Lang, R.N., Santa Cruz Medical Clinic
Monica Leisch, Community Hospital of Los Gatos & Saratoga
Judith Madrigal, Judy Madrigal & Associates
Lisa McNee, Careers in Transition
Ursula Muller, Valley Medical Center
Larry Payton, CEO, Community Hospital of Los Gatos & Saratoga
Valerie Rowe, R.N., Planned Parenthood
Dr. Liliana Sackett
Carol Schulz, Valley Medical Center
Marianne Serrao
Sue Sirlin, CCAM, S.O.A.R.
Rahnea Sunseri, M.D.
Dr. Stanford Shoor, Kaiser Hospital
Helen Wang, Saratoga Medical Clinic

Interior Design Advisory Board:
Norah Brown, V.P. Corporate Services, Pivot Interiors, San Jose
Jim Crawford, Principal, James Crawford, Architect, San Jose
Sharon Daroca, ASID Allied Practitioner, Principal, Design 2, San Jose
Mary Davidge, Principal, Robinson, Mills + Williams, San Jose

career programs
NONDISCRIMINATORY POLICY

VOCATIONAL EDUCATION NONDISCRIMINATION POLICY

Vocational Education Programs are offered at West Valley College without regard to race, color, national origin, sex, or disability.

Vocational Education Programs include offerings in:
- Accounting
- Administration of Justice
- Architecture
- Business
- Business Management
- Child Studies
- Computer & Information Systems
- Construction
- Court Reporting
- Desktop Publishing
- Drafting
- Fashion Careers
- Health Care Technologies
- Interior Design
- Paralegal
- Management & Supervision
- Marketing
- Office Administration
- Park Management
- Real Estate

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

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

Paralegal Advisory Board:
Susan Bloomfield, Santa Clara County District Attorney's Office
Denise Boharin, The Affiliates
Diane Erickson, Wilson, Sonsini, Goodrich & Rosati, Inc.
Barbara Grajisky, Landmark Legal Professionals
Joanne Banker-Hames, De Anza College
Karen Jost, Windfall & Associates
Hazel Lange, Schneider, Luce, & Quinillan, California Alliance of Paralegal Associations
Ken Mower, San Jose City Attorney's Office
Gayle Mozej, Oppenheim
Leslie Parks, Office of Economic Development, City of San Jose
Carol Skinner, Student of WVC Paralegal Program

Park Management Program Advisory Committee:
Randy August, Bureau of Land Management
Michael Bacon, Santa Clara County Parks & Recreation
Greg Betts, Palo Alto City Parks
Dr. Paul Brown, San Jose State University
John Escobar, Mid-Peninsula Open Space District
Susan Fritzsche, National Park Service (Yosemite NP)
Mike Gagarin, California Department of Forestry/Fire Protection
Jim Giachino, Mendocino National Forest
Nail Gow, Santa Cruz City Parks
Pam Helmske, City of San Jose Parks Department
Holly Huenemann, Portola Redwoods State Park
Eric Mart, California Land Management
Clyde Morris, San Francisco Bay National Wildlife Refuge
John Nicholas, Park Management Program Emeritus
Jim Owens, California Highway Patrol
Christine Powell, National Park Service (Golden Gate NRA)
Paul Romero, Santa Clara County Parks and Recreation
Frank Schiavo, San Jose State University
Brian Seifert, Park Management Alumni Association
Bern Smith, Independent Land Management Consultant
Tom Smith, Park Management Program - Emeritus
Miles Standish, Castle Rock State Park

WEST VALLEY COLLEGE 2000 • 2001 CATALOG
# Associate Degree, Certificate and Selected Transfer

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<td>Women's Studies</td>
<td></td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Word Processing/Office Automation</td>
<td></td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Workplace Success Skills</td>
<td></td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Zoology</td>
<td></td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Community Education Non-Credit Programs</td>
<td></td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Professional Teller Training</td>
<td></td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Retail Florist—Mission College</td>
<td></td>
<td>*</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Small Business Entrepreneur</td>
<td></td>
<td>*</td>
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<td></td>
</tr>
</tbody>
</table>
**Instructional Programs**

**ACCOUNTING CLERK (Certificate)**

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 60A</td>
<td>3</td>
</tr>
<tr>
<td>Acctg 60B</td>
<td>3</td>
</tr>
<tr>
<td>Bus 62</td>
<td>3</td>
</tr>
<tr>
<td>Bus 72</td>
<td>3</td>
</tr>
<tr>
<td>CA 31A</td>
<td>1</td>
</tr>
<tr>
<td>CA 31B</td>
<td>1</td>
</tr>
<tr>
<td>CA 62B</td>
<td>1</td>
</tr>
</tbody>
</table>

**ANTHROPOLOGY (A.A. Degree):**

See Social Science A.A. Degree with option in Anthropology.

**ARCHITECTURE:**

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

**ARCHITECTURE (A.S. Degree)**

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 30</td>
<td>2</td>
</tr>
<tr>
<td>Arch 31AB</td>
<td>3-3</td>
</tr>
<tr>
<td>Arch 32</td>
<td>2</td>
</tr>
<tr>
<td>Arch 32B</td>
<td>3</td>
</tr>
<tr>
<td>*Arch 33AB</td>
<td>3-3</td>
</tr>
<tr>
<td>*Arch 34AB</td>
<td>3-3</td>
</tr>
<tr>
<td>Arch 35A</td>
<td>4</td>
</tr>
<tr>
<td>Arch 35B</td>
<td>2</td>
</tr>
<tr>
<td>Arch 36</td>
<td>3</td>
</tr>
<tr>
<td>Engr 1A</td>
<td>3</td>
</tr>
<tr>
<td>Engr 21</td>
<td>3</td>
</tr>
<tr>
<td>Math 3A,B</td>
<td>5-5</td>
</tr>
<tr>
<td>Phy 4AC</td>
<td>5-5</td>
</tr>
</tbody>
</table>

*It is strongly recommended that students take Arch 10 or have equivalent experience before taking Arch 33 and Arch 34.*

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 29AB</td>
<td>2-2</td>
</tr>
<tr>
<td>Art 1A</td>
<td>3</td>
</tr>
<tr>
<td>Arch 10A</td>
<td>3</td>
</tr>
<tr>
<td>Draft 73</td>
<td>3</td>
</tr>
<tr>
<td>Econ 1A</td>
<td>3</td>
</tr>
<tr>
<td>Geo 1A</td>
<td>4</td>
</tr>
<tr>
<td>Psych 1</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.

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

**ARCHITECTURE (Certificate)**

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 30</td>
<td>2</td>
</tr>
<tr>
<td>Arch 31A</td>
<td>3</td>
</tr>
<tr>
<td>Arch 31B</td>
<td>3</td>
</tr>
<tr>
<td>Arch 32</td>
<td>2</td>
</tr>
<tr>
<td>Arch 32B</td>
<td>3</td>
</tr>
<tr>
<td>Arch 33A</td>
<td>3</td>
</tr>
<tr>
<td>Arch 34A</td>
<td>3</td>
</tr>
<tr>
<td>Arch 36</td>
<td>3</td>
</tr>
<tr>
<td>Arch 70</td>
<td>3</td>
</tr>
<tr>
<td>Arch 10</td>
<td>3</td>
</tr>
<tr>
<td>Engl 905 or 1A</td>
<td>3</td>
</tr>
<tr>
<td>Math 13</td>
<td>3</td>
</tr>
<tr>
<td>Comm 1</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 29AB</td>
<td>2-2</td>
</tr>
<tr>
<td>Arch 33A</td>
<td>3</td>
</tr>
<tr>
<td>Arch 34A</td>
<td>3</td>
</tr>
</tbody>
</table>

**ARCHITECTURE (Certificate)**

Facilities Management Technician

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 30</td>
<td>2</td>
</tr>
<tr>
<td>Arch 33A</td>
<td>3</td>
</tr>
<tr>
<td>Arch 70</td>
<td>3</td>
</tr>
<tr>
<td>Bus 72</td>
<td>3</td>
</tr>
<tr>
<td>CA 62B</td>
<td>1</td>
</tr>
<tr>
<td>CA 63B</td>
<td>2</td>
</tr>
<tr>
<td>CIS 12</td>
<td>3</td>
</tr>
</tbody>
</table>

**ART:**

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

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

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

Curriculum leading to an A.A. Degree.

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 1A</td>
<td>3-3</td>
</tr>
<tr>
<td>Art 31AB</td>
<td>3-3</td>
</tr>
<tr>
<td>Art 33A</td>
<td>3</td>
</tr>
<tr>
<td>Art 33C</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives from recommended list.

Recommended Electives:

For students who concentrate in the following areas, the recommended electives are:

- Art History majors should include at least 2 semesters of a foreign language.
- To be awarded an A.A. Degree, a student must complete
  1. All the major requirements
  2. Additional units to meet the college graduation requirements.

**ART COMPUTER ARTS: ANIMATION (AA Degree)**

Recommended - CA 20, 70 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>3</td>
</tr>
<tr>
<td>ART 057A</td>
<td>3</td>
</tr>
<tr>
<td>ART 057B</td>
<td>3</td>
</tr>
<tr>
<td>ART 060A</td>
<td>3</td>
</tr>
<tr>
<td>ART 060B</td>
<td>3</td>
</tr>
<tr>
<td>ART 031</td>
<td>3</td>
</tr>
</tbody>
</table>
ART 033A  Basic Design: Two-Dimensional  3
ART 033C  Basic Design: Color  3

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

BIOLOGICAL SCIENCE: Transfer:
(Includes Biochemistry, Botany, Cell Biology, Zoology)
See Transfer Planning Guide available at the Counseling Center.

BIOLOGICAL SCIENCE (A.S. Degree)
Major Requirements:
1. Three courses in Biology from this list:
   Biology 41 Principles of Zoology  5
   Biology 42 Principles of Plant Biology  5
   Biology 43 Principles of Cells  5
   Biology 45 Microbiology  5
   Biology 47 Human Anatomy  5
   Biology 48 Human Physiology  5
2. Either Chemistry 1A,B OR Chemistry 30A,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.

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 10</td>
<td>Accounting Fundamentals - Financial 5</td>
</tr>
<tr>
<td>Acctg 11</td>
<td>Accounting Fundamentals - Managerial 5</td>
</tr>
<tr>
<td>Bus 28</td>
<td>Business Law 3</td>
</tr>
<tr>
<td>CIS 2</td>
<td>Introduction to Computing 4</td>
</tr>
<tr>
<td>Econ 1A</td>
<td>Macroeconomics 3</td>
</tr>
<tr>
<td>Econ 1B</td>
<td>Microeconomics 3</td>
</tr>
<tr>
<td>Engl 1A</td>
<td>English Composition 3</td>
</tr>
<tr>
<td>Engl 1B</td>
<td>English Composition 3</td>
</tr>
<tr>
<td>Math 8</td>
<td>Finite Math 3</td>
</tr>
<tr>
<td>Math 10</td>
<td>Statistics 3</td>
</tr>
</tbody>
</table>

Recommended Additional Course
Math 12  Calculus for Business Majors  4

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

BUSINESS ADMINISTRATION (A.S. Degree)
Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 50</td>
<td>Accounting for Small Business 1</td>
</tr>
<tr>
<td>FD 27</td>
<td>Professional Image 3</td>
</tr>
<tr>
<td>Bus 28</td>
<td>Business Law 3</td>
</tr>
<tr>
<td>Bus 61</td>
<td>Business &amp; Society 3</td>
</tr>
<tr>
<td>Bus 62</td>
<td>Business Mathematics 3</td>
</tr>
<tr>
<td>Bus 78</td>
<td>Business Communication 3</td>
</tr>
<tr>
<td>CIS 2</td>
<td>Introduction to Computing 4</td>
</tr>
</tbody>
</table>

To be awarded an A.S. Degree, a student must complete:
1. All the major requirements plus the requirements for one or more of the certificate programs listed below.
   Administrative Careers Certificate
   Management Careers Certificate
   Marketing Careers Certificate
   Small Business Careers Certificate
   International/Foreign Language Emphasis
2. Additional units to meet the college graduation requirements.

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

ADMINISTRATIVE CAREERS LEVEL 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Bus 62</td>
<td>Business Math OR</td>
</tr>
<tr>
<td>Bus 71</td>
<td>Office Record Keeping 3</td>
</tr>
<tr>
<td>Bus 70</td>
<td>Administrative Procedures 3</td>
</tr>
<tr>
<td>CA 10</td>
<td>Computer Keyboarding 1</td>
</tr>
<tr>
<td>CA 15</td>
<td>Document Formatting 2</td>
</tr>
<tr>
<td>CA 70</td>
<td>Using Microsoft Windows OR</td>
</tr>
<tr>
<td>CA 20</td>
<td>Intro. to Macintosh 1</td>
</tr>
<tr>
<td>CA 73</td>
<td>Internet Hands On OR</td>
</tr>
<tr>
<td>CA 74</td>
<td>Using the Internet for Research 1</td>
</tr>
<tr>
<td>Engl 905</td>
<td>English Fundamentals OR</td>
</tr>
<tr>
<td>Engl 1A</td>
<td>English Composition 3</td>
</tr>
</tbody>
</table>

ADMINISTRATIVE CAREERS LEVEL II (Certificate)
Must have completed the Administrative Careers Level 1 Certificate.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 50</td>
<td>Accounting for Small Business 1</td>
</tr>
<tr>
<td>Bus 66</td>
<td>Human Relations in Business OR</td>
</tr>
<tr>
<td>Couns 50</td>
<td>Cross Cultural Perspectives OR</td>
</tr>
<tr>
<td>Comm 12</td>
<td>Intercultural Communication 3</td>
</tr>
<tr>
<td>Couns 18</td>
<td>Job Search Methods 1</td>
</tr>
<tr>
<td>Bus 78</td>
<td>Business Communication 3</td>
</tr>
<tr>
<td>CA 51B</td>
<td>Beg. Word Processing, Microsoft Word 1</td>
</tr>
<tr>
<td>CA 32B</td>
<td>Intern. Word Processing, Microsoft Word 2</td>
</tr>
<tr>
<td>CA 46B</td>
<td>Presentation, Power Point 1</td>
</tr>
<tr>
<td>CA 62B</td>
<td>Beg. Spreadsheets, Microsoft Excel</td>
</tr>
<tr>
<td>CA 81B</td>
<td>Beg. Database, Microsoft Access OR</td>
</tr>
<tr>
<td>CA 81D</td>
<td>Beg. Database, Filemaker Pro</td>
</tr>
</tbody>
</table>

Recommended Additional Courses
CA 28  Microsoft Office 1
FD 27  Professional Image 3
CA 63B  Intermediate Spreadsheets, Excel

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

MANAGEMENT CAREERS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 28</td>
<td>Business Law 3</td>
</tr>
<tr>
<td>Bus 33</td>
<td>Functions of Management 3</td>
</tr>
<tr>
<td>Bus 61</td>
<td>Business and Society OR</td>
</tr>
<tr>
<td>Bus 66</td>
<td>Human Relations in Business OR</td>
</tr>
<tr>
<td>Bus 81</td>
<td>Advertising Principles 3</td>
</tr>
</tbody>
</table>

MARKETING CAREERS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Bus 40</td>
<td>Sales Strategies 3</td>
</tr>
<tr>
<td>Bus 51</td>
<td>Introduction to Business 3</td>
</tr>
<tr>
<td>Bus 56</td>
<td>Marketing Principles 3</td>
</tr>
<tr>
<td>Bus 54</td>
<td>Small Business Start-Up &amp; Management 3</td>
</tr>
<tr>
<td>Bus 66</td>
<td>Human Relations in Business 3</td>
</tr>
</tbody>
</table>

SMALL BUSINESS CAREERS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 50</td>
<td>Accounting for Small Business 1</td>
</tr>
<tr>
<td>Bus 28</td>
<td>Business Law 3</td>
</tr>
<tr>
<td>Bus 40</td>
<td>Sales Strategies OR</td>
</tr>
<tr>
<td>Bus 51</td>
<td>Introduction to Business OR</td>
</tr>
<tr>
<td>Bus 56</td>
<td>Marketing Principles 3</td>
</tr>
<tr>
<td>Bus 54</td>
<td>Small Business Start-Up &amp; Management 3</td>
</tr>
<tr>
<td>Bus 66</td>
<td>Human Relations in Business 3</td>
</tr>
</tbody>
</table>

BUSINESS PROGRAMS WITH INTERNATIONAL/FOREIGN LANGUAGE EMPHASIS

Dual-content Business/Foreign Language certificates are available with each of the following Business Certificate Programs:
   Administrative Careers
   Management Careers
   Marketing Careers
   Small Business Careers

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

 French
   1A, 1B, 2A, 2B, 3A, 3B
   57A, 57B — French for International Business

 German
   1A, 1B, 2A, 2B, 50A, 50B
   51A, 51B — Intermediate German with emphasis on Business

 Japanese
   1A, 1B, 2A, 2B, 50A, 50B
   51A, 51B — Intermediate Japanese with emphasis on Business

 Russian
   1A, 1B, 50A, 50B
   51A, 51B — Intermediate Russian with emphasis on Business

 Spanish
   1A, 1B, 2A, 2B, 3A, 3B
   57A, 56B — 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.
PROFESSIONAL OFFICE SKILLS TRAINING (Certificate)

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

One-Semester Plan

Course Units
Bus 70 Administrative Procedures 3
Bus 71 Office Record Keeping 3
Bus 72 Office Communications 3
CA 10 Computer Keyboarding 1
CA 15 Document Formatting 2
CA 31B Beg. Word Processing, Microsoft Word 1
CA 62B Beg. Excel 1
CA 70 Using Microsoft Windows 1
CA 73 Internet Hands On OR
CA 74 Using the Internet for Research 1
COUNS 18 Job Search Methods 1
Office Internship (Optional)

Two-Semester Plan

First Semester

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

Second Semester

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

Recommended Additional Courses

Course Units
CA 10 Repeat course to increase speed and accuracy 1
CA 28 Microsoft Office 1
FD 27 Professional Image 3
CA46B Presentation, Powerpoint 1
CA 32B Intermediate Word Processing, Microsoft Word 2
CA 81B Beg. Database, Microsoft Access 1
ENGL 903 Basic Grammar & Sentence Structure if needed 3

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


CHEMISTRY (A.S. Degree)

Major Requirements:

Course Units
Chem 1AB General Chemistry 5-5
Chem 12AB Organic Chemistry 5-5
Chem 5 Quantitative Analysis 4
Math 3A,B Analytical Geometry and Calculus 5-5
Math 4A Intermediate Calculus 4
Math 4B Differential Equations 4
Phys 4A,B,C 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 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 1A and Math 3A 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.

CHILD DEVELOPMENT/EARLY CHILDHOOD EDUCATION: Transfer:

See Transfer Planning Guide

CHILD STUDIES

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

EARLY CHILDHOOD EDUCATION (A.S. Degree)

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

Major Requirements and Preparation:

Course

CHS 6 Careers in Education 1
CHS 2 Child Growth and Development 3
CHS 63 Child Family and Community 3
CHS 66 Child Health and Safety 3
CHS 62 E C Principles and Practices OR
CHS 65 Child Health and Safety 3
CHS 57 Understanding Children’s Play in EC Settings 3
CHS 88 Early Childhood Environments 3
CHS 61A/B Practicum in Early Childhood Environments 8

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

CHS 58 Language Literacy and Developing Child 3
CHS 59 Movement and Melody for the Young Child 3
CHS 60 Cognitive Experiences and the Young Child 3
CHS 67 Creative Art Experiences 3
CHS 64 Supervision and Administration I 3
CHS 70 Infant/Toddler Development and Care 3
CHS 56 School Age Child 3
CHS 86 Technology for Teachers and Administration in ECE 3

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

EARLY CHILDHOOD EDUCATION CERTIFICATE of MERIT:

Successful completion of 19 units in coursework listed below. This satisfies Department of Social Services Community Care Licensing Title 22 Coursework requirements for qualified preschool teachers in a licensed early childhood program.

CHS 2 Child Growth and Development 3
CHS 62 EC Principles and Practices 3
CHS 63 Child Family and Community 3
CHS 66 Child Health and Safety 3
CHS 6 Careers in Education 1

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

CHS 57 Understanding Children’s Play in EC Settings 3
CHS 58 Language Literacy and Developing Child 3
CHS 62 Child Family and Community 3
CHS 65 Child Health and Safety 3
CHS 61A/B Practicum in Early Childhood Environments 8

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

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

CHS 6 Careers in Education 1
CHS 2 Child Growth and Development 3
CHS 62 EC Principles and Practices 3
CHS 63 Child Family and Community 3
CHS 66 Child Health and Safety 3
CHS 87 Methods of Observation in EC Settings 4

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

CHS 5 Child Health and Safety 3
CHS 56 School Age Child 3
CHS 57 Understanding Children’s Play in EC Settings 3
CHS 58 Language Literacy and Developing Child 3
**Sixteen diversified semester units in general education should include at least one course in each of the following areas: Humanities and/or Fine Arts, Social Sciences, Math and/or Science, and English/Language Arts.**

### EARLY CHILDHOOD EDUCATION CERTIFICATE OF PROFICIENCY II:

Successful completion of 43 semester units in coursework listed below plus 16 units in general education.** This satisfies State Department of Education Title 5 coursework requirements for the Child Development Teacher Permit.

1. **CHS 6** Career Education 1
2. **CHS 2** Child Growth and Development 3
3. **CHS 63** Child Family and Community 3
4. **CHS 66** Child Health and Safety 3
5. **CHS 62** EC Principles and Practices OR
6. **CHS 52** School Age Child Care Principles & Practices 4
7. **CHS 87** Methods of Observation in EC Settings 4
8. **CHS 57** Understanding Children’s Play in EC Settings 3
9. **CHS 88** Early Childhood Environments 3
10. **CHS 61A/B** Practicum in Early Childhood Edu. 8

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

- **CHS 59** Movement and Melody for the Young Child 3
- **CHS 60** Cognitive Experiences and the Young Child 3
- **CHS 67** Creative Art Experiences 3
- **CHS 70** Infant/Toddler Development and Care 3
- **CHS 56** School Age Child 3
- **CHS 86** Technology for Teachers and Administration in ECE 3
- **CHS 54** Developmental Parent Education 3
- **CHS 55** Family Services: Information and Referral 3

### INFANT-TODDLER CHILD CARE CERTIFICATE:

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

1. **CHS 2** Child Growth and Development 3
2. **CHS 66** Child Health and Safety 3
3. **CHS 63** Child Family and Community 3
4. **CHS 62** EC Principles and Practices 3
5. **CHS 70** Infant/Toddler Development and Care 3

### PARENT EDUCATION CERTIFICATE:

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

1. **CHS 05** Child Growth and Development 3
2. **CHS 63** Child Family and Community 3
3. **CHS 54** Developmental Parent Education 3
4. **CHS 55** Family Services: Information and Referral 3

### SCHOOL AGE CHILD CARE CERTIFICATE:

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

1. **CHS 02** Child Growth and Development 3
2. **CHS 66** Child Health and Safety 3
3. **CHS 63** Child Family and Community 3
4. **CHS 52** School Age Child Care Principles and Practices 3
5. **CHS 56** The School Age Child 3

### COMMUNICATION STUDIES:

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

### COMMUNICATION STUDIES (A.A. Degree)

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

1. **COMM 1** Public Speaking 3
2. **COMM 10** Persuasive Speaking 3
3. **COMM 20** Argumentation and Debate 3
4. **COMM 8** Intercultural Communication 3
5. **COMM 17** Effective/Critical Listening 3
6. **COMM 25** Improving Relationships Through Communication 3

### choice of courses:

- **COMM 4** Small Group Discussion 3
- **COMM 12** Intercultural Communication 3
- **COMM 18** Career Communication 3

4. Select one of the courses listed above that was used to satisfy the three-unit requirement in that category (3 units).

5. Select 6 units from the following courses:

- **COMM 8** Intercultural Communication 3
- **COMM 12** Intercultural Communication 3
- **COMM 15** Public Speaking 3
- **COMM 17** Effective/Critical Listening 3
- **COMM 20** Argumentation and Debate 3
- **COMM 25** Improving Relationships Through Communication 3

### choice of courses:

- **COMM 15** Public Speaking 3
- **COMM 17** Effective/Critical Listening 3
- **COMM 20** Argumentation and Debate 3
- **COMM 25** Improving Relationships Through Communication 3

Computer Applications courses to total 3 units

- Anthropology 3 Introduction to Cultural Anthropology
- Anthropology 4 Introduction to Linguistic Anthropology
- Business 40 Sales Strategies
- Child Studies 5 Childhood and Culture
- Counseling 24 Personal Growth
- Math 10 Elementary Statistics
- Philosophy 2 Introduction to Logic
- Philosophy 3 Introduction to Problems in Ethics
- Philosophy 17 Logic and Critical Reasoning
- Psychology 2 Experimental Psychology
- Theatre Arts 35A Voice Production and Articulation

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

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

Note: Some transferring institutions will count no more than 12 community college units toward a communication major. Communication units above that number transfer as general electives.
COMMUNICATION STUDIES (Certificate)
All units must be completed at West Valley College or at Mission College.

Complete 9 units in the following areas:

Group 1 — Select one of the following courses (3 units):

- COMM 1 Public Speaking 3
- COMM 10 Persuasive Speaking 3
- COMM 20 Argumentation and Debate 3

Group 2 — Select one of the following courses (3 units):

- COMM 8 Interpersonal Communication 3
- COMM 25 Improving Relationships 3
- COMM 17 Effective Listening 3

Group 3 — Select one of the following courses (3 units):

- COMM 4 Small Group Discussion 3
- COMM 12 Intercultural Communication 3
- COMM 18 Career Communications 3

COMPUTER APPLICATIONS (A.S. Degree and Certificate)

Course Units
CA 20 Introduction to Macintosh 1
CA 28 Microsoft Office 1
CA 31B Basic Word Processing, Microsoft Word 1
CA 32B Interim Word Processing, Microsoft Word 2
CA 46B Presentation PowerPoint 1
CA 51 Personal Computer Hardware and Software 1
CA 62B Interim Spreadsheets, Microsoft Excel 1
CA 62D MS Excel: Learning Basic Excel OR .5
CA 70 Using Microsoft Windows 1
CA 73 Internet, Hands-On : ) 1
CA 81B Beginning Database, Microsoft Access OR 1
CA 81D Beginning Database, Filemaker Pro 1
CA 96 Computer Applications Intern Experience 3
Bus 33 Functions of Management OR 3
Bus 78 Business Communications 3
Bus 66 Human Relations in Business 3

Choose 3 additional units from the following:

- CA 41A Page Layout, PageMaker 1
- CA 41B Page Layout, Quark XPress 1
- CA 43A Corel Draw OR 1
- CA 43B Adobe Illustrator 1
- CA 47A Beginning Photoshop 1
- CA 46B Interim, Microsoft Access OR 1
- CA 62D Interim, Filemaker Pro 2

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

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

MICROSOFT OFFICE (Certificate)

Course Units
CA 20A Macintosh: Learning the Desktop OR .5
CA 20 Introduction to Macintosh OR 1
CA 70A Win.: Getting Around Windows OR (.5)
CA 70 Using Microsoft Windows 1
CA 34A Using Microsoft Word: Basic Features OR .5
CA 31B Beginning WP, Microsoft Word 1
CA 34B MS Excel: Using Indents, Tabs and Tables .5
CA 34C MS Excel: Formatting Text .5
CA 34D Microsoft Word: Mail Merge .5
CA 34E MS Excel: Tracking Data 5 to 7.5 .5
CA 28C MO: Intro to Microsoft Office OR .5
CA 28S Microsoft Office (1)
CA 28D MO: Introducing Microsoft Word 1
CA 28E MO: Introducing PowerPoint and Producing a Business Proposal 1
CA 62D MS Excel: Learning Basic Excel OR 1
CA 62B Beginning Spreadsheets, Microsoft Excel (1)
CA 62E MS Excel: Creating Charts .5
CA 46C MS PowerPoint: Creating a Presentation .5
CA 81B Beginning Database, Microsoft Access 1
CA 96A, B, or C Computer Skills Development 1-3

COMPUTER & INFORMATION SYSTEMS (Certificate)

See Transfer Planning Guide available at the Counseling Center.

COMPUTER & INFORMATION SYSTEMS

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

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

BUSINESS APPLICATIONS OPTION (A.S. Degree)

Major Requirements:
Course Units
Accctg 10 Accounting Fundamentals - Financial 5
Accctg 11 Accounting Fundamentals - Managerial 5
Bus 28 Business Law 3
CIS 2 Introduction to Computing 4
CIS 11 Systems Analysis 3
CIS 12 Data Base Management Systems 3
Econ 1A Principles of Macroeconomics 3
Econ 1B Principles of Microeconomics 3
Math 8 Finite Math 3

At least four of the following:
CIS 4A Computer Programming I OR 4
CIS 37 C Programming 3
CIS 4B Computer Programming II OR 4
CIS 31 BASIC Programming 3
CIS 32 FORTRAN Programming 3
CIS 38 C++ Programming 3
CIS 39 Micro. Assembler Prog. 3
CIS 45A Intro. to Unix Operating System 3
CIS 45B Adv. Unix Utilities and Shell Programming 3

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

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

BUSINESS APPLICATIONS OPTION (Certificate)

Required Courses:
Course Units
Accctg 10 Accounting Fundamentals - Financial 5
Accctg 11 Accounting Fundamentals - Managerial 5
CIS 2 Introduction to Computing 4
CIS 11 Systems Analysis 3
CIS 12 Data Base Management Systems 3
Math 8 Finite Mathematics 3

WEST VALLEY COLLEGE  2000 - 2001 CATALOG
At least two of the following:

- CIS 4A: Computer Programming OR 4
- CIS 37: C Programming 3
- CIS 4B: Computer Programming II OR 4
- CIS 31: BASIC Programming 3
- CIS 32: FORTRAN Programming 3
- CIS 38: C++ Programming 3
- CIS 39: Microcomputer Assembler Programming 3
- CIS 45A: Introduction to Unix Operating System 3

Note: 34 units minimum

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

**LOCAL AREA NETWORK ADMINISTRATION (Certificate)**

**Required Courses:**

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<tr>
<td>QIS 65</td>
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</table>

**SOFTWARE SYSTEMS (AS and Certificate) Programming Emphasis**

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

**Major Requirements:**

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**JAVA Emphasis**

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**UNIX Emphasis**

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**Visual Basic Emphasis**

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**Traditional Programming Emphasis**

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To be awarded an AS Degree, a student must complete:

1. All the major requirements
2. Elective units plus emphasis courses and major requirements must total a minimum of 35 units.
3. Students must complete a minimum of one emphasis category. Additional units may be made up of a second complete emphasis category or a combination of emphasis courses depending on student's goal.
4. Additional units to meet the college general education graduation requirements.

To be awarded a Certificate of Proficiency, 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 category or a combination of emphasis courses depending on student's goal.

**COURT REPORTING AND RELATED TECHNOLOGIES**

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

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<tr>
<td>CTR 29A</td>
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</table>

**Summer Session**

- Appropriate speed building class 2
- CTR 24A English and Editing for Transcription 1.5
- CTR 24B English and Editing for Transcription 1.5
- CTR 29A Basic Computer-Aided Transcription 2.5

**Fourth Semester**

- Appropriate speed building class 6.5
- Para 21 Introduction to American Law 3
- CTR 36A English and Editing for Transcription 3
### Summer Session
- Appropriate speed building class

### Fifth Semester
- Appropriate speed building class
- CTR 34A1 Medical Dictation for the Court Reporter

### Sixth Semester
- Appropriate speed building class
- CTR 38 Court and Deposition Procedures for The Court Reporter

### Summer Session
- Appropriate speed building class

### Seventh Semester
- Appropriate speed building class
- CTR 42A or B Certified Shorthand Reporters' Examination Review

### Recommended Electives
- AJ 3 Principles and Procedures of the Justice System
- Bus 28 Business Law
- Read 975A-D Reading Skills .5 each

To be awarded an A.S. Degree, a student must complete:
1. All of the major requirements
2. A 200-word-per-minute goal speed building class (CTR 20A-D) with a grade of C or better or Credit
3. Additional units to meet the college graduation requirements.

### LEGAL SECRETARIAL STUDIES (Certificate)

You may continue your studies in this field by pursuing certificates in Administrative Careers, Level 1 and Level II, and an Associate of Science Degree in Business Administration.

### Course Units

<table>
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<tr>
<th>Course</th>
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<td>PARA 22</td>
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<td>PARA 25</td>
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</tbody>
</table>

You do not need a steno machine for this program.

### Orientation
- Each semester an orientation meeting provides information needed for entering and returning students in Court Reporting and Related Technologies.

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

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

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

### NOTE READING AND SCOPING TECHNOLOGIST (Certificate)

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(CTR 24A & 24B are 9 weeks each)

### Second Semester

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Any one of the following:

### OFFICE ASSISTANT/TRANSCRIPTION TECHNOLOGIST (Certificate)

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(CTR 24A & 24B are 9 weeks each)

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Any one of the following:

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

- OR approved word processing class
- English and Editing for Transcription
- English and Editing for Transcription
- (Goal-80) 4

### TECHNICIAN IN LEGAL TRANSCRIPTION

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Any one of the following with a grade of C or better, or demonstration of skill proficiency.

### CTR 8 A-D 80 WPM speed goal

- 6.5

A Certificate of Proficiency in Court Reporter 1.5

- 3

Recommended Electives

- AJ 1 Principles and Procedures of the Justice System
- Bus 28 Business Law
- Read 957A-D Reading Skills .5 each

To be awarded an A.S. Degree, a student must complete:
1. All of the major requirements
2. A 200-word-per-minute goal speed building class (CTR 20A-D) with a grade of C or better or Credit
3. Additional units to meet the college graduation requirements.

### LEGAL SECRETARIAL STUDIES

You may continue your studies in this field by pursuing certificates in Administrative Careers, Level 1 and Level II, and an Associate of Science Degree in Business Administration.

<table>
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<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 32A</td>
<td></td>
</tr>
<tr>
<td>CA 32B</td>
<td></td>
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<tr>
<td>CTR 24A</td>
<td></td>
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<tr>
<td>CTR 24B</td>
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<tr>
<td>CTR 35L</td>
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<tr>
<td>CA35A</td>
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<tr>
<td>PARA 65A</td>
<td></td>
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<tr>
<td>PARA 21</td>
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<tr>
<td>PARA 22</td>
<td></td>
</tr>
<tr>
<td>PARA 25</td>
<td></td>
</tr>
</tbody>
</table>

You do not need a steno machine for this program.

### Orientation
- Each semester an orientation meeting provides information needed for entering and returning students in Court Reporting and Related Technologies.

### A Certificate of Proficiency will be awarded to those students achieving a grade of "C" or better, or "Credit" in the major requirements listed above.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTR 6A1</td>
<td>2</td>
</tr>
<tr>
<td>CTR 6B1</td>
<td>2</td>
</tr>
<tr>
<td>CTR 24A</td>
<td>1.5</td>
</tr>
<tr>
<td>CTR 24B</td>
<td>1.5</td>
</tr>
<tr>
<td>CTR 30A</td>
<td>3</td>
</tr>
<tr>
<td>CTR 30B</td>
<td>2</td>
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<tr>
<td>CA 31B</td>
<td>1</td>
</tr>
<tr>
<td>CA 32A</td>
<td>2</td>
</tr>
</tbody>
</table>

Any one of the following:

### CTR 35L  Wordprocessing for the Law Office
### CTR 35M  Wordprocessing for the Law Office
### CTR 36A  Wordperfect for the Law Office
### CTR 35B  Microsoft Word for the Law Office
### PARA 65A  Wordprocessing for the Law Office
### PARA 65B  Wordprocessing for the Law Office

Any one of the following with a grade of C or better, or demonstration of skill proficiency.

### CTR 8 A-D 80 WPM speed goal

- 6.5

A Certificate of Proficiency in Court Reporter 1.5

- 3

### TECHNICIAN IN LEGAL TRANSCRIPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 32A</td>
<td></td>
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<tr>
<td>CA 32B</td>
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<tr>
<td>CTR 24A</td>
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<td>CTR 24B</td>
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<tr>
<td>CTR 35L</td>
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<td>CA35A</td>
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<td>PARA 65A</td>
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<td>PARA 21</td>
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<tr>
<td>PARA 22</td>
<td></td>
</tr>
<tr>
<td>PARA 25</td>
<td></td>
</tr>
</tbody>
</table>

Any one of the following with a grade of C or better, or demonstration of skill proficiency.

### CTR 8 A-D 80 WPM speed goal

- 6.5

A Certificate of Proficiency in Court Reporter 1.5

- 3

### TECHNICIAN IN LEGAL TRANSCRIPTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 32A</td>
<td></td>
</tr>
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<tr>
<td>CTR 24A</td>
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<td>CTR 24B</td>
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<td>CTR 35L</td>
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<td>CA35A</td>
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<tr>
<td>PARA 65A</td>
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<td>PARA 22</td>
<td></td>
</tr>
<tr>
<td>PARA 25</td>
<td></td>
</tr>
</tbody>
</table>

Any one of the following with a grade of C or better, or demonstration of skill proficiency.

### CTR 8 A-D 80 WPM speed goal

- 6.5

A Certificate of Proficiency in Court Reporter 1.5

- 3

### TECHNICIAN IN LEGAL TRANSCRIPTION

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>CA 32A</td>
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<td>CTR 24B</td>
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<td>CTR 35L</td>
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<td>PARA 65A</td>
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<td>PARA 21</td>
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<tr>
<td>PARA 22</td>
<td></td>
</tr>
<tr>
<td>PARA 25</td>
<td></td>
</tr>
</tbody>
</table>

Any one of the following with a grade of C or better, or demonstration of skill proficiency.

### CTR 8 A-D 80 WPM speed goal

- 6.5

A Certificate of Proficiency in Court Reporter 1.5

- 3
### REALTIME STENOGRAPHIC INTERPRETER (A.S. Degree and Certificate)

**Course** | **Units**
--- | ---
CTR 24A English and Editing for Transcription | 1.5
CTR 24B English and Editing for Transcription | 1.5
CTR 26 English Review and Office Practices for the Court Reporter | 3
CTR 28 Basic Computer-Aided Transcription | 3
CTR 30A Computer-Aided Basic Dictionary Building | 2
CTR 30C Computer-Aided Medical Dictionary Building | 2
CTR 44 Court Reporting Apprenticeship | 1

A Certificate of Proficiency as a Realtime Stenographic Interpreter can be earned by students who have completed all required courses with at least a grade of “C” or “Credit.” To be awarded an A.S. Degree, a student must complete:
1. All of the major requirements for a Certificate of Proficiency, and
2. Additional units to meet the college graduation requirements.

**NOTE:** A student must be able to write on a stenotype machine for five minutes of unfamiliar, spoken dictation at 180 words per minute for five minutes with 97.5% accuracy. Also, a student must be able to demonstrate a realtime translation percentage of at least 94 percent accuracy at 180 words per minute for three minutes. Before beginning any Court Reporting or Related Technology program, the student should have keyboarding skills of at least 45 words per minute; the Computer Applications program offers keyboarding classes.

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

**Course** | **Units**
--- | ---
CTR 24A Court Reporting Theory I | 2
CTR 24B Court Reporting Theory II | 2
CA 31A Basic Word Processing, WordPerfect | 1
CA 32A Interim, Word Processing, WordPerfect | 1
CA 31B Beginning Word Processing, Microsoft Word | 1
CA 32B Intermediate Word Processing, Microsoft Word | 2
CTR 24A English and Editing for Transcription | 1.5
CTR 24B English and Editing for Transcription | 1.5
CTR 30A Realtime and Computer-Aided Basic Dictionary Building | 2
CTR 30C Realtime and Computer-Aided Medical Dictionary Building | 2
HTech 2 Medical Information Processing | 2
HTech 4 Structure and Function of the Human Body | 3
HTech 5 Basic Medical Terminology | 3
HTech 6 Advanced Medical Terminology | 3
HTech 8 Communication for Health Care | 2
HTech 20 Pharmacology for Transcription | 1
CTR 30C Computer-Aided Medical Dictionary Building | 3
HTech 25A,B,C Medical Transcription | 3 ea.
HTech 54A Internship | 2
CTR 8A-D or 50X with a grade of C or better | 8

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

### COURTROOM VIDEOGRAPHY (Certificate)

**Course** | **Units**
--- | ---
CTR 38 Court and Deposition Procedures | 3
THEA 80 TV Equipment Operations | 5
THEA 8A Intro to TV Production | 3
THEA 8B Production 2 (including apprenticeship) | 3

### DIETETICS, FOOD, NUTRITION: (Transfer)

See Transfer Planning Guide available at the Counseling Center.

### DIGITAL MEDIA

See also Computer & Information Systems for Internet Option.

### COMPUTER INFORMATION SYSTEMS (AS and Certificate) - Internet Services Option

#### Major Requirements

**Course** | **Units**
--- | ---
CIS 43.1 Web Technologies | 3
CIS 43.2 Internet Technologies | 3
CIS 60 Local Area Network Technologies | 3

#### Recommended Electives

**Course** | **Units**
--- | ---
CIS 43.3 Internet Security | 3
CIS 43.4 Intranet Applications using Java | 3
CIS 43.5 Internet and Web System Administration | 3
CIS 43.6 Installation and Management of World Wide Web (WWW) Servers | 3
CIS 44.2 Web-Distributed Applications Development with DCOM | 3
CIS 64 TCP/IP Services | 3

### ART COMPUTER ARTS: ANIMATION (AA Degree)

**Recommended** - CA 20, 70

**Major Requirements**

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

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

---

**ART 055 Introduction to Computer Arts**

**ART 057A Modeling for Animation**

**ART 057B Animation**

**ART 060A Computer Arts: Interactive Digital Video Art**

**ART 060B Computer Arts: Multimedia Art Production**

**ART 031 Drawing**

**ART 033A Basic Design: Two-Dimensional**

**ART 033C Basic Design: Color**
DIGITAL MEDIA DESIGN AND PRODUCTION - LEVEL 1 (Certificate)
Recommended - CA 20, 70
Introduction to Mac or Introduction to PC

Certificate Curriculum
8 units Core Courses (required)
6 units Foundation Courses (required)
3 units Project Course (required)

17 units

Core Courses (8 units required)
Course Course Units
CA 047A Digital Image Manipulation 1: Photoshop 1
CA 089 Digital Media 1 1
CA 089A Digital Visual Design 1 3
CA 089C Digital Color Application 1 1
CA 096 Creating World Wide Web Pages 1 1
CA 097 Digital Media Production Process 1

Foundation Courses (6 units required)
CA 088 Digital Authoring 1: Director 3
CA 090 Digital Editing: Premiere 1
CA 098D Digital Video 1: Quicktime 1
CA 098E Digital Audio 1 1

Project Course (3 units required)
CA 098B Portfolio Planning and Review: Desktop Publishing and Digital Media 3

INTERMEDIATE PROGRAMS

DIGITAL MEDIA DESIGN AND PRODUCTION - LEVEL 2 (Certificate)
Prerequisites - Digital Media Design and Production - Level 1 Certificate
The emphasis courses (13 units) will be selected by the student and the digital media coordinator, or a counselor, to enable the student to focus on one or two areas for the purpose of transfer to a 4-year institution or employment in the industry.

Certificate Curriculum
13 units Emphasis Courses (selected from Emphasis List)
4 units Project Course (required)

17 units

Emphasis Courses
ART 031A Drawing 3
ART 033A Basic Design: Two-Dimensional 3
ART 033C Basic Design: Color 3
ART 055 Introduction to Computer Arts 3
ART 057A Modeling for Animation 3
ART 057B Animation 3
ART 060A Computer Arts: Interactive Digital Video Art 3
ART 060B Computer Arts: Multimedia Art Production 3
CA 043B Digital Illustration 1: Illustrator 1
CA 043C Digital Illustration 1: FreeHand 1
CA 043D Digital Painting 1: Painter 1
CA 044B Digital Illustration 2: Illustrator 2
CA 044C Digital Illustration 2: FreeHand 2
CA 044D Digital Painting 2: Painter 2
CA 047C Digital Image Manipulation 2: Photoshop 2
CA 048A Graphic Preparation for Printing 2
CA 084A Digital Typography .5
CA 088A Digital Authoring 2: Director 3
CA 089B Cross Platform Issues 1
CA 090C Shockwave for Director 1
CA 090D Flash: Creating Interactive Web Pages 3
CA 090E Digital Editing 1: Premiere 1
CA 090F Digital Editing 2: Premiere 2
CA 090G Digital 3D Modeling Application 3
CA 096A Creating World Wide Web Pages 2 1
CA 096C Information and Content Design for the World Wide Web 1
CA 096C Dynamic CD-ROMs 3
MUSIC 064 Sound Design 3
Project Course (required)
CA 095 Computer Applications/Digital Media Intern Experience 3
CA 098 Digital Media Project 1

DIGITAL MEDIA DESIGN AND PRODUCTION (AA Degree)
Recommended Prerequisites - CA 20, 70
Introduction to Mac or Introduction to PC

Major Requirements:
CA 043B Digital Illustration 1: Illustrator 1
CA 044B Digital Illustration 2: Illustrator 2 or
CA 044C Digital Illustration 2: FreeHand 2
CA 044D Digital Painting 2: Painter 2
CA 047A Digital Image Manipulation 1: Photoshop 1
CA 047C Digital Image Manipulation 2: Photoshop 2
CA 088 Digital Authoring 1: Director 3
CA 088A Digital Authoring 2: Director 3
CA 089 Digital Media 1 1
CA 089A Digital Visual Design 1 3
CA 089C Digital Color Application 1 1
CA 090E Digital Editing 1: Premiere 1
CA 090F Digital Editing 2: Premiere 2
CA 090G Digital 3D Modeling Application 1: 3
CA 096 Creating World Wide Web Pages 1 1
CA 097 Digital Media Production Process 1
CA 098 Digital Media Project 1
CA 098B Portfolio Planning and Review: Desktop Publishing and Digital Media 3

6 units Foundation Courses (required)
8 units Core Courses (required)

WEB DESIGN AND PRODUCTION - LEVEL I (Certificate)
Recommended - CA 20, 70
Introduction to Mac or Introduction to PC

Certificate Curriculum
8 units Core Courses (required)
6 units Foundation Courses (required)
3 units Project Course (required)

Core Courses (6 units required)
Course Course Units
CA 047A Digital Image Manipulation 1: Photoshop 1
CA 089 Digital Media 1 1
CA 089A Digital Visual Design 1 3
CA 089C Digital Color Application 1 1
CA 096 Creating World Wide Web Pages 1 1
CA 097 Digital Media Production Process 1

Foundation Courses (8 units required)
CA 043B Digital Illustration 1: Illustrator 1
CA 043C Digital Illustration 1: FreeHand 1
CA 089B Cross Platform Issues 1
CA 096A Creating World Wide Web Pages 2 1
CA 096C Information and Content Design for the World Wide Web 1
CA 096D Graphic Preparation for the Internet 2

Project Course (required)
CA 098B Portfolio Planning and Review: Desktop Publishing and Digital Media 3

WEB DESIGN AND PRODUCTION - LEVEL II CONTENT DESIGN EMPHASIS (Certificate)
Prerequisite - Web Design and Production - Level 1 Certificate
The Emphasis Courses (6 units) will be selected by the student and the digital media coordinator, to enable the student to focus on one or two areas for the purpose of transfer to a 4-year institution or employment in the industry.

Certificate Curriculum
9 units Foundation Courses (required)
4 units Emphasis Courses (selected from Emphasis List)
4 units Project Course (required)

17 units

Foundation Courses (required)
CA 044A Digital Illustration 2: FreeHand 2
CA 044C Digital Illustration 2: FreeHand 2
CA 096E Text Preparation for the Internet 2
CA 096F Commercial Web Site Project 3
WEB DESIGN AND PRODUCTION - CONTENT DESIGN EMPHASIS

(AS Degree)
Recommended - CA 20, 70 Introduction to Mac or Introduction to PC

Major Requirements:
- CA 043B Digital Illustration 1: Illustrator and 2
- CA 044B Digital Illustration 2: Illustrator
- CA 043C Digital Illustration 1: FreeHand and 2
- CA 044C Digital Illustration 2: FreeHand
- CA 047C Digital Image Manipulation 2: Photoshop
- CA 089 Digital Media 1
- CA 089A Digital Visual Design 1
- CA 089B Cross Platform Issues
- CA 089C Digital Color Application 1
- CA 086 Creating World Wide Web Pages 1
- CA 086A Creating World Wide Web Pages 2
- CA 086C Information and Content Design for the World Wide Web
- CA 086D Graphic Preparation for the Internet
- CA 086E Text Preparation for the Internet
- CA 086F Commercial Web Site Project
- CA 087 Digital Media and Production Process
- CA 088 Digital Media Project
- CA 088B Portfolio Planning and Review: Desktop Publishing and Digital Media
- CA 088D Digital Video 1: Quicktime
- CA 088E Digital Audio 1

Recommended Electives:
- ART 033A Basic Design: Two-Dimensional
- ART 033C Basic Design: Color
- CA 043D Digital Painting 1: Painter
- CA 044D Digital Painting 2: Painter
- CA 047A Digital Image Manipulation 1: Photoshop
- CA 084A Digital Typography
- CA 088 Digital Authoring 1: Director
- CA 088A Digital Authoring 2: Director
- CA 090C Shockwave for Director
- CA 090D Flash: Creating Interactive Web Pages
- CA 090G Digital 3D Modeling Application

WEB DESIGN AND PRODUCTION - WEB DESIGN PRODUCTION EMPHASIS

(AS Degree and Certificate)
The Drafting Technology program is offered at both West Valley College and Mission College. A total of 36 units of specified drafting courses are required for fulfillment of the technician certificate.

An A.S. Degree in Drafting Technology will be awarded to students who complete 36 units of required drafting courses and electives and who meet all other college requirements for graduation. Consult an Engineering Technology counselor for detailed information.

The following drafting major requirement courses are required for the certificate or degree by both West Valley College and Mission College and may be taken at either.

Major Requirements:
- Draft 51A Beginning Technical Drafting
- Draft 51B Intermediate Technical Drafting
- Draft 51CD Advanced Technical Drafting
- Draft 58A Electronics Drafting
- Draft 73 Design and Drafting: Auto CAD
- Eng 22 Descriptive Geometry
- Illust 55A Technical Illustration
- Math 3 Trigonometry

Recommended Electives:
Available at both campuses:
- Couns 1 College Survival Skills
- Couns 12 Careers and Life Styles
- Phys 2A General Physics

Available at Mission College:
- Draft 58A Electronics Drafting
- Draft 58B P.C. Board Design
A student planning to transfer to a B.A. program in English should select courses that apply toward both the college graduation requirements and the bachelor’s degree requirements of the four-year institution to which he/she intends to transfer.

Students planning to undertake graduate study in English are advised to complete Intermediate Foreign Language 2A and 2B before transferring.

**ETHNIC STUDIES (Certificate)**

The Ethnic Studies certificate is an interdisciplinary program. Currently, Ethnic Studies classes are already offered by the History, English, Sociology, and Spanish departments. The Certificate will offer students the knowledge and intellectual training needed for an introductory understanding of cultural diversity issues. To fulfill the requirements for an Ethnic Studies certificate program students must complete a total of 12 units from the courses listed below.

**ENGLISH (A.A. Degree)**

Major Requirements:

1. Completion of 6 units of English Composition selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng 1A,B,C</td>
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</tr>
<tr>
<td>Eng 2A</td>
<td>3-3</td>
</tr>
<tr>
<td>Eng 5A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Eng 6A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Eng 7A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Eng 8</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Eng 1A,B</td>
<td>3-3</td>
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<tr>
<td>Eng 5A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Eng 7A,B</td>
<td>3-3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng 1A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Eng 5A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Eng 6A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Eng 7A,B</td>
<td>3-3</td>
</tr>
<tr>
<td>Eng 8</td>
<td>3</td>
</tr>
</tbody>
</table>

**FACILITIES MANAGEMENT TECHNICIAN:**

(Certificate) See Architecture

**FASHION DESIGN:** Transfer:

See Transfer Planning Guide available at the Counseling Center.

**APPAREL DESIGN (Short Certificate)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>FD 18A</td>
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</tr>
<tr>
<td>FD 18B</td>
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</tr>
<tr>
<td>FD 30</td>
<td>3</td>
</tr>
<tr>
<td>FD 30A</td>
<td>3</td>
</tr>
<tr>
<td>FD 54</td>
<td>3</td>
</tr>
<tr>
<td>FD 40A</td>
<td>1</td>
</tr>
<tr>
<td>FD 40B</td>
<td>2</td>
</tr>
</tbody>
</table>
### APPAREL DESIGN ADVANCED

**A.S. Degree and Certificate**

NOTE: Fashion Design and Apparel Technology students cannot take FD 27 for G.E. Credit.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>FD 52A</td>
<td>Fabric Analysis 1</td>
</tr>
<tr>
<td>FD 52B</td>
<td>Fabric Analysis 2</td>
</tr>
<tr>
<td>FD 70</td>
<td>Elem. and Princ. of Design</td>
</tr>
<tr>
<td>FD 60</td>
<td>Patternmaking 1</td>
</tr>
<tr>
<td>FD 85</td>
<td>CAD: Scanning/Color Print</td>
</tr>
<tr>
<td>FD 86</td>
<td>CAD: Texture/Bkgd.</td>
</tr>
<tr>
<td>FD 87</td>
<td>CAD: Designs &amp; Tech. Sketches</td>
</tr>
</tbody>
</table>

**Plus 3 Units from below:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 902</td>
<td>Arithmetic Functions</td>
</tr>
<tr>
<td>Bus 62</td>
<td>Business Math</td>
</tr>
<tr>
<td>Math G</td>
<td>Math for the Liberal Arts or any Math class that has Math 106 as a pre-requisite</td>
</tr>
<tr>
<td>English 903</td>
<td>Basic Grammar 3</td>
</tr>
<tr>
<td>English 905</td>
<td>English Fundamentals 3</td>
</tr>
<tr>
<td>Bus 78</td>
<td>Business Communication</td>
</tr>
<tr>
<td>English 1A</td>
<td>College Composition</td>
</tr>
</tbody>
</table>

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

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

### APPAREL MANUFACTURING

**(Short Certificate)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FD 18A</td>
<td>Electronic Grading and Marking</td>
</tr>
<tr>
<td>FD 18B</td>
<td>Electronic Patternmaking</td>
</tr>
<tr>
<td>FD 30</td>
<td>Intro. to the Apparel Industry</td>
</tr>
<tr>
<td>FD 30A</td>
<td>Success Strategies</td>
</tr>
<tr>
<td>FD 54</td>
<td>Apparel Manufacturing</td>
</tr>
<tr>
<td>FD 40A</td>
<td>Flats and Specs</td>
</tr>
<tr>
<td>FD 40B</td>
<td>Fashion Sketching</td>
</tr>
<tr>
<td>FD 52A</td>
<td>Fabric Analysis 1</td>
</tr>
<tr>
<td>FD 52B</td>
<td>Fabric Analysis 2</td>
</tr>
<tr>
<td>FD 70</td>
<td>Elem. and Princ. of Design</td>
</tr>
<tr>
<td>FD 85</td>
<td>Patternmaking 1</td>
</tr>
<tr>
<td>FD 87</td>
<td>CAD: Designs &amp; Tech. Sketches</td>
</tr>
<tr>
<td>FD 32</td>
<td>History of Fashion</td>
</tr>
<tr>
<td>FD 62</td>
<td>Patternmaking 2</td>
</tr>
<tr>
<td>FD 76</td>
<td>Creative Apparel Design</td>
</tr>
<tr>
<td>FD 84</td>
<td>Internship</td>
</tr>
<tr>
<td>FD 78</td>
<td>Creating/Marketing a line</td>
</tr>
<tr>
<td>FD 82</td>
<td>Portfolio</td>
</tr>
</tbody>
</table>

**Plus 3 units from below:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 11</td>
<td>Intro to CAD</td>
</tr>
<tr>
<td>FD 17</td>
<td>Product Data Management</td>
</tr>
<tr>
<td>FD 20</td>
<td>Couture Embellish</td>
</tr>
<tr>
<td>FD 53</td>
<td>Surface Print Design</td>
</tr>
<tr>
<td>FD 83</td>
<td>Fitting &amp; Pattern Alteration</td>
</tr>
<tr>
<td>FD 64</td>
<td>Professional Draping</td>
</tr>
<tr>
<td>FD 65</td>
<td>Prod. Patternmaking</td>
</tr>
<tr>
<td>FD 67</td>
<td>Manual Pattern Grading</td>
</tr>
<tr>
<td>FD 42</td>
<td>Fashion Illustration II</td>
</tr>
<tr>
<td>FD 83</td>
<td>Fashion Field Studies</td>
</tr>
<tr>
<td>FD 86</td>
<td>CAD: Texture/Bkgd.</td>
</tr>
<tr>
<td>FD 88</td>
<td>CAD Surface Design</td>
</tr>
</tbody>
</table>

**3 Units from below:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Math 902</td>
<td>Arithmetic Functions</td>
</tr>
<tr>
<td>Bus 62</td>
<td>Business Math</td>
</tr>
<tr>
<td>Math G</td>
<td>Math for the Liberal Arts or any Math class that has Math 106 as a pre-requisite</td>
</tr>
<tr>
<td>English 903</td>
<td>Basic Grammar 3</td>
</tr>
<tr>
<td>English 905</td>
<td>English Fundamentals 3</td>
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<tr>
<td>Bus 78</td>
<td>Business Communications</td>
</tr>
<tr>
<td>English 1A</td>
<td>College Composition</td>
</tr>
</tbody>
</table>

**Recommended Career Development Courses:**

- Comm 12: Intercol. Communication
- Comm 18: Career Communication
- Bus 33: Function of Management
- Bus 61: Business and Society
- Bus 66: Human Relations in Business
- Couns 18: Job Search Skills
- Couns 50: Cross Cultural Persp.
- CA 62B: Microsoft Excel
- CA 99B: Microsoft Word
- Soc 20: American Race Relations

### APPAREL PRODUCTION

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

NOTE: Fashion Design and Apparel Technology students cannot take FD 27 for G.E. Credit.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FD 18A</td>
<td>Electronic Grading and Marking</td>
</tr>
<tr>
<td>FD 18B</td>
<td>Electronic Patternmaking</td>
</tr>
<tr>
<td>FD 30</td>
<td>Intro. to Fashion Design</td>
</tr>
<tr>
<td>FD 30A</td>
<td>Success Strategies</td>
</tr>
<tr>
<td>FD 54</td>
<td>Apparel Manufacturing</td>
</tr>
<tr>
<td>FD 40A</td>
<td>Flats and Specs</td>
</tr>
<tr>
<td>FD 52A</td>
<td>Fabric Analysis 1</td>
</tr>
<tr>
<td>FD 52B</td>
<td>Fabric Analysis 2</td>
</tr>
<tr>
<td>CA 70</td>
<td>Using Microsoft Windows</td>
</tr>
<tr>
<td>FD 17</td>
<td>Product Data Management</td>
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<tr>
<td>FD 60</td>
<td>Patternmaking 1</td>
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<tr>
<td>FD 62</td>
<td>Patternmaking 2</td>
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<tr>
<td>FD 64</td>
<td>Professional Draping</td>
</tr>
<tr>
<td>FD 84</td>
<td>Internship</td>
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<tr>
<td>FD 66</td>
<td>Production Patternmaking</td>
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<tr>
<td>FD 63</td>
<td>Fitting &amp; Pattern Alteration</td>
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**3 Units from below:**

<table>
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<th>Units</th>
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<tbody>
<tr>
<td>Math 902</td>
<td>Arithmetic Functions</td>
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<tr>
<td>Bus 62</td>
<td>Business Math</td>
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<tr>
<td>Math G</td>
<td>Math for the Liberal Arts or any Math class that has Math 106 as a pre-requisite</td>
</tr>
<tr>
<td>English 903</td>
<td>Basic Grammar 3</td>
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<td>English 905</td>
<td>English Fundamentals 3</td>
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<tr>
<td>Bus 78</td>
<td>Business Communications</td>
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<tr>
<td>English 1A</td>
<td>College Composition</td>
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**Recommended Career Development Courses:**

- Comm 12: Intercol. Communication
- Comm 18: Career Communication
- Bus 33: Function of Management
- Bus 61: Business and Society
- Bus 66: Human Relations in Business
- Couns 18: Job Search Skills
- Couns 59: Cross Cultural Persp.
- CA 62B: Microsoft Excel
- CA 31B: Microsoft Word
- Soc 20: American Race Relations

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

1. All of the major requirements
2. Additional units to meet the college graduation requirements.
## ELECTRONIC PATTERNMaking (Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<td>3</td>
</tr>
<tr>
<td>FD 17</td>
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</tr>
</tbody>
</table>

These courses require the following pre-requisites or recommended preparations courses or demonstrated ability.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Com 18</td>
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<tr>
<td>FD 11</td>
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</tr>
<tr>
<td>FD 54</td>
<td>3</td>
</tr>
<tr>
<td>FD 60</td>
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</tr>
<tr>
<td>FD 67</td>
<td>1</td>
</tr>
<tr>
<td>FD 40A</td>
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## ELECTRONIC GRADING AND MARKER MAKING (Certificate)

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>FD 18A</td>
<td>3</td>
</tr>
<tr>
<td>FD 18B</td>
<td>3</td>
</tr>
<tr>
<td>FD 17</td>
<td>1</td>
</tr>
</tbody>
</table>

These courses require the following pre-requisites or recommended preparations courses or demonstrated ability.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Com 18</td>
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<tr>
<td>FD 11</td>
<td>1</td>
</tr>
<tr>
<td>FD 54</td>
<td>3</td>
</tr>
<tr>
<td>FD 60</td>
<td>3</td>
</tr>
<tr>
<td>FD 40A</td>
<td>1</td>
</tr>
</tbody>
</table>

## SURFACE PRINT DESIGN (Certificate)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Art 031A</td>
<td>3</td>
</tr>
<tr>
<td>Art 033A</td>
<td>3</td>
</tr>
<tr>
<td>Art 033C</td>
<td>3</td>
</tr>
<tr>
<td>Art 049A</td>
<td>Painting 3</td>
</tr>
<tr>
<td>FD 082</td>
<td>1</td>
</tr>
<tr>
<td>FD 053</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Art 031B</td>
<td>Drawing 3</td>
</tr>
<tr>
<td>Art 049B</td>
<td>Painting 3</td>
</tr>
<tr>
<td>Art 047A</td>
<td>Watercolor 3</td>
</tr>
<tr>
<td>Art 047B</td>
<td>Watercolor 3</td>
</tr>
<tr>
<td>FD 030A</td>
<td>Success Strategies 3</td>
</tr>
<tr>
<td>FD 052A</td>
<td>Fabrics Analysis I 3</td>
</tr>
</tbody>
</table>

## CAD: SURFACE DESIGN (Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 043B</td>
<td>Beginning Illustrator, Adobe Illustrator 1</td>
</tr>
<tr>
<td>CA 043C</td>
<td>Beginning Digital Illustration: Freehand, Intermediate Illustration, Adobe Illustrator 2</td>
</tr>
<tr>
<td>CA 044B</td>
<td>Intermediate Digital Illustration:Freehand, Adobe Illustrator 2</td>
</tr>
<tr>
<td>CA 044C</td>
<td>Intermediate Digital Illustration:Freehand, Introduction to Digital Painting: Fractal Design Painter 1</td>
</tr>
<tr>
<td>CA 044D</td>
<td>Intermediate Digital Painting 2</td>
</tr>
<tr>
<td>CA 068B</td>
<td>Portfolio Planning/Review, Desktop Publishing and Digital Media 3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD 085</td>
<td>CAD: Scanning and Color Printing 1</td>
</tr>
<tr>
<td>FD 086</td>
<td>CAD: Designing Textures and Backgrounds 2</td>
</tr>
<tr>
<td>FD 088</td>
<td>CAD: Surface Design 3</td>
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</table>

Recommended

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 047A</td>
<td>Beginning Photoshop 1</td>
</tr>
<tr>
<td>CA 047B</td>
<td>Digital Image Manipulation: Photoshop 2</td>
</tr>
<tr>
<td>FD 052A</td>
<td>Fabric Analysis I 3</td>
</tr>
<tr>
<td>FD 030A</td>
<td>Success Strategies 3</td>
</tr>
</tbody>
</table>

## FOREIGN LANGUAGE: Transfer:

See Transfer Planning Guide available at the Counseling Center.

## FOREIGN LANGUAGE (A.A. Degree)

**Major Requirements:**
- 20 units in one foreign language from the following:
- Foreign Language 1A, 1B, 2A, 2B, 3A, 3B or equivalent.

The major requirements may be satisfied in the foreign languages listed below:
- French
- Spanish

It is strongly recommended for transfer that one year of a second foreign language be completed.

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

## FOREIGN LANGUAGE FRENCH: (Certificate)

Minimum of 15 units from any of the following:
- French 2A Intermediate French 5
- French 2B Intermediate French 5
- French 3A Advanced French Oral and Written Composition 5
- French 3B Advanced French Oral and Written Composition 5

## FOREIGN LANGUAGE SPANISH: (Certificate)

Minimum of 15 units from any of the following:
- Spanish 2A Intermediate Spanish 5
- Spanish 2B Intermediate Spanish 5
- Spanish 3A Advanced Spanish Oral and Written Composition 5
- Spanish 3B Advanced Spanish Oral and Written Composition 5

## FORESTRY: Transfer:

See Transfer Planning Guide available at the Counseling Center.

## GEOGRAPHY: Transfer:

See Transfer Planning Guide available at the Counseling Center.

## HEALTH CARE TECHNOLOGIES

There are nine programs in the department.

### CLINICAL UNIT COORDINATOR (Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HED 11</td>
<td>Cardiopulmonary Resuscitation .5</td>
</tr>
<tr>
<td>HTech 1</td>
<td>Introduction to Health Care 1</td>
</tr>
<tr>
<td>HTech 2</td>
<td>Medical Information Processing 2</td>
</tr>
<tr>
<td>HTech 5</td>
<td>Basic Medical Terminology 3</td>
</tr>
<tr>
<td>HTech 6</td>
<td>Adv Medical Terminology 3</td>
</tr>
<tr>
<td>HTech 7A</td>
<td>Medical Law 2</td>
</tr>
<tr>
<td>HTech 7B</td>
<td>Medical Ethics and Bioethics 2</td>
</tr>
<tr>
<td>HTech 8</td>
<td>Communication for Health 2</td>
</tr>
<tr>
<td>HTech 20</td>
<td>Care Personnel 2</td>
</tr>
<tr>
<td>HTech 41</td>
<td>Basic Medical Office Business Procedures 3</td>
</tr>
<tr>
<td>HTech 54A</td>
<td>Internship 2</td>
</tr>
<tr>
<td>HTech 61</td>
<td>Orientation to the Hospital .5</td>
</tr>
<tr>
<td>HTech 65</td>
<td>Unit Coordination Procedures 2</td>
</tr>
<tr>
<td>HTech 66</td>
<td>Clinical Unit Administration 2</td>
</tr>
</tbody>
</table>

*Student will work with a preceptor 6 hours per week at an assigned hospital concurrently with coursework each semester.
### MEDICAL ASSISTANT (A.S. Degree and/or Certificate of Proficiency)

<table>
<thead>
<tr>
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<tr>
<td>HTech 1</td>
<td>1</td>
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<td>HTech 2</td>
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<tr>
<td>HTech 4</td>
<td>3</td>
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<tr>
<td>HTech 5</td>
<td>3</td>
</tr>
<tr>
<td>HTech 6</td>
<td>2</td>
</tr>
<tr>
<td>HTech 7A</td>
<td>2</td>
</tr>
<tr>
<td>HTech 7B</td>
<td>2</td>
</tr>
<tr>
<td>HTech 8</td>
<td>2</td>
</tr>
<tr>
<td>HTech 25A</td>
<td>3</td>
</tr>
<tr>
<td>HTech 41</td>
<td>3</td>
</tr>
<tr>
<td>HTech 42</td>
<td>2</td>
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<td>HTech 43</td>
<td>3</td>
</tr>
<tr>
<td>HTech 54A</td>
<td>2</td>
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<tr>
<td>HTech 54B</td>
<td>2</td>
</tr>
<tr>
<td>HTech 55</td>
<td>2</td>
</tr>
<tr>
<td>HTech 56&amp;57</td>
<td>2.5-2.5</td>
</tr>
<tr>
<td>HTech 58</td>
<td>3</td>
</tr>
<tr>
<td>HTech 60</td>
<td>2</td>
</tr>
<tr>
<td>HTech 63</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Recommended Electives:**
- Comm 12: Intercultural Communication 3
- H-Ed 11: Cardiopulmonary Resuscitation .5
- H-Ed 12: Intercultural Communication 3
- H-Ed 13: Medical Information Processing 2
- H-Ed 15: Basic Medical Terminology 3
- H-Ed 16: Adv Medical Terminology 3
- H-Ed 17A: Medical Law 2
- H-Ed 17B: Medical Ethics and Bioethics 2
- H-Ed 18: Communication for Health Care Personnel 2
- H-Ed 25A: Medical Transcription 3
- H-Ed 41: Basic Medical Office Business Procedures 3
- H-Ed 42: Insurance Billing and Coding 2
- H-Ed 43: Basic Medical Accounting & Record Keeping 3
- H-Ed 54A: Internship 2
- H-Ed 60: Medical Office Management 2

### MEDICAL OFFICE LABORATORY ASSISTANT (Certificate)

<table>
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<tr>
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</thead>
<tbody>
<tr>
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<td>HTech 4</td>
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<td>HTech 7B</td>
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<tr>
<td>HTech 8</td>
<td>2</td>
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<tr>
<td>HTech 54A</td>
<td>2</td>
</tr>
<tr>
<td>HTech 55</td>
<td>3</td>
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<tr>
<td>HTech 56&amp;57</td>
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<tr>
<td>HTech 58</td>
<td>3</td>
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<td>HTech 59</td>
<td>2</td>
</tr>
<tr>
<td>HTech 60</td>
<td>2</td>
</tr>
<tr>
<td>HTech 63</td>
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**Recommended Electives:**
- Comm 12: Intercultural Communication 3
- HTech 30A: Success Strategies 3

### MEDICAL OFFICE RECEPTION (Certificate)

<table>
<thead>
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<tbody>
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<td>HTech 60</td>
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<td>Span 52A</td>
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### MEDICAL TRANSCRIPTION (A.S. Degree and Certificate)

<table>
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<td>HTech 8</td>
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<td>HTech 20</td>
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**Recommended Electives:**
- Acdtg 10: Accounting Fundamentals—Financial 5
MASSAGE THERAPY

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Recommended Electives:
- Comm 12: Intercultural Communication 3
- HTech 30A: Success Strategies 3

NOTE: A grade of C or better must be earned for all certificate programs.

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

HISTORY (A.A. Degree)

Major Requirements

<table>
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<tr>
<td>Hist 17B</td>
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Electives from Hist 8A, 8B, 12, 14, 16, 18, 20, 30, or 31

OTHER Social Science Electives

<table>
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<td>Anth 3</td>
<td>3</td>
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<tr>
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<tr>
<td>Geog 1</td>
<td>3</td>
</tr>
<tr>
<td>Polit 1</td>
<td>3</td>
</tr>
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<tr>
<td>Psych 1</td>
<td>3</td>
</tr>
<tr>
<td>Soc 1</td>
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</tbody>
</table>

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

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

INDUSTRIAL TECHNOLOGY: Transfer:
See Transfer Planning Guide available at the Counseling Center.

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

INTERIOR DESIGN (Certificate)
The following is an outline of the REQUIRED and RECOMMENDED courses in the certificate program. Courses may be taken during any semester (if offered), providing prerequisites are met. Certificates are awarded upon the recommendation of the Interior Design Department.

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 3</td>
<td></td>
</tr>
<tr>
<td>Art 1B</td>
<td>2</td>
</tr>
<tr>
<td>Art 33A</td>
<td>3</td>
</tr>
<tr>
<td>ID 5</td>
<td>1</td>
</tr>
<tr>
<td>ID 10</td>
<td>3</td>
</tr>
<tr>
<td>ID 15</td>
<td>3</td>
</tr>
<tr>
<td>ID 20</td>
<td>3</td>
</tr>
<tr>
<td>ID 25</td>
<td>3</td>
</tr>
<tr>
<td>ID 30</td>
<td>3</td>
</tr>
<tr>
<td>ID 35A</td>
<td>3</td>
</tr>
<tr>
<td>ID 35B</td>
<td>3</td>
</tr>
<tr>
<td>ID 35C</td>
<td>3</td>
</tr>
<tr>
<td>ID 40</td>
<td>3</td>
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<tr>
<td>ID 45</td>
<td>3</td>
</tr>
<tr>
<td>ID 50</td>
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<tr>
<td>ID 55</td>
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<tr>
<td>ID 60</td>
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<tr>
<td>ID 65</td>
<td>3</td>
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<tr>
<td>ID 70</td>
<td>3</td>
</tr>
<tr>
<td>ID 75</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

To be awarded an A.A. Degree, a student must complete
1. All the Interior Design Certificate requirements
2. Additional units to meet the college graduation requirements for an associate degree.

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

See the Interior Design counselor for clarification and further information.

INTERIOR DESIGN (Advanced Certificate)
Prerequisite: Completion of Interior Design Certificate requirements.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 10</td>
<td>3</td>
</tr>
<tr>
<td>Arch 32A</td>
<td>3</td>
</tr>
<tr>
<td>Bus 28</td>
<td>3</td>
</tr>
<tr>
<td>Bus 78</td>
<td>3</td>
</tr>
<tr>
<td>ID 66</td>
<td>3</td>
</tr>
<tr>
<td>ID 80</td>
<td>3</td>
</tr>
<tr>
<td>ID 85</td>
<td>3</td>
</tr>
<tr>
<td>ID 90</td>
<td>3</td>
</tr>
<tr>
<td>ID 95</td>
<td>3</td>
</tr>
</tbody>
</table>

A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above.

See the Interior Design counselor for clarification and further information in Interior Design.

LANDSCAPE ARCHITECTURE: Transfer
See Transfer Planning Guide available at the Counseling Center.

LANDSCAPE ARCHITECTURE (A.S. Degree)

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arch 20</td>
<td>3</td>
</tr>
<tr>
<td>Arch 21AB</td>
<td>3-3</td>
</tr>
<tr>
<td>Arch 30</td>
<td>2</td>
</tr>
<tr>
<td>Arch 31AB</td>
<td>3-3</td>
</tr>
<tr>
<td>Arch 32A</td>
<td>2</td>
</tr>
<tr>
<td>Arch 32B</td>
<td>3</td>
</tr>
</tbody>
</table>
1. Demonstrated breadth of knowledge by completing twenty units of course work from West Valley College General Education Pattern for Bachelor Degrees at California State Universities and Colleges.

2. Meeting West Valley College graduation requirements. (Courses completed from paragraph 1 may be used to fulfill the requirements for paragraph 2).

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

**MATHEMATICS (A.A. Degree)**

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 3AB</td>
<td>4</td>
</tr>
<tr>
<td>Math 4A</td>
<td>4</td>
</tr>
<tr>
<td>Math 4B</td>
<td>4</td>
</tr>
<tr>
<td>Phys 4ABC</td>
<td>5-5-5</td>
</tr>
</tbody>
</table>

Recommended Electives:

*Upper Division at SJSU

**PARALEGAL (A.S. Degree)**

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Para 18</td>
<td>3</td>
</tr>
<tr>
<td>Para 19</td>
<td>3</td>
</tr>
<tr>
<td>Para 21</td>
<td>3</td>
</tr>
<tr>
<td>Para 22</td>
<td>3</td>
</tr>
<tr>
<td>Para 23</td>
<td>3</td>
</tr>
<tr>
<td>Para 24</td>
<td>3</td>
</tr>
<tr>
<td>Para 25</td>
<td>3</td>
</tr>
<tr>
<td>Para 29</td>
<td>3</td>
</tr>
<tr>
<td>Para 40</td>
<td>3</td>
</tr>
<tr>
<td>Para 65B</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives from Recommended List 12:

- Para 26: Computers in the Law
- Para 27: Corporate Law
- Para 28: Administrative Law
- Para 30: Business Contract Laws
- Para 32: Family Law
- Para 33: Real Estate Law
- Para 34: Bankruptcy Law
- Para 35: Probate
- Para 36: Wills & Estate Planning
- Para 37: Intellectual Property
- Para 38: Constitutional Law
- Para 39: Investigating and Investigation
- Para 41: Torts and Personal Injury
- Para 42: Criminal Trial Techniques
- Para 43: Law Office Management
- Para 44: Computerized Assistant Legal Research (LEXIS)
- Para 47: Trademark Law
- Para 48: Copyright Law
- Para 49: Securities Regulation
- Para 50: Field Experience
- Para 66: Legal Resources on the Internet
- Para 68: Computerized Litigation Document Management
- Para 80C: Current Legal Topics: Time Management in the Office
- Para 80D: CLT: LEXIS Quick Start
- Para 80E: CLT: Intro. to the Library
- Para 80F: CLT: How to Read the Law
- Para 80G: CLT: How to Read Case Law
- Para 80H: CLT: How to Read Statutes
- Para 81 B: CLT: Intro. to LEXIS
- Para 83 C: CLT: Legal Drafting/Correspondence
- Para 81D: CLT: Legal Drafting/Plain Language

1. All music majors ARE REQUIRED to participate in at least one major music ensemble group per semester according to their own individual interests. Consult with a music instructor before making a choice of choir, chorus, ensembles, orchestra or band.

2. Music majors should have piano proficiency or corresponding ability in voice or orchestral instruments. Study of the major instrument or voice should be included each semester.

3. Music majors who plan to become teachers should include English 1B and courses in piano and voice in their program.
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. Students must see a counselor or the Department Chair about the General Education courses that are approved by the American Bar Association for the Paralegal Degree and Certificate.

PARALEGAL (Certificate)

In order to receive a Certificate, a student must have a minimum of an Associate Degree in another area.

**Major Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PKMGT 10</td>
<td>Introduction to Park Management</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 11</td>
<td>Park Communication</td>
<td>2</td>
</tr>
<tr>
<td>PKMGT 12A</td>
<td>Basic Outdoor Skills OR</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 12B</td>
<td>Intermediate Outdoor Skills for the Park Ranger (3)</td>
<td>1</td>
</tr>
<tr>
<td>PKMGT 13</td>
<td>Fire Suppression and Use</td>
<td>2</td>
</tr>
<tr>
<td>PKMGT 14</td>
<td>Conservation of Natural Resources</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 15A</td>
<td>Duties of the Ranger</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 15B</td>
<td>Interpretive Skills</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 15C</td>
<td>Introduction to Park Maintenance Skills</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 16</td>
<td>Surveying, Design and Planning Facilities</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 17</td>
<td>Basic Horticulture for Parks</td>
<td>3</td>
</tr>
<tr>
<td>PKMGT 20A/B</td>
<td>Park Internship Seminar</td>
<td>3-3</td>
</tr>
<tr>
<td>PKMGT 21A/B</td>
<td>Park Operations Lab</td>
<td>1-1</td>
</tr>
<tr>
<td>PKMGT 22</td>
<td>Principles of Park Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>Bio 12</td>
<td>Introduction to Wildlife Biology and Management OR</td>
<td>3</td>
</tr>
<tr>
<td>Bio 14</td>
<td>California Plants and Animals</td>
<td>3</td>
</tr>
<tr>
<td>Geo 1A</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>Geo 15</td>
<td>Geology of California</td>
<td>3</td>
</tr>
<tr>
<td>Soc 1</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 1, 4, 8, OR 20</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>AJ 160/161</td>
<td>Laws of Arrest, Search and Seizure</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-Ed 6</td>
<td>Advanced First Aid Emergency Care</td>
<td>3</td>
</tr>
<tr>
<td>H-Ed 11</td>
<td>Cardiopulmonary Resuscitation</td>
<td>5</td>
</tr>
<tr>
<td>PKMGT 150F</td>
<td>Mountain Medicine</td>
<td>1</td>
</tr>
<tr>
<td>PKMGT 16A</td>
<td>Intro to GIS &amp; GPS</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: Park Management students cannot take LEAD 20A/B or PKMGT 16A for G.E. Credit. See your counselor.

For a certificate, only the major requirements listed above must be completed.

**PHOTOGRAPHY (A.S. Degree and/or Certificate)**

**Major Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo 1</td>
<td>Basic Photography Lecture</td>
<td>3</td>
</tr>
<tr>
<td>Photo 1L</td>
<td>Basic Photography Laboratory</td>
<td>0</td>
</tr>
<tr>
<td>Photo 2</td>
<td>Intermediate Photography Lecture</td>
<td>3</td>
</tr>
<tr>
<td>Photo 2L</td>
<td>Intermediate Photography Lab</td>
<td>0</td>
</tr>
<tr>
<td>Photo 20A</td>
<td>Studio Photography/Portraiture</td>
<td>2</td>
</tr>
<tr>
<td>Photo 30</td>
<td>Basic Color Photography</td>
<td>4</td>
</tr>
<tr>
<td>Photo 45A</td>
<td>Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>Photo 49A</td>
<td>Darcock Apparatus and Techniques</td>
<td>1</td>
</tr>
<tr>
<td>Photo 49B</td>
<td>Darcock apparatus and Techniques</td>
<td>1</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo 20B</td>
<td>Intermediate Studio Photo/Portraiture</td>
<td>2</td>
</tr>
<tr>
<td>Photo 21A</td>
<td>Intermediate Studio Photography/Product Lighting</td>
<td>2</td>
</tr>
<tr>
<td>Photo 21B</td>
<td>Intermediate Studio Photo/Product Lighting</td>
<td>2</td>
</tr>
<tr>
<td>Photo 45B</td>
<td>Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>Photo 45C</td>
<td>Field Studies</td>
<td>1</td>
</tr>
<tr>
<td>Photo 71</td>
<td>Slide Duplication</td>
<td>1</td>
</tr>
<tr>
<td>Photo 72</td>
<td>Environmental Portraits</td>
<td>1</td>
</tr>
<tr>
<td>Photo 73</td>
<td>Photographing Your Art</td>
<td>1</td>
</tr>
<tr>
<td>Photo 74</td>
<td>Close-Up Photography</td>
<td>1</td>
</tr>
<tr>
<td>Photo 75</td>
<td>Photo Projects for the Instructor</td>
<td>1</td>
</tr>
<tr>
<td>Photo 91-93</td>
<td>Directed Studies (total maximum of)</td>
<td>3</td>
</tr>
</tbody>
</table>

**PHILOSOPHY: Transfer:**

See Transfer Planning Guide available at the Counseling Center.

**PARK MANAGEMENT (A.S. Degree and Certificate)**

**Major Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PKMGT 10</td>
<td>Introduction to Park Management</td>
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<tr>
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<td>Fire Suppression and Use</td>
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<td>Duties of the Ranger</td>
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**Recommended Electives:**

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<td>Intro to GIS &amp; GPS</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: Park Management students cannot take LEAD 20A/B or PKMGT 16A for G.E. Credit. See your counselor.

For a certificate, only the major requirements listed above must be completed.
PHYSICAL EDUCATION (A.A. Degree)

Major Requirements

Course | Units
--- | ---
*Bio 47 Human Anatomy and Human Physiology OR Human Anatomy and Physiology | 5
*Bio 46 Anatomy and Physiology | 5
H-Ed 5 Standard First Aid OR CPR | 1.5
H-Ed 11 CPR | 0.5
PE 30 Introduction to Physical Education | 3
**PE Activity Courses | 8

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

PHYSICAL SCIENCE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

PHYSICS, APPLIED PHYSICS, GEOPHYSICS: Transfer:
See Transfer Planning Guide available at the Counseling Center.

PHYSICS, APPLIED PHYSICS, GEOPHYSICS (A.S. Degree)

Major Requirements

Course | Units
--- | ---
Engr 21 Computer Science | 3
Math 3AB Analytical Geometry & Calculus | 5-5
Math 4A Intermediate Calculus | 4
Math 4B Differential Equations | 4
Phys 3ABCD Engineering Physics | 5-5-5

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

PSYCHOLOGY (A.A. Degree)

Major Requirements

Course | Units
--- | ---
*Psych 1 General Psychology | 3
*Psych 2 Experimental Psychophysiology | 4
Math 10 Elementary Statistics | 3
Psych 7 Physiological Psychology | 3

Recommended Electives

Anthr 3 Cultural Anthropology | 3
Bio 10 Introduction to Biology | 4
Bio 43 Principles of Cells | 5
**Bio 46 Anatomy and Physiology | 5
Soc 1 Introduction to Sociology | 3

*San Jose State University has signed a major-to-major agreement with West Valley College. See a counselor for course substitutions in specified areas.

**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.

PUBLIC RELATIONS: Transfer:
See Transfer Planning Guide available at the Counseling Center.

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

SOCIAL SCIENCE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

SOCIAL SCIENCE (A.A. Degree)

20 units from at least 5 of the following fields:

Major Requirements

Course | Units
--- | ---
Anthr 1 Intro to Physical Anthropology | 3
Anthr 2 Intro to Archaeology | 3
Anthr 3 Intro to Cultural Anthropology | 3
Econ 1A Principles of Macroeconomics | 3
Econ 1B Principles of Microeconomics | 3
Geog 1 Intro to Political Economy | 3
Hist Any history course | 3
Polit 1 American Government | 3
Polit 2 Comparative Governments | 3
Polit 3 Intro to Political Science | 3
Polit 4 International Relations | 3
Major Requirements

ACTING EMPHASIS

Major Requirements

20-unit requirement must include:

- The course listed above is the only course awarded an A.A. Degree.
- To be awarded an A.A. Degree, a student must complete:
  1. All the major requirements and
  2. The following Courses:

  **THEATRE ARTS (A.A. Degree)**

  **Course Units**
  - Theor 1 Introduction to Media Arts 3
  - Theor 5A Filmmaking 3
  - Theor 6A Writing for Film and TV 3
  - Theor 7A Acting for Film and TV 3
  - Theor 8A Intro to TV Production 3
  - Theor 8B Television Production II 3
  - Theor 80 TV Equipment Operations 5
  - Other Recommended Electives: It is strongly recommended that students with a Television emphasis take: Theor 3A, 14AB, 15, and 40A. 21ABC, 40B.

  **VIDEO AND FILM EMPHASIS**

  **(Certificate)**

  **Major Requirements:**

  **Course Units**
  - Theor 1 Introduction to Media Arts 3
  - Theor 5A Filmmaking 3
  - Theor 6A Writing for Film and TV 3
  - Theor 7A Acting for Film and TV 3
  - Theor 8A Intro to TV Production 3
  - Theor 8B Television Production II 3
  - Theor 80 TV Equipment Operations 5
  - Recommended Electives: It is strongly recommended that students with a Television emphasis take: Theor 3A, 14AB, 15, and 40A. 21ABC, 40B.

  **THEATRE ARTS: Transfer:**

  See Transfer Planning Guide available at the Counseling Center.

  **THEATRE ARTS (A.A. Degree)**

  **ACTING EMPHASIS**

  **Major Requirements**

  - Course Units
  - Theor 2A Technical Production 3
  - Theor 10 Introduction to Theatre 3
  - Theor 18A Introduction to Stage Lighting 3

  **Recommended Electives:** It is strongly recommended that students with a Stage Technology emphasis take: Theor 17B, 18B, 21C, 42, 44A, 45B.

  **STAGE TECHNOLOGY EMPHASIS**

  **Major Requirements**

  **Course Units**
  - Theor 2A Technical Production 3
  - Theor 10 Introduction to Theatre 3
  - Theor 17A Introduction to Stage Design 3
  - Theor 18A Introduction to Stage Lighting 3
  - Theor 35A Voice Production and Articulation 3
  - Theor 40A Beginning Acting 3
  - Theor 47A Costumes for Stage and Screen 3
  - Electives from Recommended List 3

  **Recommended Electives:** It is strongly recommended that students with a Stage Technology emphasis take: Theor 17B, 18B, 21C, 42, 44A, 45B.

  **STAGE TECHNOLOGY EMPHASIS**

  **Major Requirements**

  **Course Units**
  - Theor 2A Technical Production 3
  - Theor 10 Introduction to Theatre 3
  - Theor 17A Introduction to Stage Design 3
  - Theor 18A Introduction to Stage Lighting 3
  - Theor 35A Voice Production and Articulation 3
  - Theor 40A Beginning Acting 3
  - Theor 47A Costumes for Stage and Screen 3

  **Recommended Electives:** It is strongly recommended that students with a Stage Technology emphasis take: Theor 17B, 18B, 21C, 42, 44A, 45B.
**WOMEN’S STUDIES: Transfer:**
See Transfer Planning Guide available at the Counseling Center.

**WOMEN’S STUDIES (A.A. Degree)**
Women's Studies is an Interdisciplinary program that places women's contributions, experiences, and concerns at the center of study. Men and Women are equally welcome in the Women’s Studies major. The program welcomes all students who are interested in investigating gender, race, and class issues in their lives and world.

The Women’s Studies major consists of an interdisciplinary program of courses. Together, these courses offer students the knowledge and intellectual training needed for an introductory understanding of gender and diversity issues.

**Major Requirements**
To earn an AA degree in Women’s Studies, students must complete 20 units from Groups 1, 2, 3. All majors must complete the 4-unit core course. In addition, students must complete at least 8 units which may include courses from either Group 2 or 3.

**Group 1. Core Course (4 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WS 1</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Women's Studies: Knowledge, Gender and Power</td>
<td></td>
</tr>
</tbody>
</table>

**Group 2. Foundation Courses in Women’s Studies (8-16 units)**

These courses focus on women's contributions, experiences, and concerns in various academic fields. While introducing students to the fundamental principles and content of these disciplines, courses with a Women’s Studies focus deliver additional knowledge about gender, race, and class—issues that are often ignored in traditional courses. This approach encourages students to develop an interdisciplinary understanding of gender and diversity issues.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI 16</td>
<td>3</td>
</tr>
<tr>
<td>Women and Justice</td>
<td></td>
</tr>
<tr>
<td>Anthr 3*</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Anthropology/Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Art 4*</td>
<td>3</td>
</tr>
<tr>
<td>Art Appreciation: Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Couns 24*</td>
<td>3</td>
</tr>
<tr>
<td>Personal Growth: Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Econ 1B*</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics: Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Engl 1A*</td>
<td>3</td>
</tr>
<tr>
<td>English Composition: Women’s Studies Emphasis</td>
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<tr>
<td>Engl 1B*</td>
<td>3</td>
</tr>
<tr>
<td>English Composition: Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Engl 1C*</td>
<td>3</td>
</tr>
<tr>
<td>Clear Thinking in Writing: Women’s Studies Emphasis</td>
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</tr>
<tr>
<td>Engl 46*</td>
<td>3</td>
</tr>
<tr>
<td>Contemporary Multicultural Literature: Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Hist 4A*</td>
<td>1</td>
</tr>
<tr>
<td>History of Western Civilization: Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Hist 17A*</td>
<td>3</td>
</tr>
<tr>
<td>United States History: Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Hist 17B*</td>
<td>3</td>
</tr>
<tr>
<td>United States History: Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Human 1A*</td>
<td>3</td>
</tr>
<tr>
<td>Human Values in and from the Arts: Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Human 1B*</td>
<td>3</td>
</tr>
<tr>
<td>Human Values in and from the Arts: Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Psych 9</td>
<td>3</td>
</tr>
<tr>
<td>Psychology of Women: Women’s Studies Emphasis</td>
<td></td>
</tr>
<tr>
<td>Soc 1*</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology: Women’s Studies Emphasis</td>
<td></td>
</tr>
</tbody>
</table>

*Each semester, only certain sections of these courses are taught with a Women’s Studies emphasis. Students should consult the Schedule of Classes to determine which sections will be offered with this focus.

**Group 3. Elective Courses on Gender and Diversity (0-8)**

Courses in this group are drawn from the Cultural Diversity program at West Valley College. While gender issues form a substantial portion of the content in these courses, their major focus is on race, culture, and ethnicity. Courses in this group can add breadth and depth to students’ understanding of the ways that gender, race, and class issues are intertwined.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 5</td>
<td>3</td>
</tr>
<tr>
<td>Childhood and Culture</td>
<td></td>
</tr>
<tr>
<td>Couns 50</td>
<td>3</td>
</tr>
<tr>
<td>Cross-Cultural Perspectives</td>
<td></td>
</tr>
<tr>
<td>Engl 12</td>
<td>3</td>
</tr>
<tr>
<td>African American Literature</td>
<td></td>
</tr>
<tr>
<td>Engl 13</td>
<td>3</td>
</tr>
<tr>
<td>Latino/Chicano Literature</td>
<td></td>
</tr>
<tr>
<td>Engl 18</td>
<td>3</td>
</tr>
<tr>
<td>Asian American Literature</td>
<td></td>
</tr>
<tr>
<td>Engl 46</td>
<td>3</td>
</tr>
<tr>
<td>Contemporary American Multicultural Literature</td>
<td></td>
</tr>
<tr>
<td>PE 51</td>
<td>3</td>
</tr>
<tr>
<td>Dance in America: A Cultural Perspective</td>
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</tr>
</tbody>
</table>

**Recommended Electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 3A</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Word Processing, WordPerfect</td>
<td></td>
</tr>
<tr>
<td>CIS 2</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Computer Based Systems/ OR</td>
<td></td>
</tr>
<tr>
<td>CA Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

It is advisable that the following course(s) be taken before starting the program if skills are lacking.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA15</td>
<td>2</td>
</tr>
<tr>
<td>Document Formatting</td>
<td></td>
</tr>
<tr>
<td>CA10</td>
<td>1</td>
</tr>
<tr>
<td>Computer Keyboarding Speed &amp; Accuracy</td>
<td></td>
</tr>
<tr>
<td>CA58</td>
<td>1</td>
</tr>
<tr>
<td>Writing at Work and Home</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**WORKPLACE SUCCESS SKILLS (Certificate)**
The workplace success skills certificate is based on “SCANS” skills, essential in today’s workplace.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cours 26</td>
<td>2</td>
</tr>
<tr>
<td>Workplace Success Skills</td>
<td></td>
</tr>
<tr>
<td>CA 15</td>
<td>2</td>
</tr>
<tr>
<td>Document Formatting</td>
<td></td>
</tr>
<tr>
<td>CA10</td>
<td>1</td>
</tr>
<tr>
<td>Computer Keyboarding Speed &amp; Accuracy</td>
<td></td>
</tr>
<tr>
<td>CA 70</td>
<td>1</td>
</tr>
<tr>
<td>Using Microsoft Windows OR</td>
<td></td>
</tr>
<tr>
<td>CA 20</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Macintosh</td>
<td></td>
</tr>
<tr>
<td>CA 31B</td>
<td>1</td>
</tr>
<tr>
<td>Beginning Word Processing, Microsoft Word</td>
<td></td>
</tr>
<tr>
<td>CA 62B</td>
<td>1</td>
</tr>
<tr>
<td>Beg. Spreadsheets, Microsoft Excel</td>
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</tr>
<tr>
<td>Cours 18</td>
<td>1</td>
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<tr>
<td>Job Search Methods</td>
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</tr>
<tr>
<td>Libr 6/CA 74</td>
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<tr>
<td>Using the Internet for Research OR</td>
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</tr>
<tr>
<td>CA 73</td>
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<tr>
<td>Internet, Hands-On</td>
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<tr>
<td>Libr 5</td>
<td>1</td>
</tr>
<tr>
<td>Basic Information Skills OR</td>
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</tr>
<tr>
<td>Cours 45</td>
<td>1</td>
</tr>
<tr>
<td>Study Skills</td>
<td></td>
</tr>
</tbody>
</table>

**WOMEN’S STUDIES (Certificate)**
The Women’s Studies Program is in the process of developing a 12 unit certificate in Women’s Studies. Students interested in the Certificate should contact the program coordinator.
Explanation of Pre- and Corequisites

A PREREQUISITE is a course or skill which is required before you can enroll in a particular course. For example, Chemistry 1A with a grade of C or credit or better is required before Chemistry 1B. In year (A,B) sequence courses, the successful completion of the first (A) semester is prerequisite to the second (B) unless otherwise stated.

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

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

A COREQUISITE is a course which you must take at the same time as another course as a condition of enrollment. For example, if you want to take Architecture 35A, you must concurrently enroll in Math 3A.

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 because of a prerequisite or are enrolled in the corequisite for which you cannot demonstrate you have met the prerequisite, contact the Assessment Office for information on equivalencies and challenges.

RECOMMENDED PREPARATIONS fall into two categories: Basic Skills levels and courses.

Basic Skills

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

- English 905
- Reading 970, or Reading 53, or ESL 50

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

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

Courses

You may also find recommended courses. For example, Political Science 4 is recommended before you take Political Science 5. These recommendations are ADVISORY only.

Basic Skills / Pre-Collegiate Courses

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

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

Courses 919A-C Pre-Vocational Assessment for the Disabled
Engl 903 Basic Grammar and Sentence Structure
Engl 905 English Fundamentals-A Prep. course for Engl 1A
Engl 975A-O Writing Skills
Engl 980A-Q Computer Assisted Writing
ESL 975A-B Assessment of Communication Skills
LS 961 Speech Production Skills Level I
LS 962 Speech Production Skills
LS 963 Language Comprehension and Expression I
LS 964A Language Comprehension and Expression Level II
LS 964B Language Comprehension and Expression Level II
LS 965 Auditory Perceptual Skills
LS 966 Advanced Auditory Perceptual Skills
LS 967 Oral Communication Skills
LS 970 Computer Lab for Speech and Language Development
LS 975 Successful Study Skills
LS 976 Adjunct Learning Strategies
LS 990 Beginning Lip Reading
LS 991 Intermediate Lip Reading
LS 992 Advanced Lip Reading
LS 901A Adapted Computer-Assisted Instruction
LS 901B Adapted Computer-Assisted Instruction
LS 902A Adapted Computer Assessment
LS 903A Adapted Word Processing
LS 906 Adapted Internet Skills
LS 907 Introduction to Spreadsheets
LS 930A/B Assessment for Learning Disabilities
LS 931A Effective Learning-Reading Lab
LS 931B Effective Learning-Math Lab
LS 931C Effective Learning-Spelling Lab
LS 931D Effective Learning-Writing Lab
LS 931E Effective Learning: Learning Strategies Lab
LS 932 Effective Learning: Reading
LS 933A Effective Learning: Emp. on Fundamental Arithmetic
LS 933B Preparation for Algebra
LS 933C Effective Learning: Spelling
LS 933D Preparation for Algebra
LS 933E Preparation for Algebra
LS 937G Vocabulary Development Module
LS 933F Preparation for Algebra
LS 935 Effective Learning-Writing
LS 936 Effective Learning: Learning Strategies
LS 937A Learning Styles and Time Management Module
LS 937B Learning Styles and time Management Module
LS 937C Textbook Reading Module
LS 937D Test Taking Module
LS 937E Survey of Writing
LS 941B Effective Paragraph Writing Essay
LS 941C Effective Essay Writing
LS 942 Effective Critical Thinking
Math 902 Arithmetic Function
Math 902L Applications in Arithmetic
Math 902P Pre Algebra
Read 960 Reading Fundamentals
Read 961 Effective Reading
Read 962 Career Spelling
Read 970 Power Reading
Read 975A-D Reading Skills
Read 990 Speed Reading Strategies

Basic Skills 30 - Unit Limit

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

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

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

It is the intent of the Governing Board that students shall have reasonable opportunity to repeat courses when such repetition furthers achievement of the students’ educational objectives and is in accordance with the provisions of the California Education Code. It is not, however, the intent of the Governing Board to allow students to repeat courses that have been successfully completed with a grade of A, B, or C. Course repetition is permitted for substandard work (previous grade of D, F, or NC) or where there are special extenuating circumstances.

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

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

Courses may be repeated once for the following reasons:

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

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 9</td>
<td>Firearms</td>
</tr>
<tr>
<td>AJ 10A</td>
<td>Defensive Tactics</td>
</tr>
<tr>
<td>AJ 10B</td>
<td>Defensive Tactics</td>
</tr>
<tr>
<td>AJ 37A</td>
<td>Internship</td>
</tr>
<tr>
<td>AJ 90ABCD</td>
<td>Safety Services Cadet</td>
</tr>
<tr>
<td>Art 3A</td>
<td>Workshop in Art Gallery and Museum Operations</td>
</tr>
<tr>
<td>Art 37</td>
<td>Introduction to Computer Arts</td>
</tr>
<tr>
<td>Art 38</td>
<td>Computer Arts: Color Design</td>
</tr>
<tr>
<td>Art 39A</td>
<td>Computer Arts: Modeling</td>
</tr>
<tr>
<td>Art 39B</td>
<td>Computer Arts: Animation</td>
</tr>
<tr>
<td>Art 50A</td>
<td>Critical Analysis in Oil Painting</td>
</tr>
<tr>
<td>CA 10</td>
<td>Beginning Computer Keyboarding</td>
</tr>
<tr>
<td>CA 046D</td>
<td>Intermediate Microsoft PowerPoint</td>
</tr>
<tr>
<td>CA 048A</td>
<td>Graphic Preparation for Printing</td>
</tr>
<tr>
<td>CA 98</td>
<td>Multimedia Project</td>
</tr>
<tr>
<td>COUNS 22A-D</td>
<td>Personal Growth</td>
</tr>
<tr>
<td>COUNS 23A-D</td>
<td>Personal Growth</td>
</tr>
<tr>
<td>COUNS 24A-D</td>
<td>Personal Growth</td>
</tr>
<tr>
<td>CTR 20</td>
<td>Lab</td>
</tr>
<tr>
<td>CTR 22</td>
<td>Lab</td>
</tr>
<tr>
<td>CTR 20X</td>
<td>Lab</td>
</tr>
<tr>
<td>CTR 22X</td>
<td>Lab</td>
</tr>
<tr>
<td>CTR 46</td>
<td>Current Workplace Practices in Court Reporting and Related Technologies</td>
</tr>
<tr>
<td>CTR 50S</td>
<td>Court Reporting Workshop-Night (Goal 80)</td>
</tr>
<tr>
<td>CTR 50X, S-50X</td>
<td>CTR Workshop (Goal 80)</td>
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<td>CTR 51X</td>
<td>CTR Workshop (Goal 100)</td>
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<tr>
<td>CTR 52X</td>
<td>CTR Workshop (Goal 120)</td>
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<tr>
<td>CTR 53X</td>
<td>CTR Workshop (Goal 140)</td>
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<tr>
<td>CTR 91</td>
<td>Directed Studies</td>
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<tr>
<td>CTR 120</td>
<td>20-Hour Dictation</td>
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<td>ELS 50</td>
<td>Reading Development in ESL</td>
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<tr>
<td>ELS 61GW</td>
<td>Basic Grammar and Writing 1</td>
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<tr>
<td>ELS 62GW</td>
<td>Basic Grammar and Writing 2</td>
</tr>
<tr>
<td>ELS 63GW</td>
<td>Sentence Development</td>
</tr>
<tr>
<td>ELS 64GW</td>
<td>Paragraph Development</td>
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<td>ELS 65GW</td>
<td>Composition in English as a Second Language</td>
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<td>ELS 61LS</td>
<td>Basic Listening and Speaking 1</td>
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<td>ELS 62LS</td>
<td>Basic Listening and Speaking 2</td>
</tr>
<tr>
<td>ELS 63LS</td>
<td>Oral Communication 1</td>
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<tr>
<td>ELS 64LS</td>
<td>Oral Communication 2</td>
</tr>
<tr>
<td>ELS 65LS</td>
<td>Academic Listening and Speaking</td>
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<tr>
<td>ELS 61RV</td>
<td>Basic Reading and Vocabulary 1</td>
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<tr>
<td>ELS 62RV</td>
<td>Basic Reading and Vocabulary 2</td>
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<td>ELS 63RV</td>
<td>Intermediate Reading and Vocabulary 1</td>
</tr>
<tr>
<td>ELS 64RV</td>
<td>Intermediate Reading and Vocabulary 2</td>
</tr>
<tr>
<td>ELS 65RV</td>
<td>Academic Reading and Vocabulary</td>
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<tr>
<td>ELS 66</td>
<td>Pronunciation Skills</td>
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<tr>
<td>ELS 70</td>
<td>Presentation Skills for ESL Students</td>
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<tr>
<td>ELS 97A-D</td>
<td>Presentation Skills for ESL Students</td>
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<tr>
<td>E-Hd Ed 6</td>
<td>Adv First Aid, CPR &amp; Emergency Care</td>
</tr>
<tr>
<td>E-Hd Ed 11</td>
<td>Cardiopulmonary Resuscitation</td>
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<tr>
<td>HTech 54A</td>
<td>Internship</td>
</tr>
<tr>
<td>HTech 54B</td>
<td>Internship</td>
</tr>
<tr>
<td>HTech 72</td>
<td>Internship</td>
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<tr>
<td>LS 970</td>
<td>Computer Lab for Speech and Language Development</td>
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<tr>
<td>LS 901AB</td>
<td>Adapted Computer Assisted Instruction</td>
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<tr>
<td>LS 903A</td>
<td>Adapted Word Processing</td>
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<tr>
<td>LS 903I</td>
<td>Effective Learning: Reading Lab</td>
</tr>
<tr>
<td>LS 931B</td>
<td>Effective Learning: Math Lab</td>
</tr>
<tr>
<td>LS 931C</td>
<td>Effective Learning: Spelling Lab</td>
</tr>
<tr>
<td>LS 931D</td>
<td>Effective Learning: Writing Lab</td>
</tr>
<tr>
<td>LS 931E</td>
<td>Effective Learning: Learning Strategies Lab</td>
</tr>
<tr>
<td>LS 932</td>
<td>Learning Efficiency Assistance Program</td>
</tr>
<tr>
<td>LS 934</td>
<td>Learning Efficiency Assistance Program</td>
</tr>
<tr>
<td>LS 936</td>
<td>Learning Efficiency Assistance Program</td>
</tr>
<tr>
<td>LS 962</td>
<td>Speech Production Skills</td>
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<tr>
<td>LS 963</td>
<td>Language Comprehension and Expression I</td>
</tr>
<tr>
<td>LS 975</td>
<td>Successful Study Skills</td>
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<tr>
<td>MUSIC 20</td>
<td>College Chamber Ensemble</td>
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<tr>
<td>MUSIC 22</td>
<td>Guitar</td>
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<td>MUSIC 36</td>
<td>Concert Choir</td>
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<td>MUSIC 40</td>
<td>Mixed Chorus</td>
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<tr>
<td>MUSIC 42</td>
<td>College Chorale</td>
</tr>
<tr>
<td>MUSIC 48</td>
<td>Symphony Orchestra</td>
</tr>
<tr>
<td>MUSIC 49</td>
<td>Symphonic Band</td>
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<tr>
<td>MUSIC 51</td>
<td>Jazz Ensemble</td>
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<tr>
<td>MUSIC 53</td>
<td>Instrumental Chamber Music Ensemble</td>
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<td>MUSIC 60</td>
<td>Masterworks Chorale</td>
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<td>MUSIC 61</td>
<td>Vocal Jazz Ensemble</td>
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<td>PE 1.10</td>
<td>Adapted Perceptual Motor Development</td>
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<td>PE 1.14</td>
<td>Adapted Sports Conditioning: Aquatic Training</td>
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<td>PE 1.16</td>
<td>Adapted Weight Training</td>
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<td>PE 1.18</td>
<td>Adapted Stretch &amp; Flex</td>
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<td>PE 1.20</td>
<td>Adapted Walk, Wheel &amp; Row Aerobics</td>
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<td>PE 2.01</td>
<td>Water Polo</td>
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<td>PE 2.02</td>
<td>Lifeguarding</td>
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<td>PE 2.03</td>
<td>Springboard Diving</td>
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<td>PE 3.01</td>
<td>Afro-Jazz Dance</td>
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<td>PE 3.05</td>
<td>Choreography for Modern and Jazz Dance</td>
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<td>PE 3.08</td>
<td>Flamenco Dance of Spain</td>
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<td>PE 3.18</td>
<td>Dance Workshop</td>
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<td>PE 3.19</td>
<td>Rehearsal &amp; Performance in Dance</td>
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<tr>
<td>PE 3.28</td>
<td>Dance Repertory (A-F)</td>
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<td>PE 3.30</td>
<td>Dance: Beginning HipHop</td>
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<td>PE 3.31</td>
<td>Dance: Intermediate HipHop</td>
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<tr>
<td>PE 3.32</td>
<td>Beginning LindyHop and Swing dancing</td>
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<td>PE 4.03</td>
<td>Fitness, Aerobics</td>
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<tr>
<td>PE 4.05</td>
<td>Fitness, Aqua Aerobics</td>
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<tr>
<td>PE 4.06</td>
<td>Deep Water Jogging</td>
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<td>PE 4.07</td>
<td>Fitness, Competitive Athletics</td>
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<td>PE 4.12</td>
<td>Fitness, Stretching and Flexibility</td>
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<td>PE 4.13</td>
<td>Fitness, Walking</td>
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<td>Fitness, Water Exercise</td>
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<td>PE 4.16</td>
<td>Personal Fitness Appraisal</td>
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<td>PE 4.22</td>
<td>Fitness, Step</td>
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<td>PE 4.24</td>
<td>Total Fitness - Men</td>
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<tr>
<td>PE 4.25</td>
<td>Total Fitness - Women</td>
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<td>PE 4.26</td>
<td>Get Fit Lab</td>
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<td>PE 4.29</td>
<td>Body Sculpting</td>
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<td>PE 5.03</td>
<td>Self Defense</td>
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<td>PE 6.05</td>
<td>Techniques Amateur Wrestling</td>
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<td>PE 6.08</td>
<td>Cardio Kickboxing</td>
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<td>PE 7.04</td>
<td>Intro to Sport Climbing/Rock Climbing</td>
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<td>PE 7.15</td>
<td>Alpine Skiing</td>
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<td>PE 7.16</td>
<td>Cross Country Skiing</td>
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<td>PE 7.23</td>
<td>Scuba Diving</td>
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<td>PE 7.24</td>
<td>Scuba Diving-Advanced</td>
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<td>PE 8.01</td>
<td>Arena Football</td>
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<tr>
<td>PE 8.03</td>
<td>Baseball - Advanced</td>
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<tr>
<td>PE 8.04</td>
<td>Basketball - Men</td>
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<td>PE 8.07</td>
<td>Advanced Techniques Football</td>
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<td>PE 8.10</td>
<td>Soccer - Women</td>
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<td>PE 8.14</td>
<td>Track and Field Fundamentals—Advanced</td>
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<td>PE 9.01</td>
<td>Intercollegiate Baseball—Men</td>
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<td>PE 9.02</td>
<td>Intercollegiate Basketball—Men</td>
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<td>Intercollegiate Basketball—Women</td>
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<td>PE 9.04</td>
<td>Intercollegiate Cross Country—Men</td>
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<td>Intercollegiate Cross Country—Women</td>
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<td>PE 9.06</td>
<td>Intercollegiate Football—Men</td>
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<tr>
<td>PE 9.07</td>
<td>Intercollegiate Soccer—Men</td>
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<tr>
<td>PE 9.08</td>
<td>Intercollegiate Soccer—Women</td>
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<td>PE 9.09</td>
<td>Intercollegiate Softball—Women</td>
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<td>PE 9.10</td>
<td>Intercollegiate Swimming—Men</td>
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<td>PE 9.11</td>
<td>Intercollegiate Swimming—Women</td>
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<tr>
<td>PE 9.12</td>
<td>Intercollegiate Tennis—Men</td>
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<td>PE 9.14</td>
<td>Intercollegiate Track—Men</td>
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<tr>
<td>PE 9.15</td>
<td>Intercollegiate Track—Women</td>
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<tr>
<td>THEAR 73</td>
<td>Theatre Road Show</td>
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<td>THEAR 72</td>
<td>Avant Garde Theatre</td>
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<td>THEAR 71</td>
<td>Musical Theatre</td>
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<tr>
<td>THEAR 68</td>
<td>Representational American Theatre</td>
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<tr>
<td>THEAR 67</td>
<td>Presentational American Theatre 1960-1979</td>
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<td>THEAR 66</td>
<td>Representational American Theatre 1980-1959</td>
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<td>THEAR 65</td>
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<td>THEAR 64</td>
<td>Representational European Theatre 20th Century</td>
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<td>THEAR 63</td>
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<td>THEAR 62</td>
<td>Representational European Theatre 14-19th Century</td>
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<td>THEAR 60</td>
<td>Theatre Arts Practice Lab</td>
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<td>Theatre Arts Practice Lab 1960-1979</td>
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<td>THEAR 57</td>
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<td>THEAR 46</td>
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<td>THEAR 45</td>
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The following courses may be repeated once:

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<th>Course Code</th>
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<tr>
<td>AJ 30B</td>
<td>Justice Field Experience</td>
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<tr>
<td>AJ 38</td>
<td>Spanish for Public Safety and Emergency Personnel</td>
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<td>AJ 150A-Z</td>
<td>Pre-Service Justice Training</td>
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<td>ART 055</td>
<td>Introduction to Computer Arts</td>
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<td>ART 057A</td>
<td>Modeling for Animation</td>
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<td>ART 057B</td>
<td>Animation</td>
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<td>ART 58</td>
<td>Promotional Animation</td>
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<td>ART 59</td>
<td>Animation Studio</td>
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<td>BUS 71</td>
<td>Office Record Keeping</td>
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<td>BUS 72</td>
<td>Office Communications</td>
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<td>CA 20A</td>
<td>Learning the Macintosh Desktop</td>
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<td>CA 24A</td>
<td>Creating Documents &amp; Graphics Using QuarkXPress</td>
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<tr>
<td>CA 24B</td>
<td>Creating Effective Spreadsheets Using QuarkXPress</td>
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<td>CA 28C</td>
<td>Introduction to Microsoft Office</td>
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<tr>
<td>CA 28D</td>
<td>Microsoft Office: Integrating Word &amp; Excel</td>
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<tr>
<td>CA 28E</td>
<td>MS Office &amp; Power Point: Building Integrated Bus. Proposals &amp; Presentations</td>
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<td>CA 31A</td>
<td>Beg Word Processing, WordPerfect</td>
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<td>CA 34A</td>
<td>MS Word: Basic Features</td>
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<td>CA 34B</td>
<td>MS Word: Indents, Tabs &amp; Tables</td>
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<tr>
<td>CA 34C</td>
<td>MS Word: Report Formatting Features</td>
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<tr>
<td>CA 34D</td>
<td>MS Word: Mail Merge</td>
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<td>CA 34E</td>
<td>MS Word: From 5.1 to 6.0 to 7.0</td>
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<td>CA 46C</td>
<td>Creating a Presentation Using PowerPoint</td>
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<td>CA 046D</td>
<td>Intermediate Microsoft PowerPoint</td>
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<td>CA 048A</td>
<td>Graphic Preparation for Printing</td>
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<td>CA 54A</td>
<td>Quicken Basics</td>
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<td>Beg Spreadsheets, Microsoft Excel</td>
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<td>Learning the Basics of Excel</td>
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<td>CA 62E</td>
<td>Creating Charts in Excel</td>
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<td>CA 70A</td>
<td>Getting Around Windows</td>
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<td>CA 81A</td>
<td>Beg Database, dBase</td>
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<td>CA 81D</td>
<td>Beg Database, FileMaker Pro</td>
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<td>CA 85</td>
<td>CAD: Scanning &amp; Color Printing</td>
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<td>CA 86</td>
<td>CAD: Designing Textures &amp; Backgrounds</td>
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<td>CA 90D</td>
<td>Flash: Creating Interactive Web Pages</td>
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<td>CA 90H</td>
<td>Advanced Video Editing: Premiere</td>
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<td>Graphic Preparation for the Internet</td>
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<td>XML Technologies</td>
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<td>CA 96H</td>
<td>Web Page Design, Dreamweaver</td>
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<td>CA 096F</td>
<td>Commercial Web Site Project</td>
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<td>CHIN 050A</td>
<td>Basic Conversational Mandarin Chinese and Culture</td>
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<td>CHIN 058A</td>
<td>Chinese Immersion</td>
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<td>CHS 87</td>
<td>Methods of Observation in Early Childhood Settings</td>
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<td>College Preparation for High School Seniors</td>
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<td>COUNS 10B</td>
<td>College Preparation for High School Juniors</td>
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<td>CTR 30B</td>
<td>Computer Aided Medical Dictionary</td>
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<td>CTR 30C</td>
<td>Computer Aided Legal Dictionary</td>
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<td>CTR 34</td>
<td>Medical Dictation for the Court Reporter</td>
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<td>Electronic Patternmaking I Intensive</td>
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<td>Electronic Patternmaking II Intensive</td>
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<td>FD 18A</td>
<td>Electronic Grading and Marking</td>
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FD 20  Couture Embellishment
FD 14I  Electronic Aided Digitizing Intensive
FD 15I  Electronic Aided Grading Intensive
FD 16I  Electronic Aided Marker Making Intensive
FD 40A  Flats and Specs
FD 40B  Fashion Sketching
FD 33  Internet for Fashion Design
FD 42  Fashion Illustration II
FD 54  Apparel Manufacturing
FD 60  Professional Patternmaking I
FD 63  Professional Patternmaking
FD 65  Production Patternmaking
FD 67  Manual Pattern Grading
FD 82  Portfolio Development
FD 83  Fashion FieldStudy
FD 85  CAD: Scanning & Color Printing
FD 86  CAD: Designing Textures & Backgrounds
FD 87  Creating Designs and Technical Sketches
FRENCH 58A  Immersion French
FRENCH60A  The French Movie: Comprehension/ Culture
GERMAN 58 A  German Immersion
GREEK 50A  Conversational Greek and Culture
HTECH 65  Clinical Unit Clerk
HTECH 66  Clinical Unit Administration
ITAL 58A  Italian Immersion
ID 15  Interior Architectural Drafting
ID 35C  Design of Historic Interiors
ID 70  Advanced Graphic Techniques
JPNS 11A  Japanese Laboratory
JPNS 11B  Japanese Laboratory
LATIN 50A  Grammar, Structure and Roman Culture
LS 906  Adapted Internet Skills
LS 907  Introduction to Spreadsheets
LS 937G  Vocabulary Development Module
LS 941A  Effective Sentence Skills
LS 941B  Effective Paragraph Writing
LS941C  Effective Essay Writing
LS942  Effective Critical Reading
LS 960A  Assessment of Communication Skills
LS 960B  Assessment of Communication Skills
LS 964A  Language Comprehension and Expression II
LS 976  Adjunct Learning Strategies
LS 990  Beginning Lip Reading
LS 991  Intermediate Lip Reading
LS 992  Advanced Lip Reading
LS 100K  Introduction to Speech Development
LS 902A  Adapted Computer Assisted Instruction
LS 115  Success on the SAT
LS 930AB  Assessment for Learning Disabilities
LS 933A  Effective Learning-Fundamental Arithmetic
LS 933B  Preparation for Algebra
LS 933D  Preparation for Algebra
LS 933E  Preparation for Algebra
LS 933F  Preparation for Algebra
LS 935  Learning Efficiency Assistance Program
MATH 110  Preparation for the ELM
Music 63A  Electronic Music
Music 63B  Electronic Music
PE-Th 60  Aerobic Leadership and Certification
PKMGT 12B  Intermediate Outdoor Skills for the Park Ranger
PKMGT 15C  Intro to Park Maintenance Skills
PKMGT 20AB  Park Internship Seminar
LEAD 20A  Intro. to Developing Leadership Skills
Read 910  Speed Reading Strategies
Read 960  Reading Fundamentals
Read 961  Effective Reading
Read 962  Career Spelling
Read 970  Power Reading
RUSS 11A  Russian Laboratory
RUSS 11B  Russian Laboratory
RUSS 058A  Russian Immersion
Span 040 A  Spanish for Public Safety and Emergency Personnel
Span 58A  Immersion Spanish
Thear 16A  Summer Stock (Play Production Workshop)
Thear 16B  Summer Stock (Play Production Workshop)
Thear 26A  Improvisational Theatre Workshop
Thear 26B  Improvisational Theatre Workshop
Thear 42  Masks for the Stage

The following courses have a maximum unit limit:
Thear 21ABC  Rehearsal and Performance (Technical), have a combined maximum of 12 units.
Thear 22ABC  Rehearsal and Performance (Costume/ Makeup), have a combined maximum of 12 units.

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

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

Students may repeat the following class indefinitely:
LS 110  Directed Experience in Tutoring

Students may repeat the following classes for a maximum of 6 units total:
All Directed Studies 91, 92, 93
Description of Courses

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

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

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

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

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

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

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

How To Read Course Descriptions

1 Course number
2 Course Title
3 Course Number of Units
4 Lab Hrs/week. 3hrs schedule by student
5 Lecture hrs per week
6 Necessary course and/or skills to take this class
   Concurrent: may take at the same time
7 Co-requisite must take at the same time
8 Acceptable for credit to university/ies
9 Course description

2 EXPERIMENTAL PSYCHOPHYSIOLOGY

3 4 Units
5 Lecture 2 hours lab 6 hours, 3 of which are by arrangement
6 Prerequisite: Psych 01 concurrent
7 Co-requisite: Math 10
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...
10 ACCOUNTING FUNDAMENTALS

FINANCIAL

5 units  Lecture 5 hours, lab 2 hours by arrangement

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

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

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

11 ACCOUNTING FUNDAMENTALS

MANAGERIAL

5 units  Lecture 5 hours; lab 2 hours by arrangement

Prerequisite: Accounting 10.
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.

This course will cover accounting theory and procedure dealing with the operation of partnerships and corporations, stocks, bonds, present value, marketable securities, leases, branch and department operations, ratios and the analysis of financial statements, income taxes, statement of changes in financial conditions (working capital and cash), and cost accounting, including the following topics: Job order and process costing, manufacturing inventories, cost of finished goods manufactured, manufacturing worksheets, standard costs, budgeting (master budgets, cash budgets, and flexible budgets), cost-volume-profit analysis, variances, responsibility accounting, capital budgeting including payback, return on investment, discounting future cash flows, sunk costs, opportunity costs, alternative choice decisions, special orders, make or buy decisions, sales mix, joint products, absorption costing and direct costing. (CAN BUS 4). Microcomputer applications of these topics will be covered in the lab.

12 ADVANCED FINANCIAL ACCOUNTING

TOPICS

4 units  Lecture 4 hours; lab 1 hour by arrangement

Prerequisite: Accounting 010
Acceptable for credit: California State University.

Students will expand their understanding of the contents and limitations of general purpose financial statements, including a cash flow statement by learning the process used to record transactions specifically related to long-term liabilities and investments and by learning how to effectively analyze financial statement contents. Students will gain an understanding of the partnership and corporate forms of organizations and will learn the accounting for these two types of organizations. Students will also learn microcomputer applications related to these topics. This course is West Valley College A.A./A.S. degree applicable.

13 MANAGERIAL ACCOUNTING

4 units  Lecture 4 hours; lab 1 hour by arrangement

Prerequisite: Accounting 012
Acceptable for credit: California State University.

This course is a continuation of ACCTG 012. Students will gain an increased understanding of the contents and limitations of general purpose financial statements of manufacturing organizations by learning the process used to record transactions specifically related to manufacturing organizations. Students will also gain an understanding of the use of special purpose reports and analyses designed to aid managers of business entities in performing various functions including planning, budgeting, responsibility accounting, variance analyses, decision-making, and capital budgeting. Students will also learn microcomputer applications related to these topics. This course is West Valley College A.A./A.S. degree applicable.

50 ACCOUNTING FOR SMALL BUSINESS

1 unit  Lecture 3 hours (6 weeks)

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

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

51A INCOME TAX

3 units  Lecture 3 hours

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

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

57 COST ACCOUNTING

3 units  Lecture 3 hours; lab 1 hour by arrangement

Prerequisite: Accounting 11.
Recommended preparation: Math 902
Acceptable for credit: California State University.

The course is designed for the student who has a basic understanding of accounting theory and techniques. The course should give the student a thorough understanding of cost accounting terminology and the concepts used in current day practice, plus a basic facility in practical applications of cost accounting techniques and systems. Cost systems development and control aspects are stressed.

Emphasis is placed on use of cost accounting data rather than on cost accumulation. FALL ONLY, even-numbered years. Microcomputer applications of these topics will be covered in the lab.

58A INTERMEDIATE ACCOUNTING

3 units  Lecture 3 hours; lab 1 hour by arrangement

Prerequisite: Accounting 11.
Recommended preparation: Math 902
Acceptable for credit: California State University.

This course includes a review of fundamental accounting processes, techniques, principles, and the preparation of financial statements. There is an in-depth analysis and treatment of presentation and valuation techniques, and of accounting theory related to cash, receivables, inventory, property, plant and equipment, intangibles, and current liabilities. Microcomputer applications of these topics will be covered in the lab.

58B INTERMEDIATE ACCOUNTING

3 units  Lecture 3 hours; lab 1 hour by arrangement

Prerequisite: Accounting 11. 58A is not prerequisite to 58B.
Recommended preparation: Math 902
Acceptable for credit: California State University.

Accounting 58B includes an in-depth analysis and treatment of presentation and valuation techniques and of accounting theory related to bonds, corporate transactions, earnings per share, investments, taxes, leases, and pensions. The course also includes a review of the preparation of statement of cash flows and financial statement analysis. Microcomputer applications of these topics will be covered in the lab.

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

THE FACULTY
Marge Faulstich
James E. Smith

1 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course will offer students the opportunity to learn about the history and philosophy of justice as it evolved throughout the world. There will be an in-depth study of the American system and the various subsystems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system. This course may also be taught in a distance learning format. (CAN AJ 1)

2 CONCEPTS OF CRIMINAL LAW
3 units Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
Historical development, philosophy of law and constitutional provisions; definitions, classifications of crime, and their applications to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. Explores crimes against persons, property, and the state as a social, religious, and historical ideology. (CAN AJ 4)

3 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Legal process from pre-arrest, arrest through trial, sentencine 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. (CAN AJ 6)

4 LEGAL ASPECTS OF EVIDENCE
3 units Lecture 3 hours
Acceptable for credit: California State University.
Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies viewed from a conceptual level. (CAN AJ 8)

5 CRIMINAL INVESTIGATION
3 units Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: California State University.
Fundamentals of investigation, crime scene search and record, collection and preservation of physical evidence, scientific aid, modus operandi, sources of information, interviews and interrogation, follow-up investigation. (CAN AJ 8)

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

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

8 JUVENILE PROCEDURES
3 units Lecture 3 hours
Acceptable for credit: California State University.
The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; case disposition; juvenile statutes and court procedures.

9 FIREARMS
1 unit Laboratory 2 hours
Acceptable for credit: California State University.
The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; firing of sidearm and shotgun.
10A, B DEFENSIVE TACTICS
1 unit each Laboratory 2 hours
Acceptable for credit: California State University. Protection against persons armed and dangerous and deadly weapons; demonstration and drill in a limited number of holds and come-along; restraint of prisoners and the mentally ill.

11 POLICE PHOTOGRAPHY
3 units Lecture 3 hours
Acceptable for credit: California State University. History and development of photography in Administration of Justice; the role of photography in the system; types of uses of cameras and equipment; principles of light and lighting; application of darkroom techniques; utilization of special techniques in the justice system; application of photography to law enforcement work.

14 ALCOHOL, NARCOTICS AND DRUG ABUSE
3 units Lecture 3 hours
Acceptable for credit: California State University. Introduction to the problem of substance abuse. History and classification of drugs of abuse. Designed to equip police officers and the general public with knowledge of the issues involved in drug abuse.

15 SEXUAL ASSAULT INVESTIGATION
3 units Lecture 3 hours
Acceptable for credit: California State University. The investigation of a sexual assault crime, including the collection of evidence and the human aspect of empathy toward a traumatized victim. Psychological makeup of the sexual assault perpetrator, peripheral victims including family, friends and the community; social implications of this crime will be studied as well as preventive measures.

16 WOMEN AND JUSTICE: NEW TRENDS
3 units Lecture 3 hours
Acceptable for credit: California State University. This course will examine both traditional and changing roles of men and women in society with an emphasis on the criminal justice system. Special features of the course will be the study of female adult and juvenile correctional facilities, the selection, training and affirmative action programs for women in police work, and female criminality.

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

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

25 SUBSTANTIVE LAW
3 units Lecture 3 hours
Acceptable for credit: California State University. An in-depth study of the substantive laws commonly encountered by the municipal, county, or state law enforcement officer or investigator or other criminal justice employees. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

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

27 COMPUTERS IN LAW ENFORCEMENT
3 units Lecture 3 hours
Acceptable for credit: California State University. Computer programs will be utilized for computerized data in crime detection. An in-depth study of the substantive laws commonly encountered by the municipal, county, or state law enforcement officer or investigator or other criminal justice employees. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

30A JUSTICE FIELD EXPERIENCE
3 units Lecture 6.5 hours for 8 weeks
Prerequisite: Must be 18 years of age or older
Acceptable for credit: California State University. A course for students, police officers, deputy sheriffs, probation and parole officers, and interested citizens. This course is designed to update and upgrade skills in law enforcement interpretation, crime prevention, and related topics by lecture, guest speakers and field visits to law enforcement agencies, police academies, courts, juvenile halls, and State and Federal prisons. (Level I and II security). Students are subject to justice institution security clearances, and those convicted of a Felony may be excluded. Must be 18 years or older to visit Penal Institutions. Credit/No Credit Option.

30B JUSTICE FIELD EXPERIENCE
3 units Lecture 6.5 hours for 8 weeks
Prerequisite: Must be 18 years of age or older
Acceptable for credit: California State University. A course for students, police officers, deputy sheriffs, probation and parole officers, and interested citizens. This course is designed to update and upgrade skills in law enforcement interpretation, crime prevention, and related topics by lecture, guest speakers and field visits to law enforcement agencies, police academies, courts, juvenile halls, and State and Federal prisons. (Level I and II security). Students are subject to justice institution security clearances, and those convicted of a Felony may be excluded. Must be 18 years or older to visit Penal Institutions. Credit/No Credit Option.

31 ACADEMY ORIENTATION
3 units Lecture 3 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. Credit/No Credit Option.

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

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

Recommended Preparations in Basic Skills: Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
34 CAREER PLANNING IN CRIMINAL JUSTICE
3 units Lecture 3 hours
Acceptable for credit: California State University.
This introductory course is designed to acquaint students with potential careers in the Criminal Justice System. The content emphasizes the application, testing, and screening process necessary for employment with criminal justice agencies. Credit/No Credit Option.

35 ORIENTATION TO CALIFORNIA HIGHWAY PATROL OFFICER CAREER
3 units Lecture 3 hours
Acceptable for credit: California State University.
This orientation course is designed to provide students with information regarding the history and present day functions of the California Patrol as well as insight for success in the CHP application, screening, testing, and Academy experience. Credit/No Credit Option.

36 FIREARMS TERMINOLOGY AND SAFETY
2 units Lecture 2 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. Firearm safety is addressed. Credit/No Credit Option.

37A ADMINISTRATION OF JUSTICE INTERNSHIP
3 units Lecture 1 hour; Lab 10 hours by arrangement
Prerequisite: Must be 18 years of age or older
Acceptable for credit: California State University.
Administration of Justice pre-service & in-service students will apply knowledge/skills learned in the program through supervised work experience internship at selected criminal justice agencies; industrial or retail security; Suicide or Rape Crisis Centers; etc. Background checks will be conducted by most criminal justice agencies and students with Felony arrest convictions may be excluded. Must be 18 years of age or older to intern at Penal Institutions. Credit/No Credit Option.

38 SPANISH FOR PUBLIC SAFETY AND EMERGENCY PERSONNEL
3 units Lecture 3 hours; lab 2 hours by arrangement
This course is designed for pre service students and in service public personnel as well as emergency personnel who wish to be better culturally and orally more effective in serving their law enforcement agency and the Hispanic community. The class emphasis will be on basic communicative Spanish specifically designed for this environment’s immediate safety needs. The student will be expected to successfully apply the language acquisition and culturally learned inferences to safety personnel needs. This course may be repeated once. Credit/No Credit Option. Dual listed with SPAN 40A.

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

50A SURVEY OF CRIMINAL JUSTICE
3 units Lecture 3 hours
Acceptable for credit: California State University.
A basic course including instruction in the history and philosophy of administration of justice from prehistoric times through modern America. A study of the agencies and processes involved in the criminal justice system, with emphasis on crime, history of the law and law enforcement, the role of modern police and related law enforcement agencies, and crime prevention. Credit/No Credit Option.

50B SURVEY OF CRIMINAL JUSTICE
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is a continuation of AJ 50A. A study of the agencies and processes involved in the criminal justice system, with emphasis on judiciary, state and federal court systems, corrections, juvenile justice and youth corrections. An analysis of the segments of the criminal justice system and how they relate to each other and to the community. Credit/No Credit Option.

84 CAREER EXPLORATION IN THE LEGAL FIELDS
.5 unit Lecture 1 hour per week (9 weeks)
This introductory course provides an overview of careers in legal fields, such as law enforcement, legal secretary, medical transcription, court reporting, paralegal, and park ranger; explores career opportunities in these fields and highlights their emerging employment opportunities. This course will be dual listed with CTR 084, PARA 084, and PKMGT 084. This course is AA/A.S. Degree and Certificate applicable. Credit/No Credit Only.

90A, B, C, D CAMPUS SERVICE OFFICER
1-4 units Laboratory 5-20+ hours by arrangement
Prerequisite: Interview with instructor prior to enrollment.
Acceptable for credit: California State University.
Provides the student with the opportunity to wear the Campus Service Officer uniform; perform dispatching and foot patrol duties; prepare various police forms; perform various police functions under supervision; participate in practical training sessions; and develop traits of tolerance, understanding, patience, responsibility and teamwork. Open course to non-AJ majors. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: 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.

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

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

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

American Sign Language
(See Sign Language)
Anthropology

THE FACULTY
Kenneth M. Colson
Linda B. King

1 INTRODUCTION TO PHYSICAL ANTHROPOLOGY
3 units Lecture 3 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. Credit/No Credit Option. (CAN ANTH 2)

2 INTRODUCTION TO ARCHAEOLOGY
3 units Lecture 3 hours
Also offered as a television course
Acceptable for credit: University of California, California State University.
A survey of cultural development from the Stone Age to early civilizations of the Old and New World. Archaeological methods, concepts and perspectives. The prehistory and archaeology of the Ice Ages, rise and fall of the Maya, Aztec and Toltec cultures, Easter Island, and Egypt will be highlighted. Credit/No Credit Option. (CAN ANTH 6)

3 INTRODUCTION TO CULTURAL ANTHROPOLOGY
3 units Lecture 3 hours
Also offered as a television course
Acceptable for credit: University of California, California State University.
The study of culture and social behavior as developed through the anthropological study of traditional and contemporary peoples. Comparative survey of the range of cultures of the world with emphasis upon social organization, economics, religion, kinship systems, cultural patterns, values, ethics, and ecology. Credit/No Credit Option. (CAN ANTH 4)

Architecture

(See also Landscape Architecture)

THE FACULTY
Theodore Geredes
Edward Janke
Michael Lorimer

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

29A ARCHITECTURAL HISTORY
2 units Lecture 2 hours
Acceptable for credit: University of California, California State University.
This course includes a study of modern world architectural history from 1800 to 1945.

29B ARCHITECTURAL HISTORY
2 units Lecture 2 hours
Prerequisite: Arch 29A.
Acceptable for credit: University of California, California State University.
This course includes a study of modern world architectural history from 1945 to the present, plus the influences of the ancient world.

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

31A ARCHITECTURAL GRAPHICS
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
A study of the basic techniques used in graphic communication. Learning to develop a visual literacy, freehand sketching, theory and practice of perspective. A study of natural and human made forms, basic architectural rendering, introduction to the 35mm camera.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
31B ARCHITECTURAL GRAPHICS
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Prerequisite: Arch 31A.
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
The graphic communication of environmental concepts, three-dimensional representation with various drawing media to the problems in the field of architecture, and exercises to develop basic skills and speed in the graphic representation of ideas.

32A INTRODUCTION TO ARCHITECTURE AND ENVIRONMENTAL DESIGN
2 units
Lecture 2 hours
Acceptable for credit: University of California, California State University.
An overview of the field of environmental design. Familiarization with the professional fields of architecture, engineering, city planning, landscape architecture, allied arts and construction. Introduction to the design process as a basis for architectural analysis.

32B BASIC ARCHITECTURAL DESIGN
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Open to all architecture students.
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
The study of visual phenomena with application to elementary composition dealing with the elements and principles of design. Analytic techniques and problem solving methodologies. Offered SPRING ONLY.

33A ARCHITECTURAL DESIGN
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Prerequisite: Arch 31B and 32B.
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
The continuing study of visual phenomena through problems of increasing complexity. The theories of environmental design, program development, and more complex problem solving methodologies. Offered FALL ONLY.

33B ARCHITECTURAL DESIGN
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Prerequisite: Arch 33A.
Recommended preparation: Math 103/103R
Acceptable for credit: California State University. The behavioral and social implications of environmental design decisions from projects in the environmental context. The introduction to structure and materials and their relationships to form and function and environmental characteristics. The study and accumulative consideration of structure, materials, site, climatology and orientation and the organization of functions.

34A ARCHITECTURAL PRACTICE
3 units
Lecture 2 hours; lab 4 hours; lab by arrangement 2 hours
Prerequisites: ARCH 10 and ARCH 70, ARCH 30
Corequisite: ARCH 33A
Recommended preparation: Math 103/103R
The course focuses on the translation of a design concept for a heavy-timber structure into a set of construction documents. A small commercial building is designed and a set of architectural Working Drawings is planned and produced on CAD. A number of other topics related to the construction documents are also covered including the concept of written specifications, the architect’s contractual responsibilities, relationship to consultants, and sizing of structural members. This course may be repeated once.

34B ARCHITECTURAL PRACTICE
3 units
Lecture 2 hours; lab 4 hours; lab 2 hours by arrangement
Prerequisite: Arch 34A.
Recommended preparation: Math 1 and Math D
Acceptable for credit: California State University.
The course focuses on the translation of a design concept into a set of construction documents. A small commercial building is designed and a set of architectural Working Drawings is planned and produced on CAD. Additional topics include the production of structural working drawings, the preparation of construction documents, and the use of computer software for architectural drafting. Offered SPRING ONLY.

35A STRENGTH OF MATERIALS
4 units
Lecture 4 hours
Corequisite: Math 3A or concurrently.
Recommended preparation: Math 1 and Math D or Math 2
Acceptable for credit: University of California, California State University.
The study of the physical properties of construction materials, moment and shear diagrams, axial and eccentric loading, and deflection. The sizing of structural members of homogeneous and compound materials.

35B STRESS ANALYSIS
2 units
Lecture 2 hours
Prerequisite: Arch 35A.
Corequisite: Math 3B.
Acceptable for credit: California State University. Stress analysis of statically determinate and indeterminate structures.

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

70 AUTOCAD—INTRODUCTION TO COMPUTER-AIDED DESIGN
3 units
Lecture 3 hours; lab 3 hours, lab 2 hours by arrangement
Recommended preparation: Math 103/103R
Recommended for 2nd year architecture majors.
Acceptable for credit: California State University.
An introduction to computer-aided drafting using AutoCAD on the IBM. The course emphasis will be in the construction of both 2D and 3D architectural drawings. In addition to basic AutoCAD techniques, topics will include problems using the Advanced Modeling Extension (AME). This course is designed for students with NO prior computer experience. This course is dual listed with Draft 73, ID 65 and CA 75. Credit/No Credit Option.

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

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

PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
RECOMMENDED preparations are ADVISORY.
Art

THE FACULTY
Wesley A. Burns
Christopher Cryer
Kathleen Grisham
David Ogle
Moises Roizen

1A SURVEY OF WESTERN ART I
3 units Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture, and architecture in the western world from prehistoric times through the Gothic period, using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural and historical values. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. (CAN ART 2)

1B SURVEY OF WESTERN ART II
3 units Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, using art as a reflection of human interaction with the events of the time, emphasizing aesthetic, cultural and historical values. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. (CAN ART 4)

1D ART OF THE 20TH CENTURY
3 units Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture, and architecture in the western world from the Impressionists to the present day, emphasizing aesthetic entities in themselves and as crystallization of man’s thought and beliefs at different periods of history. Students will also gain greater awareness of the processes, media and techniques required to create art. Credit/No Credit Option. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. (CAN ART 6)

3A WORKSHOP IN ART GALLERY AND ART MUSEUM OPERATIONS
1 unit Laboratory 3 hours
Acceptable for credit: California State University.
Lab to provide workshop experience in various phases of preparation and execution of art exhibits on campus.

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

7 ART OF ASIA
3 units Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A general survey of arts and culture of Asia. Emphasis on painting, sculpture, ceramics and architecture of India, China and Japan. Development of artistic ideas and expressions based on cultural interactions from prehistory to the present will be studied. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision.

10 ART OF THE UNITED STATES
3 units Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture, and architecture in the United States from Colonial times to the present day. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision.

12A ART OF PRE-HISPANIC MEXICO
3 units Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture and architecture from the main civilizations of Pre-Hispanic Mexico, emphasizing aesthetic, cultural and historical values of the times. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision.

12B ART OF COLONIAL AND MODERN MEXICO
3 units Lecture 3 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture and architecture from colonial and modern Mexico as influenced by European civilizations, and the emergence of a national art style, emphasizing aesthetic, cultural and historical values of the times. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision.

31A DRAWING
3 units Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
Beginning drawing course for students with no former drawing experience. Drawing natural and man-made forms from observation directed toward realistic rendering of objects; introduction to pictorial composition and perspective; introduction to drawing media: pencil, charcoal, conte, pen and ink, pastels and chalk. Studio practice emphasizes basic shading principles, techniques and development of “line” qualities of graphic presentation. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. (CAN ART 8)

31B DRAWING
3 units Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 31A.
Acceptable for credit: University of California, California State University.
Advanced course for students with previous college-level drawing experience. Course emphasizes refinement of drawing skills and in-depth concentration on composition. Students will be introduced to various styles of drawing. The course stresses development of individual presentation of compositions and conceptualization capabilities. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment.

3 BAY AREA MUSEUMS AND GALLERIES
2 units Lecture 1 hour; lab 3 hours
Acceptable for credit: California State University.
A study of the various artists, styles, media, and techniques of the visual arts as presented by Bay Area museums and galleries. The aesthetic statements of historical and contemporary artists will be discussed. Regular field trips to current museum and gallery exhibitions are an integral part of this course.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for Math recommendations.
33A BASIC DESIGN: TWO-DIMENSIONAL  
3 units  
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement  
Acceptable for credit: University of California, California State University.  
This is the basic introductory course to the principles and elements of two-dimensional design. It covers visual awareness, line, shape, space, pattern, texture, and basic color theory. Vocabulary and ideas are presented as tools with which the artist can most effectively solve problems and manipulate two-dimensional space. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment.

33C BASIC DESIGN: COLOR  
3 units  Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement  
Recommended Preparation: Art 33A.  
Acceptable for credit: University of California, California State University.  
This is a studio design course pursuing the in-depth study of color as a design element. This course provides students with an understanding of the attributes of color—hue, value, and intensity, as well as the secondary attributes of apparent weight, distance, and temperature. Students will also study modes of color organization and interactions as well as past and present artists’ uses of color to achieve their purposes. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment.

35A LIFE DRAWING  
3 units  
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement  
Recommended Preparation: Art 31A.  
Acceptable for credit: University of California, California State University.  
Fundamental study of the human figure as the main subject matter of drawings, its use as a means of artistic expression. In-depth study of the human structure, rendered in realistic terms. Utilization of the human form as the major element in composition. Black and white media study. Students will develop critical awareness and vocabulary leading to independent critical judgment.

35B LIFE DRAWING  
3 units  
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement  
Recommended preparation: Art 35A.  
Acceptable for credit: University of California, California State University.  
Advanced study of the human form and structure. Creative interpretation and use of the human form for artistic expression. Drawing the live model in a variety of styles and media. Development of advanced compositions utilizing the human figure. Color and black and white media study. Students will develop critical awareness and vocabulary leading to independent critical judgment.

35C LIFE DRAWING  
3 units  
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement  
Recommended preparation: Art 35B.  
Acceptable for credit: University of California, California State University.  
Studio practice in the use of the figure as expression in contemporary drawing. Study of styles, technique, media. Drawing from life. The course will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by instruction and supervision. Students will develop critical awareness and vocabulary leading to independent critical judgment.

35D LIFE DRAWING  
3 units  
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement  
Recommended preparation: Art 35C.  
Acceptable for credit: University of California, California State University.  
Studio practice in a variety of drawing media to develop a personal style. Drawing from life. The course will focus on different aspects of course content providing students with supervised participatory experience in which artistic skills are enhanced by instruction and supervision. Students will develop critical awareness and vocabulary leading to independent critical judgment.

36 PERSPECTIVE DRAWING  
3 units  
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement  
Acceptable for credit: University of California, California State University.  
Study and practice in the principles of perspective and their uses in drawing.

40A PRINTMAKING: ETCHING  
3 units  
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement  
Recommended preparation: Art 31A or Art 33A.  
Acceptable for credit: University of California, California State University.  
Introductory course in etching techniques exploring etching, aquatint, drypoint, hard and soft ground and relief printing methods. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

40B PRINTMAKING: ETCHING  
3 units  
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement  
Recommended preparation: Art 40A.  
Acceptable for credit: University of California, California State University.  
Advanced studio practice in etching, exploring mezzotint, monoprint, color printing registration, and drypoint. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

40C PRINTMAKING: ETCHING  
3 units  
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement  
Recommended preparation: 40B.  
Acceptable for credit: University of California, California State University.  
Advanced methods in Monotype, Collagraph, lift ground and hard and soft ground relief printing. Proper presentation and documentation of print portfolio (Intaglio). Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

40D PRINTMAKING: ETCHING  
3 units  
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement  
Recommended preparation: 40C.  
Acceptable for credit: University of California, California State University.  
Advanced methods of multiple plate color registration with transparent and opaque inks, and etchering. The curating, caring for, and numbering and signing etchings. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.
41A PRINTMAKING LITHOGRAPHY: STONE AND PLATE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 31A or Art 33A.
Acceptable for credit: University of California, California State University.
Introductory workshop in planograph (printing from a flat surface) using the lithograph technique of drawing on a metal plate or stone and printing from this surface to create multiple original prints. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

41B PRINTMAKING LITHOGRAPHY: STONE AND PLATE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 41A
Acceptable for credit: University of California, California State University.
Advanced studio practice in expressive and technical principles of lithographic printing processes with emphasis on color and development of a personal form of graphic design. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

41C PRINTMAKING LITHOGRAPHY: STONE AND PLATE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: 41B
Acceptable for credit: University of California, California State University.
Advanced techniques in editioning, etching, and printing plate and stone. Proper presentation and documentation of print portfolio (Lithograph). Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

41D PRINTMAKING LITHOGRAPHY: STONE AND PLATE
3 units
Lecture 2 hours, lab 4 hours, lab 2 hours by arrangement
Recommended preparation: 41C
Acceptable for credit: University of California, California State University.
Advanced techniques in color registration and separation on multiple plate and stone. The curating, caring and signing of lithographs. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. Credit/No Credit Option.

46 LETTERING
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Acceptable for credit: California State University.
Studio work with pen and ink in calligraphy, freehand lettering, type design and built-up lettering techniques. A survey of developments in letter forms, from early book manuscripts through contemporary uses in graphic design.

47A WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 31B and Art 33C.
Acceptable for credit: University of California, California State University.
Instruction in techniques utilizing watercolor and related aqueous media. In-depth development of composition, utilizing field trips as major instructional settings. Introduction to contemporary materials for watercolors.

47B WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 47A.
Acceptable for credit: University of California, California State University.
Continuing instruction in watercolor techniques, exploration of watercolor styles, and personal development of the student’s artistic direction.

47C WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 47C
Acceptable for credit: University of California, California State University.
Instruction in techniques utilizing watercolor and related aqueous media. In-depth development of composition, utilizing field trips as major instructional settings. Introduction to contemporary materials for watercolors.

47D WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 47D
Acceptable for credit: University of California, California State University.
This course will emphasize state-of-the-art mixed media techniques which are prevalent in watercolor exhibitions and in commercial art studios. Originality will be emphasized. Individual expressibility will be encouraged and rewarded.

49A PAINTING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 49A
Acceptable for credit: University of California, California State University.
Art 49A is a basic introduction to traditional and current painting techniques and media. The student will study and demonstrate the process of painting and will examine the nature of painting materials and the concepts which apply to personal growth as a painter. (CAN ART 10)

49B PAINTING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 49B
Acceptable for credit: University of California, California State University.
Art 49B is a continuation of instruction in painting techniques and media with emphasis on in-depth exploration of individual style, self-expression and creative thought.

49C PAINTING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 49C
Acceptable for credit: University of California, California State University.
Accepted painting procedures combined with mixed media such as sand, modeling paste, cloth, handmade paper and other materials will be emphasized. Specific compositional concerns revolving around line, texture and motion will be investigated. Collage and buildup techniques will be explored; painting on substances other than canvas, paper or masonite will be discussed. Personal artistic development will be encouraged.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.
49D PAINTING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 49C
Acceptable for credit: University of California, California State University.
This course emphasizes state-of-the-art mixed media techniques and processes which are prevalent in art exhibitions and in artist studios. Originality will be emphasized. Individual expressibility will be encouraged and rewarded.

50A CRITICAL ANALYSIS IN OIL PAINTING
1 unit
Lecture hour, lab 1 hour; lab 1 hour by arrangement.
This course is an in-depth painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. Credit/No Credit Option.

50B CRITICAL ANALYSIS IN ACRYLIC PAINTING
1 unit
Lecture 1 hour; lab 1 hour; lab 3 hours by arrangement
This is an in-depth acrylic painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. This course is West Valley College A.A./A.S. degree and certificate applicable and may be repeated twice. Credit/No Credit Option.

50C CRITICAL ANALYSIS IN WATER COLOR
1 unit
Lecture 1 hour; lab 1 hour; lab 3 hours by arrangement
This is an in-depth watercolor painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. This course is West Valley College A.A./A.S. degree and certificate applicable and may be repeated twice. Credit/No Credit Option.

50D CRITICAL ANALYSIS IN MIXED MEDIA PAINTING
1 unit
Lecture 1 hour; lab 1 hour; lab 3 hours by arrangement
This is an in-depth mixed media painting course for individuals active in the professional fine-arts field. Commitment to a personal and professional artistic accomplishment will be explored and developed. This course is West Valley College A.A./A.S. degree and certificate applicable and may be repeated twice. Credit/No Credit Option.

52 FIGURE PAINTING
3 units
Lecture 2 hours; lab 4 hours
Recommended preparation: Art 49A and Art 35A
Acceptable for credit: University of California, California State University.
Studio practice in painting media working from a nude or draped model. Uses of techniques, style and composition as expression in figure painting.

54 PORTRAIT PAINTING
3 units
Lecture 2 hours; lab 4 hours
Recommended preparation: Art 49A and Art 35A
Acceptable for credit: University of California, California State University.
Studio practice in painting media working from a model. Uses of techniques, style, and composition as aesthetic expression in portrait painting. A variety of painting styles will be explored and executed leading to skills that will enable the student to develop an aesthetic vocabulary leading to independent critical judgment.

55 INTRODUCTION TO COMPUTER ARTS
3 units
Lecture 3 hours; Lab 3 hours; Lab by arrangement 2 hours
Recommended preparation: Art 31B and Art 38C
This course provides students with an opportunity to explore fundamental theories and methods of creating Computer Art and the impact of technology on 20th century art production. It introduces students to digital imaging, digital video/animation and interactive authoring which utilized hands-on contemporary art strategies. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option.

56 COMPUTER ARTS: COLOR DESIGN
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 31B, and 33C.
Acceptable for credit: California State University.
This course will serve the student pursuing a career in Computer Arts, other Fine Arts students and professional artists. Serving this need is in agreement with the District Master Plan to utilize technology in instruction. The course will involve the design and development of computer generated artistic composition.

57A MODELING FOR ANIMATION
3 units
Lecture 3 hours; Lab 3 hours; Lab by arrangement 2 hours
Recommended preparation: Art 55 or concurrent
This revision meets the college objective of clearly describing course content, descriptions and practices to students. This course provides students with a comprehensive introduction to the production of computer generated art imagery. It covers fundamental modeling techniques, texture mapping, lighting, rendering, and basic animation concepts. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option.

57B ANIMATION
3 units
Lecture 3 hours; Lab 3 hours; Lab by arrangement 2 hours
Recommended preparation: ART 057A or concurrent; Math 103/103R
This course provides students with the opportunity to develop intermediate to advanced Computer Animation skills. It covers object and effects animation, character animation including inverse kinematics, and particle simulation. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option.

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

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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
**60A COMPUTER ARTS: INTERACTIVE DIGITAL VIDEO ART**
3 units
Lecture 3 hours; lab 3 hours, Lab 2 hours by arrangement.
Recommended preparation: ART 055
Students will be given the opportunity to develop intermediate and advanced techniques for creating interactive digital video art using a variety of media. Linear, non-linear, and interactive processes pertinent to time based media art will be explored. This course is West Valley College Degree and Certificate applicable and may be repeated once. Credit/No Credit Option.

**60B COMPUTER ARTS: MULTIMEDIA ART PRODUCTION**
3 units
Lecture 3 hours; lab 3 hours, Lab 2 hours by arrangement. This course is West Valley College Degree and Certificate applicable. It may be repeated once. Credit/No Credit Option.

**65A CERAMICS HANDBUILDING**
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University. An introductory course in ceramics to gain awareness of the physical properties of clay and to express oneself creatively through the use of this knowledge. Introduction to clay compositions, decoration techniques, emphasizing handbuilding techniques. Introduction to two- and three-dimensional ceramic design. Students will develop a critical awareness and vocabulary leading to independent critical judgment. (CAN ART 6)

**65B CERAMICS HANDBUILDING**
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 65A
Acceptable for credit: University of California, California State University. An advanced course in ceramics/handbuilding techniques, firing kilns, clay body construction, and ceramic decorative effects. Further development of 3-D design concepts; development of projects toward individualized self-expression. Students will develop a critical awareness and vocabulary leading to independent critical judgment.

**65C CERAMICS HANDBUILDING**
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 65B
Acceptable for credit: University of California, California State University. The course will focus on different aspects of course content providing students with supervised participatory experiences in which artistic skills are enhanced by repetition and practice. Students will develop a critical awareness and vocabulary leading to independent critical judgment.

**65D HANDBUILT CERAMICS - ADVANCED**
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 65C
Acceptable for credit: University of California, California State University. The course will focus on advances in ceramics clay and glaze formulation, design development, student directed kiln firing under instructor supervision, and student sculptural development. Students will develop a critical awareness and vocabulary leading to independent critical judgment.

**67A CERAMICS - POTTER’S WHEEL**
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University. This is a studio course introducing students to the potential of metal, i.e., structure, surface, color, function, etc. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment.

**67B CERAMICS - POTTER’S WHEEL**
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 67A
Acceptable for credit: University of California, California State University. The course will focus on the development of skills and techniques using the potter’s wheel. Instruction will be offered in wheel-throwing, clay and glaze formulation; construction, stacking and firing of ceramic kilns. Development of aesthetic awareness of three-dimensional format designs.

**75A THREE-DIMENSIONAL DESIGN: METAL**
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 75B
Acceptable for credit: California State University. This is a studio class in which students will further explore the use of the elements of design and metalsmithing techniques used in the creation of metal objects. More technically advanced problems will involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment.

**75B THREE-DIMENSIONAL DESIGN: METAL**
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 75A
Acceptable for credit: California State University. The course will focus on contemporary media and technical trends in metalworking and will provide students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.

**75C THREE-DIMENSIONAL DESIGN: METAL**
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 75B
Acceptable for credit: California State University. The course will focus on the development of each student’s personal style in metal design and will provide students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.

**75D THREE-DIMENSIONAL DESIGN: METAL**
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 75C
Acceptable for credit: California State University. The course will focus on the development of each student’s personal style in metal design and will provide students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.
Astronomy

THE FACULTY

Benjamin Mendelssohn

1 ASTRONOMY

3 units Lecture 3 hours
(Offered as a television course.)
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
A course in descriptive astronomy, covering the entire panorama of evolution: the birth, life, and death cycle of stars; the birth, life, and death cycle of galaxies; the origin of the entire universe, the origin of planets, and the beginnings of life on earth. With that as a foundation, the possibility of communicating with distant technical civilizations is discussed.

2 ASTRONOMY LABORATORY

1 unit Laboratory 3 hours
Prerequisite: May be taken concurrently with Astronomy 1, 10 or 11; or upon completion of Astronomy 1, 10 or 11.
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
Hands-on approach to learning astronomical data-collecting methods, reinforcing concepts learned in Astronomy 1, 10, or 11. Methods include use of the planetarium instrument, celestial globes, “homemade” instruments such as sundials, and astronomical photographic plates of stars and galaxies.

5 PLANETARIUM ASTRONOMY

2 units Lecture 2 hours
Recommended preparation: Math 902
Naked eye astronomy is taught using the planetarium as a space simulator and teaching tool. Students have the opportunity to learn to find and recognize Northern Hemisphere constellations and identify their brightest stars. The motion of the starry skies including celestial viewing of moon and planets is studied. Telescopes and methods of analyzing starlight are introduced. A brief history of astronomy from an earth centered to expanding universe view is presented. Planetarium astronomy makes use of our campus planetarium and visit(s) to Bay Area planetarium(s). This class is also useful to prospective teachers and youth leaders. This course does not fulfill the General Education requirement. Credit/No Credit Option.
10 INTRODUCTION TO BIOLOGY
4 units
Lecture 3 hours; lab 3 hours; 1 lab hour by arrangement
(Also offered as a television course.)
Acceptable for credit: University of California, California State University.
This is an introductory course in general biology designed for the non-science major. Emphasis is on using critical thinking skills to understand and apply biological principles to the solution of everyday problems. Topics discussed include the scientific method, evolution, ecology, cell function and structure, cell energy, DNA, and biotechnology, as well as how organisms interact with their internal and external environment. Laboratory work includes hands on application of concepts discussed in lectures, computer simulations and field work. A passing grade in both lecture and laboratory is required to receive credit for this course. Biology 10 is not open to students who have completed Biology 11 with a grade of C or better. (CAN BIOL 47)

11 HUMAN BIOLOGY
4 units
Lecture 3 hours; lab 3 hours; 1 lab hour by arrangement
Acceptable for credit: University of California, California State University.
Using human anatomy and physiology as its medium, this is an introductory course in biology designed for non-science majors. Emphasis is on using critical thinking skills to understand and apply biological principles to the solution of everyday problems. Topics discussed include the scientific method, evolution, ecology, cell structure and function, as well as how human systems interact with their internal and external environment. Laboratory work includes hands on application of concepts discussed in lectures, 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.

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

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

14 CALIFORNIA PLANTS AND ANIMALS
3 units
Lecture 2 hours per week; lab 3 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.

15 PRINCIPLES OF ANIMAL BIOLOGY
3 units
Lecture 2 hours; lab 3 hours; 1 lab hour by arrangement
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
Among the topics to be discussed will be evolution, the hereditary process, mutation, medical genetics and genetic engineering.

16 MARINE BIOLOGY
3 units
Lecture 2 hours; lab 3 hours; 1 lab hour by arrangement
Acceptable for credit: University of California, California State University.
A survey of the biological principles of marine science. Designed to acquaint the student with the natural history of the local coastline, the Monterey Bay and its adjoining areas. The use of oceanographic instruments and marine sampling devices, a descriptive survey of the flora and fauna as found in laboratory study and field trips, and the relationship of the ocean to man are also included.

20 GENETICS: HUMAN EMPHASIS
3 units
Lecture 2 hours; lab 3 hours; 1 lab hour by arrangement
Acceptable for credit: University of California, California State University.
A general education course primarily for the non-science major. An introduction to the basic principles and concepts of heredity and their application to plants and animals, with emphasis on the heredity of humans. Among the topics to be discussed will be evolution, the hereditary process, mutation, medical genetics and genetic engineering.

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

41 PRINCIPLES OF ANIMAL BIOLOGY
5 units
Lecture 3 hours; lab 6 hours; 1 lab hour by arrangement
Prerequisite: Completion of a college biology course or high school biology.
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
This course introduces the principles and concepts of biology with emphasis on the structure, function, and natural history of animals. Use of the scientific method is emphasized throughout. General cell structure and function, Mendelian genetics, cladistics and evolutionary hypotheses, animal development, and population and community ecology are also covered. The comparative study of major taxonomic groups of protists and animals include morphology, physiology, development, adaptation, and natural selection.
42 PRINCIPLES OF PLANT BIOLOGY
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 the major plant phyla with emphasis on the anatomy and physiology of vascular plants. Informal instruction in field studies will provide opportunity to do vegetational analysis and study native flora. Principles of ecology will be covered from biomes to populations. A brief survey of plant cell fundamentals includes structure and physiology, photosynthesis, and reproduction. The practical importance of plants is also discussed. A four-day field trip may be included in order to study California plant communities. This trip will require a travel and food fee. Offered SPRING ONLY.
(CAN BIOL 6)

43 PRINCIPLES OF CELL BIOLOGY
5 units  Lecture 3 hours; lab 6 hours; 1 lab hour by arrangement
Prerequisite: Completion of a college biology course and a college chemistry course.
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
This course is a comprehensive study of unifying principles of cell biology designed to complete the preparation of the biology and pre-professional major for specialized upper-division courses. It includes the principles of cell chemistry and metabolism, structure and function of procaryotic and eucaaryotic cells and viruses, bacterial and protistan taxonomy, meiosis, molecular and population genetics, genetic engineering, and hypotheses of the origin of life. Normally offered FALL ONLY.
(CAN BIOL 2)

45 MICROBIOLOGY
5 units  Lecture 3 hours; lab 6 hours; 1 lab hour by arrangement
Prerequisite: Completion of a college biology course and any college chemistry course.
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
This course is designed for nursing and other majors in life science. An introduction to microorganisms and the laboratory techniques employed in their study. The characteristics, particularly of bacteria, but including viruses, rickettsiae, algae, fungi, yeasts and protozoa will be studied with emphasis on their relationship to human life. Laboratory work will include morphological, cultural, nutritional and biochemical characteristics of microorganisms. The student will gain experience with the basic laboratory skills of the microbiologist. (CAN BIOL 14)

46 ANATOMY AND 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 liberal arts students, those planning careers in education, psychology, and the social sciences.

47 HUMAN ANATOMY
5 units  Lecture 3 hours; lab 6 hours; 1 lab hour by arrangement
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
This course for health professionals includes study of the gross and microscopic structure of the human body. Lab will consist of HUMAN CADAVER examination, CAT dissection, and microscopic examination of human tissues.
(CAN BIOL 10)

48 HUMAN PHYSIOLOGY
5 units  Lecture 3 hours; 6 lab hours; 0.5 lab hour by arrangement
Prerequisite: Biology 47 and a college Chemistry course.
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
A study of the organ systems of the human body and the physiological principles involved in normal function. Emphasis is upon regulatory mechanisms and cellular function. The laboratory includes experiments stressing function of the body systems. Some experiments will be carried out on the students themselves. (CAN BIOL 12)

49A, B, C, D BIOLOGICAL TECHNIQUES
1 unit each  Laboratory 3 hours, each course
Prerequisite: Completion of a college biology science course; Biology 49A is prerequisite to 49B, Bio 49B is prerequisite to 49C, 49C is prerequisite to 49D.
Recommended preparation: Math 902
Acceptable for credit: California State University.
Designed for, but not restricted to, pre-teaching biology majors. The student works with individual instructors and the laboratory technician in the preparation of demonstration materials and laboratory setups. Provides practical experience in the use and care of laboratory apparatus.

50 HUMAN CADAVER DISSECTION
3 units  Lecture 1 hour; lab 5 hours; lab 1 hour by arrangement
Prerequisite: BIO 047
Acceptable for credit: California State University.
This is an advanced anatomy whole-cadaver dissection course. It is designed for nursing, medical, physical therapy, physician assistant and other health-related majors. During the semester, students will be involved in the dissection of a whole human cadaver. Lecture will provide necessary instruction for the dissection and lab will consist of small group-based dissections of cadaver materials. In addition to dissection, students will use computer-based learning projects designed to further enhance their learning and understanding of normal and abnormal human anatomy. This course may be repeated once.

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

91, 92, 93 DIRECTED STUDIES
1-3 units  Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Credit/No Credit Option.

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

Botany
PRINCIPLES OF BOTANY (See Biology 42)
Business

THE FACULTY
James H. Goss
Dr. Kenneth R. Schock

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

28 BUSINESS LAW
3 units Lecture 3 hours; lab 1.5 hours by arrangement.
(Also offered as a television course.)
Acceptable for credit: University of California, California State University.
This course is an introduction to law relating to the conduct of business, the meaning and sources of law, organization of courts and court procedures, and fundamental principles of the law of contracts and agency. A fundamental understanding of common law principles is achieved by analyzing selected cases and court decisions. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option. (CAN BUS 8)

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

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

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

51 INTRODUCTION TO BUSINESS
3 units Lecture 3 hours; lab 1.5 hours by arr.
(Also offered as a television course.)
Acceptable for credit: University of California, California State University.
This introductory course will help the student develop an overall personal concept of the functions of business and its role in society. The course covers the functions, objectives, ethics, and environment of business to enable the student to grasp the importance and functioning of market directed economic system and understand and appreciate modern business methods and problems. This 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. Computer programs in business simulation assignments will be require 1.5 hours per week in the computer lab. Credit/No Credit Option.

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

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

58 MUTUAL FUND INVESTMENTS
1 unit Lecture 3 hours (6 weeks)
This is a practical “how to invest in mutual funds” course. Mutual fund history, mutual fund categories including fund expenses, record keeping and taxes will be covered. Fund selection based on investor objectives and retirement planning strategies will be explored. Credit/No Credit Option.

61 BUSINESS AND SOCIETY
3 units Lecture 3 hours for 18 weeks
Acceptable for credit: California State University.
This course will examine business and its impact on society and society’s influence on business. There will be a critical and comparative examination of business ethics, the global environment of business, and societal challenges and benefits of business activity. Regardless of a student’s major, in these changing times, each student needs to learn to critically analyze the significance of business within society and the workplace. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
62 BUSINESS MATHEMATICS  
3 units Lecture 3 hours; lab 1.5 hours by arrangement  
Acceptable for credit: California State University.  
This course is designed to review basic mathematics and to demonstrate the ability to use a ten-key desktop calculator and apply principles used in accounting, banking, insurance, finance, buying, selling, and real estate. Applied mathematics will be emphasized through the study of word problems, time value of money, simple and compound interest, and analysis of financial statements. A recommended course for all business majors. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option.

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

70 ADMINISTRATIVE PROCEDURES  
3 units Lecture 3 hours; lab 2 hours by arrangement  
Acceptable for credit: California State University.  
This course will provide comprehensive coverage and integration of business skills and issues, develop decision-making skills, and establish a foundation in business procedures. Study of the electronic office, technology and procedures, document creation and distribution, research and organization of business reports, travel and conference planning, financial and legal procedures, and employment and career advancement will be included. Credit/No Credit Option.

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

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

78 BUSINESS COMMUNICATION  
3 units Lecture 3 hours  
Acceptable for credit: California State University.  
Explores techniques used to improve communication ability in the business world. Covers oral communication, review of grammar and punctuation, and techniques of business-writing style with emphasis on composition of letters, memorandums, resumes, and reports. Credit/No Credit Option.

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

78 BUSINESS COMMUNICATION  
3 units Lecture 3 hours  
Acceptable for credit: California State University.  
Explores techniques used to improve communication ability in the business world. Covers oral communication, review of grammar and punctuation, and techniques of business-writing style with emphasis on composition of letters, memorandums, resumes, and reports. Credit/No Credit Option.

Cell Biology  
(See Biology 43)

Chemistry

THE FACULTY  
Blaine Harrison  
Richard Shagoury  
Susan A. Weiner

Note: Completion of Chemistry 1A, 1B is equivalent to San Jose State University sequence of Chemistry 1A, 1B, 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.

1A GENERAL CHEMISTRY  
5 units Lecture 3 hours; lab 3 hours, recitation 1 hour  
Prerequisite: Chem 2, or 1 yr. high school chemistry with a grade of B or better and Math 106 or 106R, or 1 yr. high school algebra II. Concurrent enrollment in Chem 50 strongly recommended. Acceptable for credit: University of California, California State University.

Emphasis on the understanding and applications of the principles of theoretical and structural chemistry. The nature of matter and the changes it undergoes are stressed qualitatively and quantitatively in lecture and laboratory. (CAN CHEM 2)

1B GENERAL CHEMISTRY  
5 units Lecture 3 hours; lab 3 hours, recitation 1 hour  
Prerequisite: Chem 1A. Acceptable for credit: University of California, California State University.

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

2 INTRODUCTORY CHEMISTRY  
4 units Lecture 3 hours; lab 3 hours  
Prerequisite: Math 106 or 106R or 1 yr. high school algebra II. Acceptable for credit: University of California, California State University.

Introduction to fundamental principles of chemistry, including atomic theory, chemical bonding, molecular structure, chemical reactions, stoichiometry, gas laws, and solution chemistry. The course stresses problem solving and is designed specifically to prepare the student for Chemistry 1A.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
5 QUANTITATIVE ANALYSIS
4 units Lecture 2 hours; lab 6 hours
Prerequisite: Chem 1B.
Acceptable for credit: University of California, California State University.
The theory and practice of gravimetric and volumetric analysis, electrochemistry and instrumental methods will be discussed. The analysis of unknown samples by both classical and instrumental techniques will be undertaken.

12A ORGANIC CHEMISTRY
5 units Lecture 3 hours; lab 6 hours
Prerequisite: Chem 1B.
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, and for pharmacy, pre-medical and pre-dental students.

12B ORGANIC CHEMISTRY
5 units Lecture 3 hours; lab 6 hours
Prerequisite: Chem 12A.
Acceptable for credit: University of California, California State University.
A continuation of Chemistry 12A.

30A FUNDAMENTALS OF CHEMISTRY
3 units Lecture 2 hours; lab 3 hours
Prerequisite: Math 103 or 103R or 1 yr. of high school Algebra.
Acceptable for credit: University of California, California State University.
An elementary course covering the basic principles of inorganic chemistry and an introduction to organic chemistry. For non-science majors. Especially designed for the RN candidate and majors in the following four-year programs: Physical Education, Administration of Justice, Psychology, Sociology, Dental Hygiene, and Home Economics (except Dietetics). Not recommended for science majors. (CAN CHEM 6)

30B FUNDAMENTALS OF CHEMISTRY
3 units Lecture 2 hours; lab 3 hours
Prerequisite: Chem 30A
Acceptable for credit: University of California, California State University.
A continuation of Chemistry 30A with emphasis in the fields of organic and introductory biochemistry.

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

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

Child Studies

THE FACULTY
Leslie Pano
Florence Pirofski
Terry Shue

1 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 units Lecture 3 hours
Acceptable for credit: California State University.
A study of various philosophies, theories and methodologies of curriculum for early childhood education with some supervised field experiences and observation. Credit/No Credit Option.

2 CHILD GROWTH AND DEVELOPMENT
3 units Lecture 3 hours; 1 lab hour by arrangement (Also offered as a television course.)
Acceptable for credit: University of California, California State University.
This course provides an introduction to human growth and development from conception through adolescence including physical growth, language, social-emotional and cognitive development of the child. Theories of development, developmental contexts, heredity, parental and peer influences are discussed. Observation of children is required. (CAN H EC 14) Credit/No Credit Option.

5 CHILDHOOD AND CULTURE
3 units Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: University of California, California State University.
This course examines the influence of culture on the child’s physical, cognitive, and social-emotional development and behavior. Race, socioeconomic class, ethnicity and gender are explored. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
6 CAREERS IN EDUCATION
1 unit Lecture 3 hours (6 weeks)
This short course is an orientation to careers in early childhood education, elementary school and high school teaching, parent education, and various jobs which involve work with children and families. Through discussion and information about licensing requirements, child development permits, teaching credentials, certificate programs and professional preparation for parent education are included. Students engage in a self assessment, discuss the trends regarding various jobs, and look at salary and training requirements for different professional roles. Credit/No Credit Option.

30A SUCCESS STRATEGIES
3 units Lecture 3 hours
This course is designed to help students succeed both academically and in the workplace. Student’s interests, skills and abilities will be discussed in relation to industry and workplace expectations in their specific career program area. A variety of exercises involving communication, teamwork, and problem solving skills will be incorporated in order to prepare students for the requirements of the modern workplace. This course is dual listed with HTECH 030A, PARA 030A, PKMGT 030A.

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

53 CONTEMPORARY EDUCATION IN A CHANGING SOCIETY
3 units Lecture 3 hours
Acceptable for credit: California State University. This course is designed for students who are interested in understanding education in America; its impact on children, families and communities; and the challenges of teaching in a diverse society. The course begins with a historical overview of education in America, a look at how and why schools differ, teacher responsibilities, parent and professional partnerships and advocacy. Students gain an understanding of the complex issues regarding teaching and education in today’s changing world. This course is A.A./A.S. degree and certificate applicable and transferable to California State University. Credit/No Credit Option.

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

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

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

57 UNDERSTANDING CHILDREN’S PLAY IN EARLY CHILDHOOD SETTINGS
3 units Lecture 3 hours; 1 lab hour by arrangement
This course focuses on the classic and contemporary theories of play and the implications of play in relationship to the child’s social-emotional, cognitive, and physical development. Students observe children’s play behavior and plan and implement developmentally appropriate experiences for young children in a group setting.

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

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

60 COGNITIVE EXPERIENCES AND THE YOUNG CHILD
3 units Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: California State University. This course provides an examination of cognitive development in young children. It emphasizes developmentally appropriate learning experiences which will enhance the child’s thinking and understanding of the physical and social world. Brain development; developing social knowledge; implications of Piaget’s and Vygotsky’s theory of constructivism; teacher-learner interactions; scaffolding; learning styles; and implementing learning experiences are discussed. Students will use children’s play in early childhood and school-age settings as the basis for course observations, discussions, and designing, building, and implementing learning experiences for young children. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
61A PRACTICUM IN EARLY CHILDHOOD EDUCATION
4 units
Lecture 3 hours; lab 3 hours; 2 lab hour by arrangement
Acceptable for credit: California State University.
CHS 61A is a continuation of CHS 61 with a student’s increased participation and responsibility in the Child Studies Department Early Childhood Programs for: curriculum planning and implementation, assessment and interpretation of children’s development, documentation of children’s experiences, and the development of a professional portfolio. Students will experience further interactions with children and their families, participation in family conferences, staff meetings, and Child Development Center.

61B PRACTICUM IN EARLY CHILDHOOD EDUCATION
4 units
Lecture 3 hours; lab 4 hours
Acceptable for credit: California State University.
CHS 61B is a continuation of CHS 61A with a student’s increased participation and responsibility in the Child Studies Department Early Childhood Programs for: curriculum planning and implementation, assessment and interpretation of children’s development, documentation of children’s experiences, and the development of a professional portfolio. Students will experience further interactions with children and their families, participation in family conferences, staff meetings, and Child Development Center.

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

63 THE CHILD, THE FAMILY AND THE COMMUNITY
3 units
Lecture 3 hours
Acceptable for credit: California State University.
Study of the child and the relationship to family and community. The interaction of family members and the community as they cope with problems is the main emphasis of the course. Includes the study of how family-life practices and attitudes in different cultures affect the growth and development of the child. Credit/No Credit Option.

64 SUPERVISION AND ADMINISTRATION I: CENTER MANAGEMENT
3 units
Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: California State University.
This course is an in-depth study of effective application of management and supervision procedures in early childhood programs. Topics include the unique goals, role and responsibility of the director, licensing and other regulation requirements, administrative structure and governance, budgeting, staff selection, program operation, policies and procedures, marketing, program assessment, and professional advocacy.

65 SUPERVISION AND ADMINISTRATION II: PEOPLE AND PROCESSES
3 units
Lecture 3 hours
Recommended CHS 64.
Acceptable for credit: California State University.
This course is an in-depth study of issues related to the supervision and operation of children’s programs. Topics include staff-administrator relationships, staff development and in-service training, staff-parent relationships with a focus on effective problem solving techniques, decision making models, meetings, performance appraisals and assessment of individual leadership style and developmental stages.

66 CHILD HEALTH AND SAFETY
3 units
Lecture 3 hours
Acceptable for credit: California State University.
A course in Child Health and Safety designed for persons working with young children. Includes the study of infectious disease, preventive health practices, infant CPR and injury prevention. This course is designed to meet state requirements in accordance with AB 982. Credit/No Credit Option.

67 CREATIVE ART EXPERIENCES AND DEVELOPMENT
3 units
Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: California State University.
This course explores factors that affect the development of creative art expression and aesthetics in children. The developmental aspects of art expression, the role of the environment, materials, and adult-child interaction in fostering and nurturing creative art expression are emphasized. Credit/No Credit Option.

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

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

73A OPERATING A FAMILY CHILD CARE PROGRAM: Part One
2 units
Lecture 2 hours
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include current information on licensing regulations, designing family child care space, record keeping, taxes, contracts, and marketing strategies. This is part one of a two part course. Students are encouraged to take part one prior to part two. This course is West Valley College certificate applicable. Credit/No Credit Option.

73B OPERATING A FAMILY CHILD CARE PROGRAM: Part Two
2 units
Lecture 2 hours
This course is an introduction to family child care programs and offers basic training in operating a child care business in a home setting. Topics include introduction regarding ongoing program operation, scheduling, routines and transitions, caring for children of different ages and special needs, parent/provider relationships and accreditation. This is part two of a two part course. CHS 073A and 073B satisfy training requirements necessary to become a Gold Seal Award Provider through the local resource and referral agency. Students are encouraged to take part one prior to part two. This course is West Valley College certificate applicable. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
85 ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAMS: PROGRAM AND PROFESSIONAL ASSESSMENT
3 units Lecture 3 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 NAECY and NAFCC Accreditation self-study materials designed for use in assessing staff performance and program quality will be thoroughly discussed in an in-depth analysis of on-going assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles and career development will be examined. This course is West Valley College Certificate and AA/AS Degree applicable.

86 TECHNOLOGY FOR TEACHERS AND ADMINISTRATORS IN EARLY CHILDHOOD PROGRAMS
3 units Lecture 3 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 e-mail, voice mail, web site home page, and Internet options as well as video and photo documentation are examined. Innovative uses of technology and the role of documentation and visual presentation in the planning and evaluating of early childhood programs are explored. This course is West Valley College degree applicable and may be repeated twice. Credit/No Credit Option.

87 METHODS OF OBSERVATION IN EARLY CHILDHOOD SETTINGS
4 units Lecture 4 hours
Acceptable for credit: California State University.
This course offers an in-depth study of methods of observation and recording in early childhood settings. Emphasis is on the central role of observation in understanding and guiding children’s behavior and development; identifying the individual child’s temperament and coping behavior; assessing children’s development; planning and evaluating curriculum; and documenting teacher’s interactions with children. The ecological model, observing the child in context, and the Reggio Emilia model for documentation of the child’s behavior and development are explored. Observations in early childhood settings are required. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Option.

88 EARLY CHILDHOOD ENVIRONMENTS
3 units Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: California State University.
This course explores the latest concepts in creating and implementing indoor and outdoor early childhood environments which meet the developmental needs and interests of young children. Discussion of research, theory, and practice of environmental requirements for children’s optimal growth and well being include: facility and assessment of child’s space; elements of developmentally appropriate settings; use of color, light, sound, texture, surfaces and finishes; definition of space and creative ways to transform difficult spaces; designing spaces to create ambiance, organizational climate and work flow and to support collaboration of teachers, parents, children and other professionals in curriculum planning and implementation are examined. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Option.

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

91, 92, 93 DIRECTED STUDIES
1, 2 or 3 units Arranged hours of 3, 6 or 9
Acceptable for credit: California State University.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Credit/No Credit Option.

150A ISSUES IN PROFESSIONALISM AND ADVOCACY
1 unit Lecture 2 hours per week for nine weeks
This course will provide ongoing professional support and resources for persons who are currently administering child development programs. Strong emphasis will be placed on defining quality in child care. Credit/No Credit Option.
Chinese

50A BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE
3 units Lecture 3 hours; Lab by arrangement 3 hours

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. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option.

50B BASIC CONVERSATIONAL MANDARIN CHINESE AND CULTURE
3 units Lecture 3 hours; Lab by arrangement 3 hours
Prerequisite: CHIN 050A

This course is the continuation of CHIN 050A. Students will increase their vocabulary and knowledge of basic grammar structures while emphasizing conversation and recognition of Chinese characters. Cultural topics will continue to center on everyday life activities. These will be presented through a variety of audiovisual aids and readings. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option.

58A CHINESE IMMERSION
3 units Lecture 2 hours; Lab by arrangement 3 hours
Acceptable for credit: California State University.

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

Communication Studies

(Formerly Speech Communication)

THE FACULTY
Monica Flores-Mason
Randy M. Fujishin
Jo Ann Lawlor
Paul D. Sanders

1 PUBLIC SPEAKING
3 units Lecture 3 hours
Prerequisite: English 905
Recommended Preparation: ESL 65 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 extemperate speaking. Includes involvement in interpersonal transactions, study of the role of the listener in oral communication, understanding audience-speaker relationship, research, organization, reasoning, and style. This course satisfies the 3 unit oral communication requirement for IGETC and CSU.

4 SMALL-GROUP DISCUSSION
3 units Lecture 3 hours
Prerequisite: English 905
Acceptable for credit: University of California, California State University.

An introductory course designed to provide students with theoretical and practical insights and experiences into the interaction, information-sharing, and decision-making processes of small groups. This course satisfies the AA degree and CSU transfer Area E requirement. Credit/No Credit Option.

8 INTERPERSONAL COMMUNICATION
3 units Lecture 3 hours per week
Acceptable for credit: University of California, California State University.

This course involves practical skills of interpersonal communication used in a variety of face-to-face settings, both personal and business, with emphasis upon personal effectiveness and empowerment. Credit/No Credit Option.

10 PERSUASIVE SPEAKING
3 units Lecture 3 hours
Prerequisite: English 905
Recommended Preparation: ESL 65 LS strongly recommended for ESL students.
Acceptable for credit: University of California, California State University.

Persuasive Speaking is a basic course in communication studies with an emphasis on persuasion. Attention is given to developing the ability to prepare and present persuasive messages and the ability to listen critically and evaluate persuasive messages. This course satisfies the 3 unit oral communication requirement for IGETC and CSU.

12 INTERCULTURAL COMMUNICATION
3 units Lecture 3 hours per week
Prerequisite: English 905
Acceptable for credit: University of California, California State University.

This course is designed to help improve intercultural communication skills in various communication situations. It will assist in the understanding and evaluation of barriers to communicating with people from other cultures, which include ethnocentrism, prejudice, and lack of awareness. Upon completion of this course, students should have a conceptual and practical definition of what a culture and co-culture is and an understanding of the basic concepts, skills, principles, and theories of intercultural communication. This course satisfies the 3 unit Cultural Diversity requirement for the AA degree and CSU transfer Area E requirement. Credit/No Credit Option.

17 EFFECTIVE CRITICAL LISTENING
3 unit Lecture 3 hours
Prerequisite: English 905
Acceptable for credit: California State University.

This course is designed to help students improve their listening skills in various communication situations. It will assist students in understanding and evaluating their listening ability and it will provide necessary skill development to overcome barriers to effective listening. This course satisfies the AA degree and CSU transfer Area E requirement. Credit/No Credit Option.

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

See also DIGITAL MEDIA

THE FACULTY
Kelly Carey
Donette Dake
Karina Dundurs
Jeff Rascov

10 COMPUTER KEYBOARDING
1 unit
Lecture 3 hours; Lab by arrangement 2 hours (6 weeks)

This course is designed for students who want to develop good computer keyboarding skills. Beginning students will learn the touch system of keyboarding, and students who already know the keyboard will improve their basic keyboarding techniques to develop speed and accuracy. There will be extensive drill practice and time skill development exercises with personalized instruction based on individual needs. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable. This course may be repeated twice. Credit/No Credit Only.

15 DOCUMENT FORMATTING
2 units
Lecture 3 hours; Lab by arrangement 2 hours (12 weeks)

Recommended Preparation: Typing speed of 20 wpm. No previous word processing experience required.

This course is designed for students with basic keyboarding skills who will be introduced to elementary word processing concepts on the computer. Techniques of document preparation including formatting for business letters, memoranda, statistical tables, and reports will be covered. This course will take the place of CA 010B, Intermediate Computer Keyboarding. This course is West Valley College Certificate applicable. Credit/No Credit Option.

20 INTRODUCTION TO MACINTOSH
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)

Recommended preparation: CA 10

Acceptable for credit: California State University. An introduction to the Apple Macintosh computer. Basic operating covered will include pointing, clicking and dragging, working with the desktop and files, printing, and loading an application program. Software concepts will be introduced using paint and word-processing programs. Credit/No Credit Only.

20A LEARNING THE MACINTOSH DESKTOP
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)

This course introduces the user to the Macintosh graphical user interface. Topics covered include desktop, opening and closing files, icons, menu structure, rulers, accessing the Internet using Netscape and customizing the Apple Menu. Creating, saving and printing files will also be covered. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Option.

21A INTRODUCTION TO THE SGI INDY
1 unit
Lecture 3 hours; lab by arrangement 2 hours (6 weeks)

Recommended preparation: CA 10

This course introduces the user to the Silicon Graphics Inc. Indy Workstation. The course will focus on the graphical user interface (Indigo Magic) including the desktop, filesystem, icons, toolchest, file permissions, camera and microphone. Applications such as Showcase and Internet browsing will be introduced. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit only.

24A CREATING DOCUMENTS AND GRAPhICS USING CLAIRSWORKS
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)

Recommended preparation: CA 10 and CA 20 or CA 70

Students will have the opportunity to learn to develop documents and produce graphics in ClarisWorks. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

24B CREATING EFFECTIVE SPREADSHEETS USING CLAIRSWORKS
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)

Recommended preparation: CA 10 and CA 20 or CA 70

Students will have the opportunity to learn spreadsheet functions in ClarisWorks. The course will cover entering and formatting data, creating formulas and producing charts. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.
25 MICROSOFT WORKS
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20.
Acceptable for credit: California State University.
Courses will be offered on Macintosh and IBM PCs. Credit/No Credit Option.

26 MICROSOFT OFFICE
1 unit
Lecture 3 hours, lab 2 hours by arrg. (6 weeks)
Recommended preparation: CA 31B or 32B and CA 62B and CA 81B.
This course will introduce students to the use of various Microsoft applications software to share and link file information. Included are methods of customizing menus and toolbars in the various applications, organizing files, working with multiple documents to share data, using e-mail other applications, sending mass mailings, and general management of information. Credit/No Credit Only.

28A INTEGRATING MICROSOFT OFFICE
.5 unit
Lecture 3 hours; lab by arrangement 2 hours (3 weeks)
Recommended preparations: CA 10 and CA 20 or CA 70
Students will have the opportunity to learn to integrate Microsoft Word and Schedule+ using Mail Merge as a tool. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Only.

28B MICROSOFT OFFICE: INTEGRATING ACCESS WITH OTHER APPLICATIONS
.5 unit
Lecture 3 hours; lab by arrangement 2 hours (3 weeks)
Recommended preparations: CA 10 and CA 20 or CA 70
Students will have the opportunity to learn to integrate Microsoft Access with other Microsof t Office applications. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit Only.

28C INTRODUCTION TO MICROSOFT OFFICE
.5 unit Lecture 3 hours; lab 2 hours by arrg. (3 weeks)
Recommended preparation: CA 10 and CA 20 or CA 70.
Students will have the opportunity to learn Microsoft Office for business solutions by integrating Microsoft Word and Excel. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

28D MICROSOFT OFFICE: INTEGRATING WORD AND EXCEL
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 10 and CA 20 or CA 70.
Students will have the opportunity to learn to integrate Microsoft Word and Microsoft Excel for effective applications. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

28E MICROSOFT OFFICE AND POWER POINT: BUILDING INTEGRATED BUSINESS PROPOSALS AND PRESENTATIONS
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 10 and CA 20 or CA 70.
Students will have the opportunity to learn to integrate Microsoft Office business proposals and presentations. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

28G MICROSOFT OFFICE: OLE AND BASIC PROGRAMMING
.5 unit
Lecture 3 hours; lab by arrangement 2 hours (3 weeks)
Recommended preparations: CA 10 and CA 20 or CA 70
Students will have the opportunity to learn object linking and embedding and basic Microsoft Office programming techniques. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit Only.

31B BEGINNING WORD PROCESSING, MICROSOFT WORD
1 unit each
Lecture 3 hours, Lab 2 hrs. by arrangement. (6 weeks)
Recommended preparation: CA 70 for 31A and CA 20 or 70 for 31B.
Acceptable for credit: California State University.
The syntax and structure of the software and basic operating procedures of a word processing program to produce mailable documents for personal and business use will be taught in this course. Specific topics to be included are menu, icon and key commands, cursor control, basic input and editing procedures, file handling, character, paragraph, and page format features, file management, print features, and practice in simple document formatting. Courses will be offered on Macintosh and Window PCs. Credit/No Credit Only.

32B INTERMEDIATE WORD PROCESSING, MICROSOFT WORD
2 units each
Lecture 3 hours, lab 2 hrs by arrangement (12 weeks)
Recommended preparation: CA 31A for 32A and 31B for 32B.
Acceptable for credit: California State University.
The more advanced features of a word processing program to produce business documents will be taught in this course. Topics covered include footnoting, using styles, creating tables, sorting, indexing and tables of contents, using glossaries, libraries, or macros, outlining, calculating, merging, using graphic features, drawing, and importing information. Software features will be used to produce letters, statistical documents, and reports. Courses will be offered on Macintosh and IBM PCs. Credit/No Credit Option.

33B ADVANCED WORD PROCESSING, MICROSOFT WORD
3 units each
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CA 32A for 33A and 32B for 33B.
This course will provide students with the opportunity to refine their ability to use key stroke short cuts, icons and ribbons, and macro capability of the word processing program to personalize the software and produce complicated business documents. Also included will be desktop publishing features of the program and working with program manuals to learn all features of the program. Courses will be offered on Macintosh and IBM PCs. Credit/No Credit Option.

34A MICROSOFT WORD: BASIC FEATURES
.5 unit Lecture 3 hours; lab 2 hours by arrg. (3 weeks)
Recommended preparation: CA 10 and CA 20 or CA 70.
Students will have the opportunity to learn the basic Microsft Word interface: menus, toolbars, dialog boxes, and commands. Also included are fundamental elements of editing: inserting, deleting, aligning, copying, moving, saving, and printing. Other topics covered include simple formatting of text and accessing the help menu to assist in learning additional features of the program. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
34B MICROSOFT WORD: INDENTS, TABS, AND TABLES  
.5 unit  
Lecture 3 hours; lab 2 hours by arrangement. (3 weeks)  
Recommended preparation: CA 10 and CA 20 or CA 70 and CA 34A  
Students will have the opportunity to learn to create effective term paper formats using Microsoft Word software. Controlling margins and page breaks; creating headers, footers and footnotes; forcing paragraphs; controlling widows and orphans; importing graphics and charts; using spell, grammar checkers, and thesaurus features will also be covered. Also included are automatic indexing and creating tables of contents. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Option.

34C MICROSOFT WORD: REPORT FORMATTING FEATURES  
.5 unit  
Lecture 3 hours; lab 2 hours by arrangement. (3 weeks)  
Recommended preparation: CA 10 and CA 20 or CA 70 and CA 34A  
Standard Recommended Preparations in Basic Skills; No Math  
Students will have the opportunity to learn to create effective term paper formats using Microsoft Word software. Controlling margins and page breaks; creating headers, footers and footnotes; forcing paragraphs; controlling widows and orphans; importing graphics and charts; using spell, grammar checkers, and thesaurus features will also be covered. Also included are automatic indexing and creating tables of contents. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Option.

34D MICROSOFT WORD: MAIL MERGE  
.5 unit  
Lecture 3 hours; lab 2 hours by arrangement. (3 weeks)  
Recommended preparation: CA 10 and CA 20 or CA 70 and CA 34A  
Students will have the opportunity to learn the effective use of the mail merge features of the Microsoft Word software program using varied data sources and main documents. Files will be sorted and checked for errors. Special instructions that qualify merged information will be presented. Merged documents include letters, labels and envelopes. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Option.

35A WORDPERFECT FOR THE LAW OFFICE  
3 units  
Lecture 3 hours per week; lab 2 hours by arrangement  
Recommended preparation: CA 32A (formerly CA 61B)  
Acceptable for credit: California State University. Students will learn to utilize WordPerfect features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax. This course is dual listed with Para 65A and CTR 35L. Credit/No Credit Option.

35B MICROSOFT WORD for the Law Office  
3 units  
Lecture 3 hours; lab 2 hours by arrangement.  
Recommended preparation: CA 32A or CA 32B  
Acceptable for credit: California State University. Students will learn to utilize Microsoft Word features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax. This is West Valley College Degree and Certificate applicable. Credit/No Credit Only. (dual listed with CTR 035M and PARA 065B)

41A PAGE LAYOUT 1: PAGE MAKER  
1 unit each  
Lecture 3 hours, lab 2 hours by arrangement for 6 weeks  
Recommended preparation: CA 20 or CA 70  
This course will provide students with the opportunity to learn to use basic features of a desktop publishing software to create copy suitable for publication. Included will be basic page layout and design principles and integrating text and graphics to create attractive business communications. Courses will be offered on Macintosh. Credit/No Credit Only.

41B PAGE LAYOUT 1: QUARKXPRESS  
1 unit each  
Lecture 3 hours, lab 2 hours by arrangement for 6 weeks  
Recommended preparation: CA 20 or CA 70  
This course will provide students with the opportunity to learn to use basic features of a desktop publishing software to create copy suitable for publication. Included will be basic page layout and design principles and integrating text and graphics to create attractive business communications. Courses will be offered on Macintosh. Credit/No Credit Only.

42A PAGE LAYOUT 2: PAGE MAKER  
1 unit each  
Lecture 3 hours, lab 2 hours by arrangement for 12 weeks  
Recommended preparation: 41B for 42B  
This course will provide students with the opportunity to learn how to use available software features to place text and graphics precisely in order to produce all types of desktop publications: flyers, brochures, newsletters, and advertisements. Methods of applying color, printer’s marks, and creating printout separations will also be covered. Courses will be offered on Macintosh. Credit/No Credit Option.

42B PAGE LAYOUT 2: QUARKXPRESS  
1 unit each  
Lecture 3 hours, lab 2 hours by arrangement for 12 weeks  
Recommended preparation: 41B for 42B  
This course will provide students with the opportunity to learn how to use available software features to place text and graphics precisely in order to produce all types of desktop publications: flyers, brochures, newsletters, and advertisements. Methods of applying color, printer’s marks, and creating printout separations will also be covered. Courses will be offered on Macintosh. Credit/No Credit Option.

43A DIGITAL ILLUSTRATION 1: ILLUSTRATOR  
1 unit  
Lecture 3 hours; lab 2 hrs by arrangement (6 weeks)  
Recommended preparation: CA 20 or CA 70  
This is an introductory course using illustration software to create graphic images. 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. Courses will be offered on Macintosh. Credit/No Credit Only.

43B DIGITAL ILLUSTRATION 1: FREEHAND  
1 unit each  
Lecture 3 hours, lab 2 hrs by arrangement (6 weeks)  
Recommended preparation: CA 20 or CA 70  
This is an introductory course using illustration software to create graphic images. 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. Courses will be offered on Macintosh. Credit/No Credit Only.

43C DIGITAL ILLUSTRATION 1: FREEHAND  
1 unit  
Lecture 3 hours; lab 2 hrs by arrangement (6 weeks)  
Recommended preparation: CA 20 or CA 70  
This is an introductory course using illustration software to create graphic images. 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. Courses will be offered on Macintosh. Credit/No Credit Only.

43D DIGITAL PAINTING 1: PAINTER  
2 units  
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)  
Recommended preparation: 43B for 44B  
Students in this course will be given the opportunity to increase skill in using an illustration program and will create projects combining text and graphic elements. Topics covered include modifying and transforming previously created files; using repeating elements, constraining tools, and masking; making compounds; using color matching systems; creating color separations; and using graphing techniques. Courses will be offered on Macintosh. Credit/No Credit Only.

44A DIGITAL ILLUSTRATION 2: ILLUSTRATOR  
2 units  
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)  
Recommended preparation: CA 43C  
Intermediate digital Illusttration focuses on the selection and practice of creative techniques to enhance work for student portfolio using Macromedia FreeHand. Credit/No Credit Option.

44B DIGITAL ILLUSTRATION 2: FREEHAND  
2 units  
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)  
Recommended preparation: CA 43C  
Intermediate digital Illusttration focuses on the selection and practice of creative techniques to enhance work for student portfolio using Macromedia FreeHand. Credit/No Credit Option.

• PREREQUISITES and COREQUISITES are MANDATORY. See page 35 for specific information.  
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.  
• RECOMMENDED preparations are ADVISORY.
44D DIGITAL PAINTING 2: PAINTER
2 units
Lecture 3 hours, lab 2 hrs by arrangement (12 weeks)
Recommended preparation: 43D
Intermediate digital painting goes beyond the basics and explores powerful imaging techniques. Power tips and techniques to master Painter will be covered in depth. Students will use Painter to explore imaging by combining compositing and drawing techniques in painter in addition to working with Painter's vast collection of special effects. Students will create a complex illustration for final output. Credit/No Credit Only.

46A PRESENTATION, POWERPOINT
1 unit
Lecture 3 hours, lab 2 hrs by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70 for 46A and 46B.
Students in this course will be given the opportunity to learn to use a comprehensive software program. Using templates for formatting text and data organized in outline form, creating overhead transparencies, preparing slide presentations, and printing presentation notes will be studied. Courses will be offered on Macintosh and IBM PCs. Credit/No Credit Only.

46B PRESENTATION, POWERPOINT
.5 unit
Lecture 3 hours; lab 2 hrs by arrangement (3 weeks)
ion using PowerPoint. The course will cover how to design slides, outlines, note pages, and slide masters and add graphics to their presentations. This course is West Valley College Degree and Certificates applicable and can be repeated once. Credit/No Credit Only.

46C INTERMEDIATE MICROSOFT POWERPOINT
1 unit
Lecture 3 hours; Lab by arrangement 2 hours (6 weeks)
Recommended Preparations: CA 020 or CA 070
This is an intermediate Microsoft PowerPoint course for integrating multimedia into presentations. Students will develop presentations incorporating multimedia technology, drawings, clip art, audio, video and animation. Students will also customize PowerPoint’s windows and settings. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable. This course may be repeated once. Credit/No Credit Option.

47A DIGITAL IMAGE MANIPULATION 1: PHOTOSHOP
1 unit
Lecture 3 hours, lab 2 hours by arrangement for 6 weeks
Recommended preparation: CA 20 or CA 70
This course will introduce students to basic features of Adobe Photoshop. The program is used in the digital media field to adjust the appearance of photos and other art. Students will learn about the capabilities of this program and practice using varied techniques to create dramatic visual effects. Credit/No Credit Only.

47C DIGITAL IMAGE MANIPULATION 2: PHOTOSHOP
2 units
Lecture 2 hours; lab 2 hours by arrangement (12 weeks)
Recommended Preparation: CA 20 or CA 70 and CA 47A
This course will continue the skill development of CA 047A. Beginning Photoshop. The student will have the opportunity to learn methods of downloading and outputting images and digital media to service bureaus and web sites and enhance their portfolios. Credit/No Credit Only.

48 DESKTOP PUBLICATION DESIGN
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended preparation: CA 42A or CA 42B and CA 43A or 43B and Art 33A and 33C.
Acceptable for credit: California State University.
A publication design course where students will learn to use网格 to prepare balanced visuals, crop electronic photos for dynamic presentation, and use other techniques to produce well-designed business forms. Credit/No Credit Option.

48A GRAPHIC PREPARATION FOR PRINTING
2 units
Lecture 3 hours; Lab by arrangement 2 hours (12 weeks)
Recommended Preparations: CA 020 or CA 070 and CA 047C or CA 043B
This course is an introduction to preparing graphics for professional output and printing. Emphasis will be on DPI, color separation, file formats, paper stock, and working with service bureaus. Credit/No Credit Option.

49 ADVANCED DESKTOP PUBLISHING TECHNIQUES
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended preparation: CA 42A or CA 42B and CA 44A or CA 44B.
Students in this course will be given the opportunity to learn to use all of the features of the PageMaker or QuarkXpress application as well as Adobe Illustrator or Corel Draw to produce professional looking desktop publishing projects including stationery, brochures, forms, and newsletters. Also included are to use printers. Students will be introduced to application software used for word processing, file management, spreadsheets, and selected instructional programs. Credit/No Credit Option.

51 PERSONAL COMPUTER HARDWARE AND SOFTWARE
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended preparation: CIS 2 or CA 70
This course examines personal computing hardware, operating systems, and software applications from a technical side to enable students to select, install and configure their personal computing system. Students will be taught to identify and set up hardware components, including processors, memory, bus architecture’s, accessories and expansion options; operating systems, including DOS configuration options; and personal productivity software, such as word processing, spreadsheets, database, graphics, multimedia. Credit/No Credit Only.

54A QUICKEN BASICS
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 10 and CA 20 or CA 70
Students will have the opportunity to learn the basic features of Quicken. The course will cover how to track accounts, enter transactions in the check register, transfer money between accounts and balance a statement. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

62B BEGINNING SPREADSHEETS, MICROSOFT EXCEL
1 unit
Lecture 3 hours, lab 2 hrs by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70
Acceptable for credit: California State University.
This course provides the students with the opportunity to learn the capabilities of a spreadsheet program. Students will learn how to create spreadsheet formats, enter text, data and formula expressions; store, retrieve, copy and print spreadsheets; create graphic representations of data; and be introduced to macro capabilities. Courses will be offered on Macintosh and IBM PCs. CA 62B can be taken twice. Credit/No Credit Only.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
62D LEARNING THE BASICS OF EXCEL
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 10 and CA 20 or CA 70
Students will have the opportunity to learn spreadsheet functions in Excel. The course will cover entering and formatting data, creating formulas and printing the spreadsheet. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

62E CREATING CHARTS IN EXCEL
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 10 and CA 20 or CA 70
Students will have the opportunity to learn the charting capabilities in Excel. The course will cover different creating styles of charts, adding formatting and producing professional looking documents. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

62F EXCEL: LINKING, PIVOT TABLES AND BASIC PROGRAMMING
.5 unit
Lecture 3 hours; lab by arrangement 2 hours (3 weeks)
Recommended preparation: CA 10 and CA 20 or CA 70
Students will have the opportunity to learn how to use linking, pivot tables and macros in Excel. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit Only.

63B INTERMEDIATE SPREADSHEETS, MICROSOFT EXCEL
2 units
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)
Recommended preparation: CA 62B for CA 63B
Acceptable for credit: California State University.
This course provides students with the opportunity to learn to use the spreadsheet program to solve practical business problems. Students will learn how to create and use advanced graphing features of the program along with complex arithmetical functions: statistical, financial, date, logical, and special; data analysis techniques; database commands; and macros including building custom menus. Courses will be offered in Intermediate Spreadsheets, Lotus 1-2-3, Intermediate Spreadsheets, Microsoft Excel; and Intermediate Spreadsheets, Credit/No Credit Option.

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

70A GETTING AROUND WINDOWS
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
Recommended preparation: CA 10
Students will have the opportunity to learn the basics of using Windows on a computer. The course will cover how to point, click and drag the mouse, create folders, use desktop accessories, understand terminology, load an application, access files and configure the Windows environment. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

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

74 USING THE INTERNET FOR RESEARCH 1 unit
Lecture 3 hours; lab 3 hours by arrangement (6 weeks)
Recommended preparations: CA 20 or CA 70
Students will have the opportunity to learn how to identify when it is appropriate to use the Internet for research and will practice using various tools to find and retrieve information. The course will include practice evaluating and documenting the information found. This course will be dual listed with LIBR 006. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Only.

75 AUTOCAD-INTRODUCTION TO COMPUTER-AIDED DESIGN 3 units
Lecture 3 hours; lab 3 hours, lab 2 hours by arrangement
Previous experience with CAD or computer programming is not required.
Acceptable for credit: California State University.
An introduction to computer-aided drafting using AutoCAD on the IBM. In addition to basic AutoCAD techniques, topics will include problems using the Advanced Modeling Extention (AME). This course is designed for students with NO prior computer experience. This course is dual listed with DRAFT 73 Credit/No Credit Option.

77 PUBLIC RECORDS RESEARCH .5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
This course will provide an introduction to the various search engines and web sites that can be used to obtain public records. The student will be offered a “hands-on” opportunity to perform public records research on the Internet. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Only. (dual listed with PARA 67)

79 INSTALLING AND CONFIGURING WINDOWS 1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 70
Acceptable for Credit: California State University.
For more technically inclined students, and for those who wish to earn related degrees or certificates, this class studies the procedures for installing, customizing, and configuring MS Windows. Topics presented include Windows setup and custom installation options; the purposes for each of the subsystems within Windows; how INI files are used to control Windows start-up; Windows services, such as fonts drivers, Windows and non-Windows programs; and troubleshooting. Credit/No Credit Only.

81B BEGINNING DATABASE, MICROSOFT ACCESS
1 unit each
Lecture 3 hours, lab 2 hours by arrangement 6 weeks) Recommended preparations: CA 10 or CA 20 or CA 70
Acceptable for credit: California State University
In this introduction to Filemaker Pro course, a database program, the students will have the opportunity to learn database concepts, terminology, and applications. Students will also have the opportunity to learn how to define and construct data tables enter and update data tables, sort and categorize data, perform basic queries, and construct basic forms and reports. These courses are West Valley College A.A. and A.S. Degree applicable. They may be repeated once. Credit/No Credit Only.

81D BEGINNING DATABASE, FILEMAKER PRO
1 unit each
Lecture 3 hours, lab 2 hours by arrangement 6 weeks) Recommended preparations: CA 10 or CA 20 or CA 70
Acceptable for credit: California State University
In this introduction to Filemaker Pro course, a database program, the students will have the opportunity to learn database concepts, terminology, and applications. Students will also have the opportunity to learn how to define and construct data tables enter and update data tables, sort and categorize data, perform basic queries, and construct basic forms and reports. These courses are West Valley College A.A. and A.S. Degree applicable. They may be repeated once. Credit/No Credit Only.
88 DIGITAL AUTHORING 1: DIRECTOR
3 units  Lecture 3 hours; lab 2 hour by arrangement
Recommended preparations: CA 20 or CA 70
This course introduces students to the use of digital authoring applications. Students will learn the basic concepts of digital authoring, including creating and managing digital media presentations. Credit/No Credit Only.

89 DIGITAL MEDIA I
1 unit  Lecture 3; lab 2 hours by arrangement (6 weeks)
Students will explore the world of digital media and develop skills in using digital media tools and platforms. This course provides an introduction to digital media concepts and practices, including video, audio, and interactive media. Credit/No Credit Option.

89A DIGITAL VISUAL DESIGN
3 units  Lecture 3; lab 2 hours by arrangement (6 weeks)
Recommended preparations: CA 20 or CA 70
This course provides an introduction to digital visual design, including the use of digital design tools and techniques. Students will learn about color theory, typography, and digital imaging. Credit/No Credit Only.

89B CROSS PLATFORM PRODUCTION ISSUES
1 unit  Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended preparations: CA 20 or CA 70
In digital media, the goal is platform independence. This course focuses on the planning, design, and production of digital media for different platforms and devices. Credit/No Credit Option.

89C DIGITAL COLOR APPLICATION 1
1 unit  Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended preparations: CA 020 or CA 070
This course covers digital color application concepts such as color configuration, color separation, color bit depth, and web-safe palettes. Credit/No Credit Only.

90 DIGITAL EDITING 1: PREMIERE
1 unit  Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended preparations: CA 20 or CA 70
Adobe Premiere is an authoring package for multimedia presentations. Students will explore and demonstrate basic digital media presentation principles, using Adobe Premiere, integrating video, audio, and animation, to create digitized business presentations and movies. Credit/No Credit Only.

90F DIGITAL EDITING 2: PREMIERE
2 units  Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended preparations: CA 90E
Students will continue to have the opportunity to learn digital media presentation, using Adobe Premiere, integrating video, audio, and animation, to create digitized business presentations and movies. Credit/No Credit Option.

90G DIGITAL 3D MODELING APPLICATION
3 units  Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended preparations: CA 20 or CA 70
This course focuses on digital 3D modeling applications such as 3D animation, to be explored and created. The course will emphasize digital media (CD and Internet) presentations. Credit/No Credit Option.
90H ADVANCED VIDEO EDITING: PREMIERE
2 units
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended preparations: CA 20 or CA 70 and CA 90F
This course will focus on advanced video editing techniques. Students will write, shoot, and edit a complete video using digital video equipment. This course may be repeated once. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES
1-3 units
Lecture 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract. Acceptable for credit: California State University. Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Credit/No Credit Only.

94A COMPUTER SKILLS DEVELOPMENT
1 unit
Laboratory 3 hours by arrangement.
Recommended preparation: CA 20 or CA 20A or CA 70 or CA 70A.
Students will have the opportunity to review and practice features of software packages of their own choosing in order to produce computer-generated documents. This laboratory provides an opportunity to enhance job skills or to produce required work in courses in history, economics, science, and others where there is no required computer lab by arrangement. Students will be required to submit a plan of study including the software features to be reviewed and documents to be produced. Credit/No Credit Option.

94B COMPUTER SKILLS DEVELOPMENT
2 units Laboratory 6 hours by arrangement (18 weeks)
Recommended preparation: CA 20 or CA 20A or CA 70 or CA 70A.
Students will have the opportunity to review and practice features of software packages of their own choosing in order to produce computer-generated documents. This laboratory provides an opportunity to enhance job skills or to produce required work in courses in history, economics, science, and others where there is no required computer lab by arrangement. Students will be required to submit a plan of study including the software features to be reviewed and documents to be produced. Credit/No Credit Option.

94C COMPUTER SKILLS DEVELOPMENT
3 units Laboratory 9 hours by arrangement (18 weeks)
Recommended preparation: CA 20 or CA 20A or CA 70 or CA 70A.
Students will have the opportunity to review and practice features of software packages of their own choosing in order to produce computer-generated documents. This laboratory provides an opportunity to enhance job skills or to produce required work in courses in history, economics, science, and others where there is no required computer lab by arrangement. Students will be required to submit a plan of study including the software features to be reviewed and documents to be produced. Credit/No Credit Option.

95 COMPUTER APPLICATIONS/DIGITAL MEDIA INTERN EXPERIENCE
3 units
Lecture 1 hour, lab 10 hours by arrangement (12 weeks)
Recommended preparation: CA 20 or CA 70 and CA 32A or 32B and CA 51 and CA 63B and CA 73 and 81B.
Students will obtain practical experience in a business environment for a minimum of ten hours per week. This experience will be supervised both by a company employee as well as a WVC instructor. In addition, students will meet with a computer applications instructor for an hour per week to discuss ways of solving problems that are met on the job. Credit/No Credit Only.

96A CREATING WORLD WIDE WEB PAGES 1
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70.
Personal pages for the Worldwide Web on the Internet will be created. Students will explore examples of pages on the Web and create their own home pages using Hyper Text Markup Language (HTML). The course will include analysis and use of automatic HTML generation programs incorporated in popular computer applications. Credit/No Credit Only.

96B CREATING WORLD WIDE WEB PAGES 2
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70.
This course is for users familiar with the basics of HTML and creating home pages. The focus will be on style sheets, tables, forms, mapping and frames. Transforming GIF and JPEG graphics into optimal size files will be looked at in depth. formats, tools, plug-ins, and production will be covered as we create commercial web sites. This course may be taught in a distance learning format. Credit/No Credit Only.

96C INFORMATION AND CONTENT DESIGN FOR THE WORLD WIDE WEB
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70; CA 96, CA 96A.
This course will focus on creating well-defined information structures, logical navigation, responsive feedback mechanisms, and effective interaction on the Web. This course may be taught in a distance learning format. Credit/No Credit Only.

96D GRAPHIC PREPARATION FOR THE INTERNET
2 units
Lecture 3 hours; Lab by arrangement 2 hours (12 weeks)
Recommended Preparations: CA 020 or CA 070; CA 096.
This course focuses on the creation and preparation of artwork and photographs for Web sites, to include design and layout of graphic content. Credit/No Credit Option.

96E TEXT PREPARATION FOR THE INTERNET
2 units
Lecture 3 hours; Lab by arrangement 2 hours (12 weeks)
Recommended Preparations: CA 020 or CA 070; CA 047C or CA 043B.
This course is an introduction to preparing text for the Internet using Adobe FrameMaker. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable. This course may be repeated once. Credit/No Credit Option.

96F COMMERCIAL WEB SITE PROJECT
3 units
Lecture 3 hours; Lab by arrangement 2 hours
Recommended Preparations: CA 020 or CA 070; CA 096, CA 096A, CA 096C, CA 096D, CA 096E
Students will plan, design, develop and test large scale commercial Web sites. Credit/No Credit Option.

96G XML TECHNOLOGIES
3 units
Lecture 3 hours; Lab by arrangement 2 hours
Recommended preparations: CA 20 or CA 70, CA 96, CA 096A
This course will focus on XML and XML related technologies used to develop content and manipulate data for commercial web sites. This course may also be taught in a distance learning format. This course may be repeated once. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
96H WEB PAGE DESIGN, DREAMWEAVER
2 units
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended preparation: CA 020 or CA 070
This course focuses on web site layout and design using the software HTML editor Dreamweaver. Emphasis will be on tables, frames, rollovers, DHTML, CSS, and site maintenance. This course can also be taught in a distance learning format. This course may be repeated once. Credit/No Credit Option.

97 DIGITAL MEDIA PRODUCTION
PROCESS
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Students will evaluate and analyze examples of programs that have been created professionally as well as review samples from resources such as the Internet. Additional focus on pricing, bidding, and budgets. This course may be taught in a distance learning format. This course may be repeated once. Credit/No Credit Option.

98 DIGITAL MEDIA PROJECT
1 unit
Lab 9 hours by arrangement (6 weeks)
Recommended preparation: CA20 or CA70: 9 units in Digital Media
Students will develop a discipline-related project that demonstrates competency in appropriate multimedia techniques including, but not limited to, Internet research, e-mail, world wide web, desktop publishing and computer graphics. Projects may be developed individually or in teams. Credit/No Credit Only.

98B PORTFOLIO PLANNING AND REVIEW:
DESKTOP PUBLISHING AND DIGITAL MEDIA
3 units
Lecture 1 Hour; lab 2 hours; lab 4 hours by arrangement.
Prerequisites: CA 044A or CA 044B or CA 044C or CA 044D and CA 047C
Recommended preparation: CA 020 or CA 070
This course is for Desktop Publishing and Digital Media Students commited to developing a professional quality hard copy and digital portfolio. Credit/No Credit Option.

98C DYNAMIC CD-ROMS
3 units
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70, CA 88, CA 88A, CA 96, CA 96A
This course will focus on creating dynamic presentation for the Web and CD-Roms, in combination. Credit/No Credit Option.

98D DIGITAL VIDEO 1: QUICKTIME
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70
Quicktime is integral to digital media video and audio production, CD-ROMs, and cross-platform clip exchange. This introduction to Quicktime basics teaches video editors, digital media designers and developers to enhance video, CD-ROM and Web projects. Credit/No Credit Option Only.

98E DIGITAL AUDIO 1
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70
This course is an introduction to digital sound. It will focus on incorporating available sound from the Web and CD-Roms into digital media project. It will introduce digital sound recording and editing software. Credit/No Credit Option.

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

Computer Information Systems
See also COMPUTER APPLICATIONS

THE FACULTY
Patrick J. Fenton
Fred George
Theodore Geredes
David Pugno

1 INTRODUCTION TO COMPUTER-BASED SYSTEMS
2 units
Lecture 2 hours
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
This is a College by Television survey course designed to introduce students to the digital computer and its applications in modern society. It is not intended for CIS majors. The course will introduce a number of topics related to computers including basic concepts and vocabulary, current applications in various fields, the impact of information systems pertaining to current society, and the future of computing. (Note that credit may be earned for only one of CIS 1 or CIS 2)

2 INTRODUCTION TO COMPUTING
4 units
Lecture 4 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
This is a first course in computing, introducing students to the concepts and uses of computing in business and society. Fundamentals of each of the major components of a computing system are examined: elementary functions of hardware; software for systems operations and applications; the relationship of data and information; the need for proper procedures; and the people who use and support computing. Students will use personal computers for hands-on experience of major computer applications, including word processing, spreadsheets, presentation manager, database management, and Internet access. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
4A COMPUTER PROGRAMMING I (C++)
4 units Lecture 4 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
This is the beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school’s Computer Science program. CIS 4A covers algorithm development, programming concepts, documentation, and programming style using the C++ language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on component where students will use microcomputers to design, code, and execute programs in class. Credit/No Credit Option.

4B COMPUTER PROGRAMMING II (C++)
4 units Lecture 4 hours; 6 hours by arrangement
Prerequisite: CIS 4A.
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
This is a continuation of CIS 4A intended for students majoring in CIS-Computer Science Option and/or planning to transfer to a 4-year college or university Computer Science program. CIS 4B introduces concepts of abstract data types, C++ classes, separate compilation, and information hiding. Topics included are data structures (dynamic allocation, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. Credit/No Credit Option. This course is West Valley college degree and certificate applicable.

5 BUSINESS APPLICATION PROGRAMMING (COBOL)
3 units Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California.
COBOL is a traditional business programming language required of MIS majors and those whose responsibilities include support of business applications including, for example, the business functions within our own college. This is a computer problem solving and programming course using COBOL, a programming language designed for traditional business applications. Structured COBOL syntax will be studied in detail. Emphasis will also be placed on taking a number of business applications from the initial job definition phase through programming and testing. Course content includes standard program logic statements, user interface considerations, tables, and file operations. Programs will be compiled and executed on microcomputers and/or workstations. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

11 SYSTEMS ANALYSIS
3 units Lecture 3 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
In this course the systems analysis function as it applies to business applications is studied. Systems investigation, justification, design and implementation concepts are presented. Techniques of fact finding, fact recording, record design, file organization and documentation will be taught through the case study method. Selected computer-aided analysis tools will be used. Credit/No Credit Option.

12 DATA BASE MANAGEMENT SYSTEMS
3 units Lecture 3 hours; lab 1 hour by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
Data Base Management Systems (DBMS) are introduced and surveyed in this course. Terminology and concepts are studied. Various data base models are covered: hierarchical, network (CODASYL), relational, and E-R. Commercially available DBMS are overviewed. Implementation tasks and the position of Data Base Administrator are considered.

14 DATA STRUCTURES AND ALGORITHMS
3 units Lecture 3 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
This is an advanced course in the Computer Science option which gives review basic data structures such as stacks, lists, trees, and the algorithms of their implementation. New topics include the definition and terminology of graphs, internal and external sorting/searching, dynamic storage allocation, object definition, and the algorithms for implementing each topic. Credit/No Credit Option.

15 OBJECT-ORIENTED SOFTWARE DESIGN
3 units Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course presents the basic concepts associated with object oriented software design. Students will study and implement object oriented software concepts in programming languages, user interfaces, and databases in order to develop a style of programming that allows for better program organization and modularity. Key concepts include abstract data typing inheritance, and object identity. This class is intended to be independent of specific programming languages, but examples of object oriented program design will be developed and presented using contemporary industry-preferred languages and programming tools. Students are advised to have knowledge of and ability to use appropriate programming languages such as C, C++, Visual Basic, or similar. Credit/No Credit Option.

31 VISUAL BASIC PROGRAMMING
3 units Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
This is an advanced course in the Computer Science option. It includes review of basic, data structures such as stacks, lists, trees, and the algorithms of their implementation. New topics include the definition and terminology of graphs, internal and external sorting/searching, dynamic storage allocation, object definition, and the algorithms for implementing each topic. Credit/No Credit Option. This course is West Valley college degree and certificate applicable and will be applied for approval for UC and CSN.

31.1 FUNDAMENTALS OF MICROSOFT VISUAL BASIC
3 units Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. Visual Basic is a preferred development programming language for the Windows graphical user interface environment. This course is designed to prepare students to understand and use Visual Basic. This course will give students the opportunity to learn how to create single-user applications using the Microsoft Visual Basic programming system, a first step for students who are new to Visual Basic. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

31.2 APPLICATIONS PROGRAMMING USING VISUAL BASIC
3 units Lecture 3 hours; lab 6 hours by arrangement
Prerequisite: CIS 31.1
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This is a second course in Visual Basic programming, intended to provide more advanced skills in using the Visual Basic programming system. Programming in Visual Basic is an increasingly demanded technical skill for applications developed for the Windows environment. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
32 FORTRAN PROGRAMMING
3 units  Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
FORTRAN, a programming language designed originally for scientific and engineering applications and now also used in telecommunications, is presented in this course through a problem-solving approach which emphasizes proper structures programming methodology. Credit/No Credit Option.

36 PASCAL PROGRAMMING
3 units  Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
This course should be taken by students wishing to learn Pascal, a relatively easy-to-learn language. The emphasis is on Pascal syntax, the techniques of algorithm development, and programming style. Students will be introduced to the Pascal programming language and will use that language to design, code and execute programs with emphasis on efficient algorithms, structured programming techniques and good documentation. Credit/No Credit Option.

37 C PROGRAMMING
3 units  Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
Fundamentals of ANSI C language syntax, including C data types, statements (sequence, selection, and repetition), and standard C libraries, are introduced in this course. Structured programming style using the C language is emphasized. Advanced topics, such as structures, external files, bit manipulation, and pointers/dynamic allocation are also included. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

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

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

40.3 JAVA FOR NON-PROGRAMMERS
3 units  Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R and CA20 or CA 70 and CA 96.
This course introduces object-oriented programming generally, and Java programming specifically. Emphasis is placed on understanding the syntax of Java, compiling and interpreting Java, and on writing and editing simple Java code. Students with no previous programming background are strongly encouraged to attend this course before entering the Java 1, 2, 3 sequence. This course is A.A./A.S. degree and certificate applicable. Credit/No Credit Option.

40.4 PROGRAMMING WITH JAVA I
3 units  Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CIS 40.3, CA20 or CA70, CA96 and Math 106/106R
This course focuses on Java as a software application programming language. Emphasis is placed on Java syntax (at a faster paced and more advanced level than Java for Non-Programmers) and graphical user interface programming. Students with no previous programming background are strongly encouraged to attend Java for Non-Programmers as preparation for this course. This course is A.A./A.S. degree and certificate applicable. Credit/No Credit Option.

40.5 JAVA DATABASE CONNECTIVITY JDBC
3 units  Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CIS40.6; Math 106/106R
E-commerce requires a programming environment that connects the INTERNET and INTRANETS to the business information in the legacy systems. Java is the new object-oriented and platform independent programming language for INTERNET, INTRANET, and NETWORK computing. JDBC is the connectivity standard to the databases in the legacy systems. Many of the legacy systems and the new enterprise Client/Server systems organize the business information in Relational Data Base Systems RDBMS. Structured Query Language (SQL) is a standard data manipulation language for RDBMSs. Information interchange to distributed RDBMS uses SQL following the Open Data Base Connectivity (ODBS) standard. Java uses SQL to access and process the information content of RDBMS following the JDBC standard. These standards contain compliance levels and programming statements for access and interchange of business information. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

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

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

41.1 CONCURRENT PROGRAMMING USING JAVA
3 units  Lecture 3 hours; lab 2 hours by arrangement per week for 18 weeks
Recommended preparation: CIS 40.7, Math 106/106R
This course focuses on concurrent programming and programming for parallel processors using the object-oriented paradigm. Students will write threaded Java programs that execute on multiprocessors. This course is West Valley College A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
41.2 CORBA PROGRAMMING ON THE INTERNET USING JAVA
3 units  Lecture 3 hours; lab 2 hours by arrangement.
Recommended preparation: Math 106/106R, CIS 40.6
This course focuses on creating the next generation of enterprise-wide business applications using Java and CORBA. This course is West Valley College A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

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

41.4 INTRANET APPLICATIONS USING JAVA
3 units  Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CA20, CA70 and Math 106/106R, CIS 40.6
This course focuses on designing and creating Intranet applications with Java. In addition, current classes, tools, and Intranet security techniques will be explored. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

41.5 DISTRIBUTED COMPUTING USING JAVA
2 units  Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended preparation: CIS 12 and Math 106/106R, CIS 40.6
This course focuses on designing and writing distributed applications in Java. It explores Java’s Remote Method Invocation (RMI) facility and CORBA. Designing protocols to build message-passing systems, using Java’s security facility, and writing multithreaded servers, are covered with special emphasis on distributed database systems, collaboration, and applications with high bandwidth requirements. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

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

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

41.8 WEB PROGRAMMING 1-CLIENT SIDE
3 units  Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CA 96A, Math 106/106R
This course focuses on client-side web programming for those students who have previous experience with HTML. Programming and scripting languages covered will be current with industry demand. This course is A.A./A.S. degree and certificate applicable. Credit/No Credit Option.

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

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

42.1 WEB TECHNOLOGIES
3 units  Lecture 3 hours
Recommended preparation: Math 106/106R, CA 20 or 70, CA 96
This course focuses on the technologies of the world wide web. Examples of the types of topics to be discussed, based on current technologies include web protocols, low-level transmission, packet switching, and networking. The courses Local Area Technologies, Web Technologies, and Internet Technologies form the core of the Internet Services program. The content of each course complements the other and is designed to provide a technical understanding of local and wide-area networking. This course is A.A./A.S. degree and certificate applicable. Credit/No Credit Option.

42.2 INTERNET TECHNOLOGIES
3 units  Lecture 3 hours
Recommended preparation: Math 106/106R, CA 20 or CA 70 and CA 96
This course focuses on the technologies of the Internet outside of the world wide web. Examples of the topics to be discussed are based on current technologies, include QoS-Based Communications, Frame Relay, ATM, Layer 3 Fundamentals, xDSL, etc. The courses Local Area Technologies, Web Technologies, and Internet Technologies form the core of the Internet Services program. The content of each course complements the other and is designed to provide a technical understanding of local and wide-area networking. This course is A.A./A.S. degree and certificate applicable. This course may be taught in a distance learning format. Credit/No Credit Option.

42.3 ELECTRONIC COMMERCE TECHNOLOGIES
3 units  Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R, CA 20 or CA 70, CA 96
This course focuses on current security issues related to the World Wide Web. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
43.5 INTERNET AND WEB SYSTEM ADMINISTRATION
2 units Lecture 3 hours (12 weeks)
Recommended preparation: Math 106/106R, CA 20 or CA 70, CA 96
This course focuses on creating and maintaining a basic Internet information server offering mailing list, anonymous FTP and World Wide Web services. This course is West Valley College degree and certificate applicable. This course is also taught in a distance learning format Credit/No Credit Option.

43.6 INSTALLATION AND MANAGEMENT OF WORLD WIDE WEB (WWW) SERVERS
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Math 106/106R, CA 20 or CA 70, CA 96
This course focuses on creating installing and managing Web servers for Windows, NT, Macintosh, Linux, and UNIX systems. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

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

45A THE UNIX OPERATING SYSTEM
3 units Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This introductory course explores the UNIX operating system as it relates to the system user. Topics presented during the course include the history and evolution of the UNIX operating system, the user interface, files and directories, screen editing using vi, controlling the user’s environment, simple shell scripts, and other essential features of UNIX. Both AT&T and BSD variants of UNIX are discussed as are features of alternative Bourne-and-C-Shell environments. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Option.

45B ADVANCED UNIX: UTILITIES AND SHELL PROGRAMMING
3 units Lecture 3 hours; lab 6 hours by arrangement
Prerequisite: CIS 45A.
Recommended preparation: Math 106/106R
This course is designed for students who have some introductory-level proficiency with the UNIX operating system and who want to increase their abilities to use UNIX utilities and shells. The subject matter includes the use of awk, grep, sed, and other functions. Text formatting is explored with nroff and vi. Shell script programming, begun in CIS 45A, is expanded to include the shell process, programming constructs, style, debugging and portability. The course includes aspects of both AT&T and BSD variants of UNIX and features of both Bourne- and C-Shell environments. Assignments involving the use of UNIX will be completed in the computer lab. Credit/No Credit Option.

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

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

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

62 ADVANCED NETWARE ADMINISTRATION
3 units
Recommended preparation: Math 106/106R
This course is designed to provide the skills and knowledge necessary for an experienced network administrator to oversee complex networking environments and operations. Coursework is based on case studies from which examples and scenarios are taken to illustrate specific concepts and networking issues. Each concept is explored through hands-on exercises and written diagnosis. Credit/No Credit Option.

63 NETWORK INSTALLATION AND CONFIGURATION
2 units
Recommended preparation: Math 106/106R
This course is recommended for proper administration of network printing services. This course is designed to teach network administrators and engineers the skills necessary to effectively manage network printing environments. Credit/No Credit Option.

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

65 INTRODUCTION TO NETWORK PRINTING
1.5 units Lecture 1.5 hours; lab 1 hour by arrangement
Prerequisite: CIS 61.
Recommended preparation: Math 106/106R
This course is recommended for proper administration of network printing services. This course is designed to teach network administrators and engineers the skills necessary to effectively manage network printing environments. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.
66 NETWARE SYSTEM UPDATE
2 units Lecture 2 hours; lab 3 hours by arrangement
Prerequisite: CIS 63.
Recommended preparation: Math 106/106R
As part of the Novell certification program, this course provides training required by students who have taken networking classes using earlier versions of the network operating system in order to upgrade their skills to a newer version. The course introduces new commands, features, ad strategies for managing network operations using a new, upgraded network operating system. Topics include directory services, changes to user environment, migration and optimization strategies. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

67 ADMINISTERING NETWORK FOR MACINTOSH
.5 units Lecture 8-10 hours; lab 1 hour by arrangement (1-2 weeks)
Prerequisite: CIS 61.
Recommended preparation: Math 106/106R
This course provides information and experience for installing, configuring, and working with Network for Macintosh systems. It is designed for a hands-on computer lab environment. Credit/No Credit Option.

68 NETWORK SERVICE AND SUPPORT
3 units Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: CIS 63.
This hands-on course focuses on prevention, diagnosis and resolution of hardware, software, and network-related problems encountered in typical networking operations. Students will explore the use of various research and testing tools that will assist them in solving “real world” problems. It is designed to provide practical experience for use on the job or as a reference. The course also anticipates that these students will serve internships in the college’s computer labs and networking operations as a part of their case study. Credit/No Credit Option.

69 NETWARE DESIGN AND IMPLEMENTATION
2 units Lecture 2 hours; lab 3 hours by arrangement
Prerequisite: CIS 603
Recommended preparation: Math 106/106R Acceptable for credit: California State University.
NetWare Design and Implementation provides students with the opportunity to simulate a networking project team. In a group exercise, students apply technical concepts by designing, planning, and documenting a network implementation. This course is required for CNE-level certification. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

70 DEVELOPING APPLICATIONS WITH MS OFFICE
3 units Lecture 3 hours; lab 6 hours by arrangement
Prerequisite: CA 70 and CIS 31 or CIS 31.1 or CIS 31.2 or CA 62B or CA 81B.
Recommended preparation: Math 106/106R
This course teaches a student how to plan, develop, and test applications. It is a programming course using, as the programming language, both MS Office Visual Basic for Applications and Word Basic. Credit/No Credit Option.

70.2 APPLICATION DEVELOPMENT USING MS EXCEL
3 units Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. Industry has adopted the strategy of creating many “front end” user applications in familiar end-user environments. This course addresses the need of any enterprise for tools which assist in the rapid development of applications. By combining an easy-to-use development language—Visual Basic for Applications—with the convenience of the Microsoft Excel spreadsheet, developers can quickly build high-end functionality into custom applications. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

70.3 APPLICATION DEVELOPMENT WITH MS ACCESS
3 units Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course teaches Access users how to create applications using Microsoft Access. Students will be given the opportunity to learn how to develop an application using the features of Microsoft Access such as tables, queries, forms, reports, and macros; use Microsoft Access wizards and builders to create objects; modify objects without the use of wizards; and prepare an application for implementation. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

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

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

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

3 units Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: CIS 81.2
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft Exchange Server. Students will also have an opportunity to plan and implement multiple Systems Management Server sites. Lab exercises allow hands-on implementation of the case-study design. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

81.4 SUPPORTING MICROSOFT SYSTEMS MANAGEMENT SERVER

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

81.9 WINDOWS OPERATING SYSTEMS AND SERVICES ARCHITECTURE

3 units Lecture 3 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R and one or more of the following: CIS 031, 31.1, 31.2, 70, 70.2, 70.3, 70.4
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course presents the architecture and related services of Microsoft Windows operating systems. Students study the framework required to develop solutions for the Microsoft Windows operating systems. This course is intended for students who are familiar with the central concepts of the Windows operating system and have successfully developed applications in Visual Basic, Visual Basic for Applications, Access Basic, or Word Basic. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

82.1 SYSTEM ADMINISTRATION FOR MICROSOFT SQL SERVER

3 units Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: CIS 81.2
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft SQL Server client/server database management system. This course is intended for system administrators who implement and support Microsoft SQL in a network. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

82.2 IMPLEMENTING A DATABASE DESIGN ON MICROSOFT SQL SERVER

3 units Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: CIS 81.2
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is added to CIS as one of the support courses within a Microsoft Certification program. This course gives the students the opportunity to develop the skills required to implement a database solution with Microsoft SQL Server client/server database management system. Lab exercises allow students to implement a database design. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

82.3 SUPPORTING MICROSOFT WINDOWS

3 units Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college.

100 SPECIAL TOPICS

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

Veronese M. Anderson
Ginny Aragon
Angelica Buendia-Bangle
Michael Byers
Christopher Clark
Pauline Clark
Michael Cubie
Linda Engelking
Maria Garcia Scheper
Tom Golbetz
Michael S. Herauf
Carolyn Nash
Lynn Rossmann
Leticia Sanchez-Mendoza Hernandez
Sylvia A. Selleck
Leonard Schreibstein
Lan Tao
Patricia A. Yukawa
Wanda Wong

A ORIENTATION

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

1 COLLEGE SURVIVAL SKILLS

2 units License 2 hours
Acceptable for credit: California State University.
This comprehensive survey course focuses upon strategies for college success. It includes a study of the role of education in life, college systems, effective learning strategies, academic survival, career information, personal development, decision making, goal setting, and educational planning. Credit/No Credit Option.

2 ACADEMIC AND PERSONAL PLANNING

1 unit License 1.2, or 3 hours (16,12 or 6 weeks)
Acceptable for credit: California State University.
Increases self-knowledge and understanding by facilitating academic and personal decision-making. Includes assessment in reading, English, math and occupational interests. Aids in setting life and career goals, determining educational objectives, and developing appropriate short- and long-range plans. Credit/No Credit Only.

6 INTEGRATING PERSONAL VALUES WITH WORK AND COMMUNITY

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

9 MAKING A DIFFERENCE IN THE COMMUNITY

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

10A COLLEGE PREPARATION FOR HIGH SCHOOL SENIORS

.5 unit License .5 hour
This course in counseling is designed for high school seniors who participate in the 2+2+2/On to College Program. Students will begin the process of exploring educational options in higher education. This course may be repeated once. It is Non A.A./A.S. Degree applicable. Credit/No Credit Only.

10B COLLEGE PREPARATION FOR HIGH SCHOOL SENIORS

.5 unit License .5 hour
This counseling course is designed for high school seniors who participate in the 2+2+2/On to College Program. Students will begin the process of exploring educational options in higher education using distance learning technology, which will augment what students have learned in COUNS 011A. This course will also be taught by television, Internet, and video conferencing. This course may be repeated once. It is Non A.A./A.S. Degree applicable. Credit/No Credit Only.

11A COLLEGE PREPARATION FOR HIGH SCHOOL SENIORS

.5 unit License .5 hour
This course in counseling is designed for high school seniors who participate in the 2+2+2/On to College Program. Students will continue the process of exploring educational options in higher education. This course may be repeated once. It is Non A.A./A.S. Degree applicable. Credit/No Credit Only.

11B COLLEGE PREPARATION FOR HIGH SCHOOL SENIORS

.5 unit License .5 hour
This counseling course is designed for high school seniors who participate in the 2+2+2/On to College Program. Students will continue the process of exploring educational options in higher education using distance learning technology, which will augment what students have learned in COUNS 011A. This course will also be taught by television, Internet, and video conferencing. This course may be repeated once. It is Non A.A./A.S. Degree applicable. Credit/No Credit Only.

11C COLLEGE PREPARATION FOR HIGH SCHOOL SENIORS

.5 unit License .5 hour
This course in counseling is designed for high school seniors who participate in the 2+2+2/On to College Program. Students will begin to explore educational majors and careers and begin the matriculation process. This course may be repeated once. It is Non A.A./A.S. Degree applicable. Credit/No Credit Only.

11D COLLEGE PREPARATION FOR HIGH SCHOOL SENIORS

.5 unit License .5 hour
This counseling course is designed for high school seniors who participate in the 2+2+2/On to College Program. Students will continue the process of exploring educational options in higher education using distance learning technology, which will augment what students have learned in COUNS 011C. Students will also continue to explore educational majors and careers and begin the matriculation process. This course will also be taught by television, Internet, and video conferencing. This course may be repeated once. It is Non A.A./A.S. Degree applicable. Credit/No Credit Only.

PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
RECOMMENDED preparations are ADVISORY.
12 CAREERS AND LIFE STYLES
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is for those who desire more in-depth career direction. Through the use of a variety of occupational exploration techniques, participants will identify values, interests, abilities, skills, and career alternatives. The major objective is to assist students in preparing for career and lifestyles in an ever-changing world through the development and use of decision-making, goal-setting, and life-planning tools and skills. Credit/No Credit Option.

12A, B, C CAREERS AND LIFE STYLES
1 unit each Lecture/Discussion 3 hours (6 weeks)
Acceptable for credit: California State University.
This course is similar to Couns 12 in content and purpose: a course for those who desire more in-depth career direction. Couns 12A focuses on self assessment and identification and clarification of values; discussion and exploration of individual interests and their application to career search; and decision-making techniques and goal-setting strategies. Couns 12B focuses on the assessment of individual abilities, skills, academic and professional preparation, and on life-planning tools and skills in relation to career alternatives and career research. Couns 12C is the special-topic module. Modules taught will focus on specialized concerns relating to job search and the world of work, such as: “Careers of the Future,” “Retirement,” “New Job Styles,” “Divorce and the Job Market,” “Career Transition,” “Career Decision Making.” Credit/No Credit Option.

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

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

22A, B, C, D PERSONAL GROWTH
.5 unit each
Acceptable for credit: California State University.
These multipurpose, flexible courses will assist students in (1) increasing their awareness of themselves and others, (2) identifying their actual strengths and weaknesses and potential for personal growth, (3) enhancing their self-esteem. They are designed to promote students’ growth in a variety of ways, to help them function more effectively and fully, and to better deal with problems and decisions confronting them. Various approaches and techniques may be used. The discussions and exercises may focus on various topics such as, “Building Self Esteem,” “Effective Communication,” “Time Management,” “Stress Reduction and Management,” “Assertiveness,” “Conflict Resolution,” “Self Awareness,” “Interpersonal Relations,” “Male/Female Relations,” “Effective Parenting,” “Intergroup and Cross Cultural Relations,” and other special interest topics.

23A, B, C, D PERSONAL GROWTH
1 unit each
24A, B, C, D PERSONAL GROWTH
1.5 units each
Lecture/Discussion 9, 18, 27 total hours per semester.

25 IMPROVING RELATIONSHIPS THROUGH COMMUNICATION
3 units Lecture 3 hours
Acceptable for credit: California State University.
An investigation into the concept of communication as dialog through reading and discussion of pertinent literature. The concept of dialog will relate to the human experience of friendship. Emphasis will be on developing a wide range of skills which promote one-to-one communication in close relationships. Repeated opportunities will be given for practice both in and out of class. (Dual listed with Speech 25). Students may receive credit for one course only. Credit/No Credit Option.

26 WORKPLACE SUCCESS SKILLS COURSE
2 units Lecture 3 hours (12 weeks)
This course will expose students to those people skills and organizational skills necessary to be successful in today’s workplace. Major topics are: getting started at a job; solving problems; gaining promotion; and getting along with bosses, co-workers and customers. Additional topics are: communication issues and techniques; time-management; workplace ethics; teamwork; and performance reviews. Students will participate in assessment of their workplace, transferable and basic skills. Students will complete a portfolio. Students will complete “post-tests” of their workplace and basic skills. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable. Credit/No Credit Option.

24 PERSONAL GROWTH
3 units Lecture 3 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, making strategies, conflict resolution skills, assertive training techniques and stress management. Students will learn effective communication skills, so that they can express thoughts and feelings and improve and enrich their relationships with others. This course is A.A./A.S. Degree applicable under Area E General Education and the CSU G.E. Pattern. This course is transferable to California State University system and meets the Area E general education requirements. Credit/No Credit Option.

30 PRINCIPLES AND PRACTICES OF STUDENT ADVISING
2 units Lecture 2 hours
Recommended Preparation: Couns 31A-D
Acceptable for credit: California State University.
This course offers appropriate training for student advisors/mentors. It will focus on the development of human awareness, cross-cultural and gender perspectives, communication and leadership skills, college procedures, services, and programs, knowledge of campus and community resources and techniques of student advising. It is designed to teach concepts and skills essential for effective group and individual student advising. This course may be repeated three times. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
31A, B, C, D PRINCIPLES AND PRACTICES OF STUDENT ADVISING (LAB)
1 unit each  Lab 3 hours, each course
Recommended Preparation: Counseling 30.
This course will provide supervised practice and experience in utilizing the skills and content of Counseling 30. Role-playing, simulations and videotaping will be employed to assist students in developing a mastery of the skills of effective student advising. This course may be repeated three times. Credit/No Credit Option.

41 STUDENT GOVERNMENT ACTIVITIES PRACTICUM
1 unit  Lab 3 hours by arrangement
Acceptable for credit: California State University.
Participation in the Student Senate provides a leadership and skills forum in which to debate legislation and to lobby on local, state, and federal levels. In addition to making the students part of the student decision-making body, participation in student government also provides the students with an opportunity to organize student-related events and to exchange political and cultural views. This course may be repeated two times. Credit/No Credit Option.

45 STUDY SKILLS
1 unit  Lecture 2 or 3 hours per week (6 or 9 weeks)
Acceptable for credit: California State University.
A course designed to improve students’ study skills and help them to become more aware of their potential for serious study. Opportunity is provided for personalized assistance in examining one’s goals and motivation for attending college as well as supervised practice in implementing new approaches to time management, note taking, preparation for and taking of examinations, and other study habits and techniques. Credit/No Credit Option.

50 CROSS-CULTURAL PERSPECTIVES
3 units  Lecture 3 hours
Acceptable for credit: California State University.
This course will explore cross-cultural theories and research relative to personal and cultural identity, communication styles, value orientation, leadership styles, social justice, cultural assimilation, the family, health care, education, the world of work, media in the United States, ethnocentrism and racism. The goals will be to enhance understanding, insights, and respect for diverse cultural groups. Cultures examined include: African American, Latino/Chicano, Japanese American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

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

919A, B, C PRE-VOCATIONAL ASSESSMENT FOR THE DISABLED
1 unit each
(Formerly Counseling 19A,B, C)
Lecture 3 hours (6 weeks each)
Evaluation in the physical, cognitive and motivational areas of functioning with emphasis on the understanding of self in preparation for career decision-making and exploration of occupational information. Courses may be taken in any sequence. A. Physical Assessment; B. Cognitive Assessment; C. Motivational Assessment. Credit/No Credit Option.

4 CAREER EXPLORATION IN COURT REPORTING AND RELATED TECHNOLOGIES
.5 unit
Lecture 1 hour for 9 weeks
Acceptable for credit: California State University.
This course explores career opportunities using stenotype skills. It provides an overview and exploration of the various career paths currently available, and it highlights emerging opportunities.

6A1 COURT REPORTING THEORY I
2.0 units
Lecture 2 hours; lab 6 hours; 5 hours of lab by arrangement (9 weeks).
Acceptable for credit: California State University.
The student will study the operation of a stenotype machine, learn all letters as taught in a computer-compatible theory, write simple one and two syllable words, develop oral reading ability of stenotype and machine dexterity, and write on a computerized stenotype machine real-time stenography at 45 words per minute with 70 percent accuracy. This course may be repeated 3 times.

6B1 COURT REPORTING THEORY II
2.0 units
Lecture 2 hours; lab 6 hours; 5 hours of lab by arrangement (9 weeks).
Prerequisite: CTR 6A1.
Acceptable for credit: California State University.
The student will apply the knowledge developed in CTR 6A and learn prefixes, suffixes & special endings of a given computer-compatible theory. Machine dexterity, fluent reading ability of stenotype notes, and the application of real-time theory concepts to writing and reading of English dictation are developed. This course may be repeated 3 times.
Recommended Preparations in Basic Skills:

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

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**8A 80 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab by arrangement 3 hours

Prerequisite: CTR 6B1.

Acceptable for credit: California State University.

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

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**8B 80 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours

Prerequisite: CTR 8A.

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.

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**8C 80 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours

Prerequisite: CTR 8A or 8B.

Acceptable for credit: California State University.

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

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**8D 80 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours

Prerequisite: CTR 8A, or 8B, or 8C.

Acceptable for credit: California State University.

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

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**8S 80 WPM SPEED GOAL**

2 units

Lecture 4 hours; lab 4 hours (7.5 weeks)

Prerequisite: CTR 6B1.

Acceptable for credit: California State University.

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

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**10A 100 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours

Prerequisite: Any one of CTR 8A-D or 8S.

Acceptable for credit: California State University.

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

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**10B 100 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours

Prerequisite: CTR 10A.

Acceptable for credit: California State University.

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

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**10C 100 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours

Prerequisite: CTR 10A or 10B.

Acceptable for credit: California State University.

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

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**10D 100 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours

Prerequisite: CTR 10A or 10B or 10C.

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 may be repeated one time. This course is normally offered only during summer session.

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**10S 100 WPM SPEED GOAL**

2 units

Lecture 4 hours; lab 4 hours (7.5 weeks)

Prerequisite: CTR 8 in any one of A through D or CTR 8S.

Acceptable for credit: California State University.

This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80 to 120 words per minute. Materials include literary, jury charge, business letters and two-voice. This course may be repeated one time. This course is normally offered only during summer session.

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**12A 120 WPM SPEED GOAL**

6.5 units

Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours

Prerequisite: Any one of CTR 10A-D or 10S.

Acceptable for credit: California State University.

This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.
12B 120 WPM SPEED GOAL  
6.5 units  
Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours  
Prerequisite: CTR 12A.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, technical current events, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

12C 120 WPM SPEED GOAL  
6.5 units  
Lecture 5 hours; lab 5 hours, lab by arrangement 5 hours  
Prerequisite: CTR 12A or 12B.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

12D 120 WPM SPEED GOAL  
6.5 units  
Lecture 5 hours; lab 5 hours, arrangement 5 hours  
Prerequisite: CTR 12A or 12B or 12C.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student's progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

12S 120 WPM SPEED GOAL  
2 units  
Lecture 4 hours; lab 4 hours (7.5 weeks)  
Prerequisite: CTR 10 in any one of A through D or CTR 10S.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100 to 140 words per minute. Materials include literary, jury charge, and multiple-voice. This course may be repeated one time. This course is normally offered only during summer session.

14A 140 WPM SPEED GOAL  
6.5 units  
Lecture 5 hours; lab 5 hours, arrangement 5 hours  
Prerequisite: Any one of CTR 12A-D or 12S.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

14B 140 WPM SPEED GOAL  
6.5 units  
Lecture 5 hours; lab 5 hours, arrangement 5 hours  
Prerequisite: CTR 14A.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

14C 140 WPM SPEED GOAL  
6.5 units  
Lecture 5 hours; lab 5 hours, arrangement 5 hours  
Prerequisite: CTR 14A or 14B.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

14D 140 WPM SPEED GOAL  
6.5 units  
Lecture 5 hours; lab 5 hours, arrangement 5 hours  
Prerequisite: CTR 14A, or 14B, or 14C.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

14S 140 WPM SPEED GOAL  
2 units  
Lecture 4 hours; lab 4 hours (7.5 weeks)  
Prerequisite: CTR 12 in any one of A through D or CTR 12S.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120 to 160 words per minute. Materials include literary, jury charge, and multiple-voice. This course may be repeated one time. This course is normally offered only during summer session.

16A 160 WPM SPEED GOAL  
6.5 units  
Lecture 5 hours; lab 5 hours, arrangement 5 hours  
Prerequisite: Any one of CTR 14A-D or 14S.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, current events, also provides methods of expanding English vocabulary through oral and written instruction.

16B 160 WPM SPEED GOAL  
6.5 units  
Lecture 5 hours; lab 5 hours, arrangement 5 hours  
Prerequisite: CTR 16A.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

16C 160 WPM SPEED GOAL  
6.5 units  
Lecture 5 hours; lab 5 hours, arrangement 5 hours  
Prerequisite: CTR 16A or 16B.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

16D 160 WPM SPEED GOAL  
6.5 units  
Lecture 5 hours; lab 5 hours, arrangement 5 hours  
Prerequisite: CTR 16A or 16B.  
Acceptable for credit: California State University.  
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.  
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.  
• RECOMMENDED preparations are ADVISORY.
16D 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
Prerequisite: CTR 16A or 16B or 16C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 160-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

16S 160 WPM SPEED GOAL
2 units
Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: CTR 14 in any one of A through D or CTR 14S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140 to 180 words per minute. Materials include literary, jury charge, and multiple voice. This course may be repeated one time. This course is normally offered only during summer session.

18A 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
Prerequisite: Any one of CTR 16A-D or 16S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 180-200 words per minute. Materials include literary, jury charge, and multiple voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

18B 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
Prerequisite: CTR 18A.
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.

18C 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
Prerequisite: CTR 18A or 18B.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

18D 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
Prerequisite: CTR 18A or 18B or 18C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple voice. This course is designed to access the student’s progress in the 180-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

18S 180 WPM SPEED GOAL
2 units
Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: CTR 16 in any one of A through D or CTR 16S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 180-220 words per minute. Materials include literary, jury charge, congressional record, and/or legal opinion, and multiple voice. This course also provides methods of expanding English vocabulary through oral and written instruction. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 180 wpm Literary test and one 5-minute 200 wpm Jury Charge test with at least 97.5% accuracy.

20A 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
Prerequisite: Any one of CTR 18A-D or 18S
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, current events, jury charge, congressional record and/or legal opinion, and multiple voice. This course also provides methods of expanding English vocabulary through oral and written instruction. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 180 wpm Literary test and one 5-minute 200 wpm Jury Charge test with at least 97.5% accuracy.

20B 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
Prerequisite: CTR 20A
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-minute 180 wpm Literary test and one 5-minute 200 wpm Jury Charge test with at least 97.5% accuracy.
20C 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
Prerequisite: CTR 20A or 20B.
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 may provide methods of expanding knowledge of general legal terminology through oral and written instruction. This course may be repeated one time. Student shall pass two 5-minute 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.

20D 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 5 hours
Prerequisite: CTR 20A or 20B or 20C
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student’s progress in the 200-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

20S 200 WPM SPEED GOAL
2 units
Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: any one of CTR 18 A through D or CTR 18S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180 to 220 words per minute. Materials include literary, jury charge, congressional record and/or legal opinion, and multiple voice. This course may be repeated 3 times. This course is normally offered only during summer session. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

20X CTR 200 WPM LAB
.5 unit
Lab 5 hours; 5 lab hours by arrangement (6 weeks)
Prerequisite: Any one of CTR 16 A-D or CTR 16S OR CTR 54 OR 54S.
This short-term summer course is designed for students who wish to gain the speed and accuracy required to pass state and national licensing examinations (held in the autumn months) in court reporting and realtime captioning. Readers and teachers provide live dictation to advanced court reporting and captioning students who have achieved speed goals of at least 160 words per minute. The dictation contains a variety of relevant four-voice material from actual courtroom and deposition proceedings. All students will participate in read back from this dictation. They will have the opportunity to upgrade their skills in realtime writing. This course may be repeated three times. Credit/No Credit Only.

22 CTR 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 8 hours
Prerequisite: CTR 22A or 22B.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 180-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course provides methods of expanding knowledge of medical terminology through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.

22D 220 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 8 hours
Prerequisite: CTR 22A or 22B or 22C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 180-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.

22C 220 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 8 hours
Prerequisite: CTR 22A or 22B.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.

22B 220 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 8 hours
Prerequisite: CTR 22A or 22B or 22C.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.

22A 220 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, arrangement 8 hours
Prerequisite: Any one of CTR 20A-D or 20S.
Acceptable for credit: California State University.
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200-240 words per minute. Materials include literary sources, current events, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
22S 220 WPM SPEED GOAL
2 units
Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: any one of CTR 20 A through D or CTR 20S.
Acceptable for credit: California State University.

22X CTR 220 WPM LAB
.5 unit
Lab 5 hours; 2 lab hours by arrangement (6 weeks)
Prerequisite: Any one of CTR 20 A-D or 20S.
Readers and teachers provide live dictation to advanced court reporting and captioning students who have achieved speed goals of at least 200 words per minute. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including court reporting, legal transcription, paralegal studies, legal secretarial studies, park management, and areas in the administration of justice. Students may take this course, CTR 24B, before or after CTR 24A.

26 ENGLISH REVIEW AND OFFICE PRACTICES FOR THE COURT REPORTER
3 units
Lecture 3 hours
Prerequisite: CTR 24A and 24B.
Acceptable for credit: California State University.

24A ENGLISH AND EDITING FOR TRANSCRIPTION
1.5 units
Lecture 3 hours (9 weeks)
Acceptable for credit: California State University.

24B ENGLISH AND EDITING FOR TRANSCRIPTION
1.5 units
Lecture 3 hours (9 weeks)
Acceptable for credit: California State University.
This course covers all of the principles of punctuation in legal writing that anyone working in the legal and medical professions should know and be able to apply. It is a review for all wishing to pass the English components of state and national licensing examinations. Entering court reporting and medical transcription students learn ways to modify the rules in order to make verbatim English, as heard in courtrooms, deposition chambers, and doctors’ reports, readable without changing content. Students review medical and legal documents and the organization and formatting of these documents. This course is designed for students in court reporting, medical transcription, paralegal studies, legal secretarial studies, park management, and areas in the administration of justice. Students may take this course, CTR 24B, before or after CTR 24A.

28A BASIC COMPUTER-AIDED TRANSCRIPTION FOR COURT REPORTING
2.5 units
Lecture 2 hours; lab 5 hours, arrangement 3 hours
Prerequisites: CTR 6B1.
Recommended preparation: Type 45 wpm.
Acceptable for credit: California State University.

29A ADVANCED COMPUTER-AIDED TRANSCRIPTION A
1.5 units
Lecture 2 hours; lab 1 hour; lab by arrangement 2 hours (9 weeks)
This class will instruct court reporters and court reporting students in the advanced methods of computer-aided transcription production, including various formatting, automatic editing and indexing, dictionary maintenance, and other technical skills required of a court reporter. This course may be repeated three times. Credit/No Credit

29B ADVANCED COMPUTER-AIDED TRANSCRIPTION B
1 unit
Lecture 2 hours; lab 1 hour; lab by arrangement 2 hours (6 weeks)
This class will instruct court reporters and court reporting students in realtime stenographic writing, emphasizing elimination of conflicts, use of briefs and phrases, dictionary building and maintenance, steno machine editing, steno-interpreting, and an introduction to captioning. This course may be repeated three times. Credit/No Credit Only.

30A REALTIME AND COMPUTER-AIDED BASIC DICTIONARY BUILDING
2 units
Lecture 1 hour; lab 2 hours; arrangement 2 hours
Prerequisite: CTR 6B1.
Acceptable for credit: California State University.

30B REALTIME AND COMPUTER-AIDED LEGAL DICTIONARY BUILDING
2 units
Lecture 1 hour; lab 2 hours; arrangement 2 hours
Prerequisite: CTR 6B1.
Acceptable for credit: California State University.

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
30C REALTIME AND COMPUTER-AIDED MEDICAL DICTIONARY BUILDING
2 units
Lecture 1 hour, lab 2 hours, arrangement 2 hours
Prerequisite: CTR 681.
Acceptable for credit: California State University.
Students receive instruction in medical text entry and medical dictionary building on an electronic stenotype machine. Using specialized computer software, students create personal medical dictionaries of several hundred entries of medical terms. This course may be repeated one time.

34A1 MEDICAL DICTATION FOR THE COURT REPORTER
1.5 units
Lecture 1 hour; 1.5 hours of this course may also be taught in a distance learning format.
Prerequisite: HTech 5 and any one of CTR 12A-D or 12S.
Acceptable for credit: California State University.
Students will be given concentrated dictation from various professional medical series at varying speeds for testing and transcription. The vocabulary of various medical specialities and anatomical and medical terminology will be covered. Dictation will be given from medical case histories, operation reports, and other selected medical data. This course may be repeated one time. This course may also be offered in an distance learning format.

35L WORD PROCESSING FOR THE LAW OFFICE
3 units
Lecture 3 hours; lab 2 hours by arrangement
Prerequisite: CA 32A (formerly CA 61B)
Acceptable for credit: California State University.
Students will learn to utilize WordPerfect features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax.

36A INTRODUCTION TO LAW AND LEGAL TERMINOLOGY
1.5 units
Lecture 3 hours (9 weeks)
Acceptable for credit: California State University.
Students will learn the legal terminology and concepts used during a trial and in a deposition chamber. They will acquire an overview of substantive and procedural law as encountered by a court reporter employed in the federal and California court systems.

36B INTRODUCTION TO LAW AND LEGAL TERMINOLOGY
1.5 units
Lecture 3 hours (9 weeks)
Acceptable for credit: California State University.
Students will learn the legal terminology and concepts used during a trial and in a deposition chamber. They will acquire an overview of substantive and procedural law as encountered by a court reporter employed in the federal and California court systems.

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

42A CERTIFIED SHORTHAND REPORTER’S REVIEW I
2 units
Lecture 2 hours
Prerequisite: CTR 26, 34, and 38.
Acceptable for credit: California State University.
The advanced court reporting student preparing to take the State of California Certified Shorthand Reporter’s examination will review legal terminology, medical terminology, codes and rules of court of the State of California applicable to court reporting, and English and reading comprehension skills applicable to the written portion of the C.S.R. Examination. Emphasis will be placed on California codes, rules of court, and medical terminology. Tests will be administered each week.

42B CERTIFIED SHORTHAND REPORTER’S REVIEW II
2 units
Lecture 2 hours
Prerequisite: CTR 26, 34, and 38.
Acceptable for credit: California State University.
The advanced court reporting student preparing to take the State of California Certified Shorthand Reporter’s examination will review legal terminology, medical terminology, codes and rules of court of the State of California applicable to court reporting, and English and reading comprehension skills applicable to the written portion of the C.S.R. Examination. Emphasis will be placed on English, reading comprehension, and legal terminology. Tests will be administered each week.

44 COURT REPORTING APPRENTICESHIP
1 unit
Arrangement 3 hours
Prerequisite: any one of CTR 18A-D or 18S.
Acceptable for credit: California State University.
This course supervises the apprenticeship training mandated by the Certified Shorthand Reporter’s Board. Transcript production of actual court and deposition proceedings is required in this course. This course may be repeated two times.

46 CURRENT WORKPLACE PRACTICES IN COURT REPORTING AND RELATED TECHNOLOGIES
1 unit
Lecture 2 hours (9 weeks)
This course is a capstone experience for court reporting students who will be provided current information on topics and technologies related to their field. It is also a continuing education course for working reporters wishing to accrue academic units to maintain licensure. Lectures on and/or tours into the reporting environment provide firsthand information about workplace skills and challenges. This course may be repeated three times. It is Non A.A./A.S. Degree applicable. Credit/No Credit Only.

50X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 80)
4 units
Lecture 2 hours per week; lab 4 hours per week (18 weeks)
Prerequisites: CTR 681, CTR 50S or 8A,B,C, or D
Acceptable for credit: California State University.
Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy. Emphasis in this course is placed on speed building and accurate transcription. Units of credit will be granted when the speed objective is attained. This course may be repeated three times.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Recommended Preparations in Basic Skills:

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 90S AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

50S COURT REPORTING WORKSHOP-
NIGHT (GOAL 80)
1.5 units
Lecture 3 hours per week; lab 4.5 hours per week (7.5)
Prerequisite: CTR 681, CTR 50X or CTR8A,B,C, or D
Students will review theory and operation of the stenotype machine in the continuing education program. They will develop sufficient skill to take dictation of new material for five minutes at 80 wpm and transcribe notes with at least 97.5% accuracy. Emphasis in this course is placed on speed building and accurate transcription. Units of credit will be granted when the speed objective is attained. This course may be repeated three times. Credit/No Credit Option.

51S COURT REPORTING WORKSHOP-
NIGHT (GOAL 100)
1.5 units
Lecture 3 hours; lab 4.5 hours (for 7.5 weeks, NIGHT)
Prerequisite: CTR 51X or 50X or 50S or CTR8A,B,C,D or 10A,B,C or D
Acceptable for credit: California State University
This course will prepare the students for the competency goals of 100 words per minute. Speed will vary from 35-120 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

51X1 COURT REPORTING WORKSHOP-
NIGHT (GOAL 100)
3 units
Lecture 2 hours; lab 4 hours
Prerequisite: CTR 51S or 50X or 50S or CTR8A,B,C,D or 10A,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 drills. Speed will vary from 100-140 words per minute. Students will analyze and transcribe the stenotype notes from proficiency tests. Proper format, typing skills, punctuation and spelling will be emphasized. This course may be repeated three times.

52S COURT REPORTING WORKSHOP-
NIGHT (GOAL 120)
1.5 units
Lecture 3 hours; lab 4.5 hours (for 7.5 weeks)
Prerequisite: CTR 51X or 51S or 52X or 10A,B,C or D or 12A,B,C, or D
Acceptable for credit: California State University
This course 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 drills. Speed will vary from 120-160 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

52X1 COURT REPORTING WORKSHOP-
NIGHT (GOAL 120)
3 units
Lecture 2 hours; lab 4 hours
Prerequisite: CTR 52S or 51X or 51S or 10A,B,C or D or 12A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials will include literary, jury charge, and multiple-voice dictation drills. Speed will vary from 100-140 words per minute. Students will analyze and transcribe the stenotype notes from proficiency tests. Proper format, typing skills, punctuation and spelling will be emphasized. This course may be repeated three times.

53S COURT REPORTING WORKSHOP-
NIGHT (GOAL 140)
1.5 units
Lecture 3 hours; lab 4.5 hours (for 7.5 weeks)
Prerequisite: CTR 52S or 53X or 52X or 12A,B,C, or D or 14A,B,C, or D
Acceptable for credit: California State University
This class will prepare the students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

53X1 COURT REPORTING WORKSHOP-
NIGHT (GOAL 140)
3 units
Lecture 2 hours; lab 4 hours (NIGHT)
Prerequisite: CTR 52X or 53X or 52X or 12A,B,C, or D or 14A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials will include literary, jury charge, and multiple-voice dictation drills. Speed will vary from 120-160 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The student will also practice transcription skills by transcribing proficiency tests and correcting them against the test cassette. Proper format and typing skills will be emphasized, as well as punctuation and spelling. This course may be repeated three times.

54S COURT REPORTING WORKSHOP-
NIGHT (GOAL 160)
1.5 units
Lecture 3 hours; lab 4.5 hours; lab by arrangement 3 hours (7.5 weeks)
Prerequisite: CTR 53X or 53S or 54X or CTR 14A, B, C, or D or 16A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 140 and 180 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.

54X1 COURT REPORTING WORKSHOP-
NIGHT (GOAL 160)
3 units
Lecture 2 hours; lab 4 hours; lab by arrangement 3 hours (NIGHT)
Prerequisite: completion of CTR 53X or 53S or CTR 14A, B, C, or D or 54S or 16A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple-voice dictation and drills. Speed will vary between 140 - 180 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option.

55S COURT REPORTING WORKSHOP-
NIGHT (GOAL 180)
1.5 units
Lecture 3 hours; lab 4.5 hours; lab by arrangement 3 hours (7.5 weeks)
Prerequisite: CTR 54X or 54S or 55X or CTR 16 A, B, C, or D or 18A,B,C, or D
Acceptable for credit: California State University
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 160 and 200 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.
55X1 COURT REPORTING WORKSHOP- NIGHT (GOAL 180)

3 units
Lecture 2 hours; lab 4 hours; lab by arrangement 3 hours
Prerequisites: CTR 54X or 54S or 55S CTR 16A, B, C, or D or 18A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple-voice dictation and drills. Speed will vary between 180-220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course may be repeated three times. Credit/No Credit Option.

56S COURT REPORTING WORKSHOP (GOAL 200)-NIGHT

3 units
Lecture 3 hours; lab 4.5 hours; lab by arrangement 3 hours (7.5 weeks)
Prerequisites: CTR 56X or 56S or 60X or CTR 18A, B, C, or D or 20A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 200 and 240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.

57X1 COURT REPORTING WORKSHOP (Goal 220)-NIGHT

3 units
Lecture 2 hours; lab 4 hours; lab by arrangement 3 hours
Prerequisites: CTR 56X or 56S or 57S or CTR 20A, B, C, or D or 22A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 200-240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.

57S COURT REPORTING WORKSHOP- NIGHT (GOAL 220)

1.5 units
Lecture 3 hours; lab 4.5 hours; lab by arrangement 3 hours (7.5 weeks)
Prerequisites: CTR 56X or 56S or 57X or CTR 20A, B, C, or D or 22A,B,C, or D
Acceptable for credit: California State University.
This class will offer the stenotype student intensive practice dictation in preparation for the competency tests presented at this level. Materials include literary, jury charge, and multiple voice dictation and drills. Speed will vary between 200 and 240 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.

X91A ADVANCED COURT REPORTING DICTATION

.5 unit
Lab 3 hours; lab by arrangement 2 hours (6 weeks)
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Technical terminology is emphasized. The speed of dictation for this class will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

X91B ADVANCED COURT REPORTING DICTATION

.5 unit
Lab 3 hours; lab by arrangement 2 hours (6 weeks)
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Medical terminology is emphasized. The speed of dictation for this class will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

X91C ADVANCED COURT REPORTING DICTATION

.5 unit
Lab 3 hours; lab by arrangement 2 hours (6 weeks)
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. Legal terminology is emphasized. The speed of dictation for this class will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

X91D ADVANCED COURT REPORTING DICTATION

.5 unit
Lab 3 hours; lab by arrangement 2 hours (6 weeks)
This 6-week dictation course is designed for advanced students and working reporters who are preparing for state and national licensing examinations or for competency goals. The speed of the dictation will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

084 CAREER EXPLORATION IN THE LEGAL FIELDS

.5 unit
Lecture 1 hour (9 weeks)
This introductory course provides an overview of careers in legal fields, such as law enforcement, legal secretary, medical transcription, court reporting, paralegal, and park ranger; explores career opportunities in these fields and highlights their emerging employment opportunities. This course will be dual listed with AJ 084, PARA 084, and PKMGT 084. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Only.
Digital Media

THE FACULTY

Kelly Carey
Jeff Rascov

Art

31A DRAWING

3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
Beginning drawing course for students with no former drawing experience. Drawing natural and man-made forms from observation directed toward realistic rendering of objects; introduction to pictorial composition and perspective; introduction to drawing media: pencil, charcoal, conte, pen and ink, pastels and chalk. Studio practice emphasizes basic shading principles, techniques and development of "line" qualities of graphic presentation. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment. (CAN ART 8)

33A BASIC DESIGN: TWO-DIMENSIONAL

3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
This is the basic introductory course to the principles and elements of two-dimensional design. It covers visual awareness, line, shape, space, pattern, texture, and basic color theory. Vocabulary and ideas are presented as tools with which the artist can most effectively solve problems and manipulate two-dimensional space. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment.

33C BASIC DESIGN: COLOR

3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended Preparation: Art 33A.
Acceptable for credit: University of California, California State University.
This is a studio design course pursuing the in-depth study of color as a design element. This course provides students with an understanding of the attributes of color—hue, value, and intensity, as well as the secondary attributes of apparent weight, distance, and temperature. Students will also study modes of color organization and interactions as well as past and present artists’ uses of color to achieve their purposes. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment.

55 INTRODUCTION TO COMPUTER ARTS

3 units
Lecture 3 hours; lab 3 hours, lab by arrangement 2 hours
Recommended preparation: Art 31B AND Art 33C
This course provides students with an opportunity to explore fundamental theories and methods of creating Computer Art and the impact of technology on 20th century art production. It introduces students to digital imaging, digital video/animation and interactive authoring which utilized hands-on contemporary art strategies. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option.

57A MODELING FOR ANIMATION

3 units
Lecture 3 hours; lab 3 hours, lab by arrangement 2 hours
Recommended preparation: Art 55
This revision meets the college objective of clearly describing course content, descriptions and practices to students. This course provides students with a comprehensive introduction to the production of computer generated art imagery. It covers fundamental modeling techniques, texture mapping, lighting, rendering, and basic animation concepts. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option.

57B ANIMATION

3 units
Lecture 3 hours; lab 3 hours, lab by arrangement 2 hours
Recommended preparation: Art 57A or Concurrent
This course provides students with the opportunity to develop intermediate to advanced Computer Animation skills. It covers object and effects animation, character animation including inverse kinematics, and particle simulation. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option.
43C DIGITAL ILLUSTRATION 1: FREEHAND
1 unit
Lecture 3 hours; Lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 020 or CA 070
This course offers the students the opportunity to create high-quality digital illustration, often in a deadline-driven environment, which remains a constant goal for professional illustrators and designers. In this hands-on course, students will develop at least two related projects. Students will use Painter to explore imaging by combining compositing and drawing techniques in painter in addition to working with Painter’s vast collection of special effects. Students will create a complex illustration for final output. Credit/No Credit Option.

43D DIGITAL PAINTING 1: PAINTER
1 unit
Lecture 3 hours; Lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 020 or CA 070
This course will begin with basic interface navigation and brush attributes. Students will have the opportunity to gain a broad understanding of Painter, exploring many aspects including cloning, mosaics, floaters and shapes, masking techniques and using Painter with Photoshop and Illustrator. Credit/No Credit Option.

44B DIGITAL ILLUSTRATION 2: ILLUSTRATOR
2 units
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)
Recommended preparation: CA 43B.
Students in this course will be given the opportunity to increase skill in using an illustration program and will create projects combining text and graphic elements. Topics covered include modifying and transforming previously created files; using repeating elements, constraining tools, and masking; making compounds; using color matching systems; creating color separations; and using graphing techniques. Courses will be offered on Macintosh. Credit/No Credit Option.

44C DIGITAL ILLUSTRATION 2: FREEHAND
2 units
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)
Recommended preparation: CA 43C
Intermediate digital illustration focuses on the selection and practice of creative techniques to enhance work for student portfolio using Macromedia FreeHand 7. Credit/No Credit Only.

44D DIGITAL PAINTING 2: PAINTER
2 units
Lecture 3 hours, lab 2 hrs by arrangement (12 weeks)
Recommended preparation: 43 D
Intermediate digital Painting goes beyond the basics and explores powerful imaging techniques. Power tips and techniques to master Painter will be covered in depth. Students will use Painter to explore imaging by combining compositing and drawing techniques in painter in addition to working with Painter’s vast collection of special effects. Students will create a complex illustration for final output. Credit/No Credit Option.

47A DIGITAL IMAGE MANIPULATION 1: PHOTOSHOP
1 unit
Lecture 3 hours, lab 2 hours by arrangement for 6 weeks
Recommended preparation: CA 20 or CA 70 and CA 43A or CA 43B.
This course will introduce students to basic features of Adobe Photoshop as used in the business environment. The program is used in the desktop publishing field to adjust the appearance of photos and other art. Students will learn about the capabilities of this program and practice using varied techniques to create dramatic visual effects in business publications. Credit/No Credit Option.

47C DIGITAL IMAGE MANIPULATION 2: PHOTOSHOP
2 units
Lecture 2 hours; lab 2 hours by arrangement (12 weeks)
Recommended Preparation: CA 10 and CA 20 or CA 70 and CA 47A.
This course will continue the skill development of CA 47A, Beginning Photoshop. The students will have the opportunity to learn methods of downloading and outputting images and digital media to service bureaus and web sites and enhance their portfolios. Credit/No Credit Option.

48A GRAPHIC PREPARATION FOR PRINTING
2 units
Lecture 3 hours; Lab by arrangement 2 hours (12 weeks)
This course is an introduction to preparing graphics for professional output and printing. Emphasis will be on DPI, color separation, file formats, paper stock, and working with service bureaus. This course may be repeated once. Credit/No Credit Option.
84A DIGITAL TYPOGRAPHY 1  
.5 unit  
Lecture 3 hours; lab 1 hour by arrangement (3 weeks)  
Recommended preparation: CA 20 or CA 70  
This course focuses on digital type: PostScript, TrueType, and bitmapped fonts, installing these fonts, and using appropriate fonts in varied business documents. It includes the use of effective fonts for computer display monitors. Credit/No Credit Option.

88 DIGITAL AUTHORIZING 1: DIRECTOR  
3 units  
Lecture 3 hours; lab 2 hour by arrangement  
Recommended preparations: CA 20 or CA 70  
Concepts covered will include accessing, digitizing, editing, storing and retrieving audio and visual materials. Application development techniques to be introduced include writing presentation scripts, editing and mixing text, sound and visual images, computer animation and presentation. Students will prepare sample multimedia presentations. Credit/No Credit Option.

88A DIGITAL AUTHORIZING 2: DIRECTOR  
3 units  
Lecture 3 hours; lab 2 hour by arrangement  
Recommended preparations: CA 20 or CA 70  
The focus of this hands-on, intermediate Director course is an exploration of Lingo, variables, case statements, lists, MIAs, STRAs, Parent-Ancestor scripts, and writing behaviors. Effective strategies for debugging and decoding are also examined. These features are taught as tools to increase communication and interaction with the user. Credit/No Credit Option.

89 DIGITAL MEDIA 1  
1 unit  
Lecture 3; lab 2 hours by arrangement (6 weeks)  
Students will explore the world of multimedia including multimedia technology, skills, and creative processes. Examples of programs that have been created and are on the market, along with experimental applications and ideas for multimedia programs, are included. Students will understand how multimedia fits into the business structure and how multimedia tools can benefit operations. Multimedia communications in education, art, publishing, television and theater will be discussed. This course may also be taught through the Internet. Credit/No Credit Only.

89A DIGITAL VISUAL DESIGN 1  
3 unit  
Lecture 3; lab 2 hours by arrangement (6 weeks)  
Recommended preparations: CA 20 or CA 70  
This course focuses on managing software and the design of visual and textual information. Topics to be covered include visual hierarchy, communication, typography, interface and information design. Credit/No Credit Option.

89B CROSS PLATFORM PRODUCTION ISSUES  
1 unit  
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)  
Recommended preparations: CA 20 or CA 70  
This course focuses on digital type: PostScript, TrueType, and bitmapped fonts, installing these fonts, and using appropriate fonts in varied business documents. It includes the use of effective fonts for computer display monitors. Credit/No Credit Option.

89C DIGITAL COLOR APPLICATION 1  
1 unit  
Lecture 3 hours; lab 2 hours by arrangement  
Recommended preparations: CA 020 or CA 070  
This course focuses on digital color application issues such as color configuration, color separation, color bit depth, a web color safe palette, file types for graphics, and custom color palettes. Credit/No Credit Option.

90C SHOCKWAVE FOR DIRECTOR  
1 unit  
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)  
Recommended Preparations: CA 20 or CA 70 and CA 88  
This course is an introduction to Shockwave for Director covers planning, management, designing, creating, and authoring Shockwave media. Credit/No Credit Only.

90D FLASH: CREATING INTERACTIVE WEB PAGES  
1 unit  
Lecture 3 hours; lab 2 hours by arrangement  
Recommended Preparations: CA 20 or CA 70 and CA 88  
Students will use Macromedia Flash to create interactive Web pages incorporating graphics, animation, sound, and programming. This class may be repeated once. Credit/No Credit Only.

90E DIGITAL EDITING 1: PREMIERE  
1 unit  
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)  
Recommended Preparations: CA 20 or CA 70  
Students will continue to have the opportunity to learn digital media presentation, using Adobe Premiere, integrating video, audio, and animation, to create digitized business presentations and movies. It may be repeated once. Credit/No Credit Only.

90F DIGITAL EDITING 2: PREMIERE  
2 units  
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)  
Recommended Preparations: CA 90E  
Students will continue to have the opportunity to learn digital media presentation, using Adobe Premiere, integrating video, audio, and animation, to create digitized business presentations and movies. Credit/No Credit Only.

90G DIGITAL 3D MODELING APPLICATION  
2 units  
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)  
Recommended Preparations: CA 20 or CA 70  
3D Animation will be explored and created utilizing a 3D animation application. The course will emphasize digital media (CD and Internet) presentations. Credit/No Credit Only.

90H COMPUTER APPLICATIONS INTERN EXPERIENCE  
3 units  
Lecture 1 hour, lab 10 hours by arrangement (12 weeks)  
Recommended Preparations: CA 20 or CA 70 and CA 32A or 32B and CA 51 and CA 63B and CA 73 and 81B.  
Students will obtain practical experience in a business environment for a minimum of ten hours per week. This experience will be supervised both by a company employee as well as a WVC instructor. In addition, students will meet with a computer applications instructor for an hour per week to discuss ways of solving problems that are met on the job. Credit/No Credit Only.

90I CREATING WORLD WIDE WEB PAGES 1  
1 unit  
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)  
Recommended preparation: CA 20 or CA 50A or CA 70  
Personal pages for the Worldwide Web on the Internet will be created. Students will explore examples of pages on the Web and create their own home pages using Hyper Text Markup Language (HTML). Credit/No Credit Only.
96A CREATING WORLD WIDE WEB PAGES 2
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70
This course is for users familiar with the basics of HTML and creating home pages. The focus will be on style sheets, tables, forms, mapping and frames. Transforming GIF and JPEG graphics into optimal size files will be looked at in depth. formats, tools, plug-ins, and production will be covered as we create commercial web sites. This course may also be taught in distance learning format. Credit/No Credit Only.

96C INFORMATION AND CONTENT DESIGN FOR THE WORLD WIDE WEB
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70, CA 96 and CA 96A
This course will focus on creating well-defined information structures, logical navigation, responsive feedback mechanisms, and effective interaction on the Web. This course may also be taught through the Internet. Credit/No Credit Only.

96D GRAPHIC PREPARATION FOR THE INTERNET
2 units
Lecture 3 hours; Lab by arrangement 2 hours (12 weeks)
Recommended Preparation: CA 020 or CA 070; CA 096
This course focuses on the creation and preparation of artwork and photographs for Web sites, to include design and layout of graphic content. This course may be repeated once. Credit/No Credit Option.

96E TEXT PREPARATION FOR THE INTERNET
2 units
Lecture 3 hours; Lab by arrangement 2 hours (12 weeks)
Recommended Preparations: CA 020 or CA 070; CA 047C or CA 043B
This course is an introduction to preparing text for the Internet using Adobe FrameMaker. Credit/No Credit Option.

96F COMMERCIAL WEB SITE PROJECT
3 units
Lecture 3 hours; Lab by arrangement 2 hours
Recommended Preparations: CA 020 or CA 070; CA 096, CA 096A, CA 096C, CA 096D, CA 096E
Students will plan, design, develop and test large scale commercial Web sites. Credit/No Credit Option.

97 DIGITAL MEDIA PRODUCTION PROCESS
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70
Students will evaluate and analyze examples of programs that have been created professionally as well as review samples from resources such as the Internet. Additional focus on pricing, bidding, and budgets. This course may also be taught in distance learning format. Credit/No Credit Only.

98 DIGITAL MEDIA PROJECT
1 unit
Lab 9 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70: 9 units in Digital Media.
Students will develop a discipline-related project that demonstrates competency in appropriate multimedia techniques including, but not limited to, Internet research, e-mail, world wide web, desktop publishing and computer graphics. Credit/No Credit Only.

98B PORTFOLIO PLANNING AND REVIEW: DESKTOP PUBLISHING AND DIGITAL MEDIA
3 units
Lecture 1 Hour; lab 2 hours; lab 4 hours by arrangement.
Prerequisites: CA 044A or CA 044B or CA 044C or CA 044D and CA 047C
Recommended preparations: CA 020 or CA 070
This course is for Desktop Publishing and Digital Media Students committed to developing a professional quality traditional and digital portfolio. It may be repeated once. Credit/No Credit Option.

98C DYNAMIC CD-ROMS
3 units
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70, CA 88, 88A, CA 96, CA 96A
This course will focus on creating dynamic presentations that can update content and media from the Internet, open a Web browser from a CD-ROM, e-mail to and from a presentation, and make the connection between Shockwave and a Director presentation. Credit/No Credit Option.

98D DIGITAL VIDEO 1: QUICKTIME
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70
Quicktime is integral to digital media video and audio production, CD-ROMs, and cross-platform clip exchange. This introduction to Quicktime basics teaches video editors, digital media designers and developers to enhance video, CD-ROM and Web projects. Credit/No Credit Option.

98E DIGITAL AUDIO 1
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20, or CA 70
This course is an introduction to digital sound. It will focus on incorporating available sound from the Web and CD-ROMs into digital media project. It will introduce digital sound recording and editing software. Credit/No Credit Option.

Computer and Information Systems

4A COMPUTER PROGRAMMING I (C++)
4 units
Lecture 4 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
This is the beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school’s Computer Science program. CIS 4A covers algorithm development, programming concepts, documentation, and programming style using the C++ language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on component where students will use microcomputers to design, code and execute programs in class. Credit/No Credit Option.

4B COMPUTER PROGRAMMING II (C++)
4 units
Lecture 4 hours; lab 6 hours by arrangement
Prerequisite: CIS 4A.
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
This is a continuation of CIS 4A intended for students majoring in CIS-Computer Science Option and/or planning to transfer to a 4-year college or university Computer Science program. CIS 4B introduces concepts of abstract data types, C++ classes, separate compilation, and information hiding. Topics include data structures (dynamic allocation, linked lists, stacks and queues, and binary trees), and sorting/searching algorithms will be introduced. Credit/No Credit Option. This course is West Valley college degree and certificate applicable and will be applied for approval for UC and CSN.

• PREREQUISITES and COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
38 C++ PROGRAMMING
3 units Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
The objective of this course is to introduce students to programming in C++, an evolution of the C programming language. Topics covered in the course include most aspects of C++, including object-oriented programming and extensions of the C++ language. Credit/No Credit Option.

40.3 JAVA FOR NON-PROGRAMMERS
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CA 20 or CA 70; Math 106/106R
This course introduces object-oriented programming generally, and Java programming specifically. Emphasis is placed on understanding the syntax of Java, compiling and interpreting Java, and on writing and editing simple Java code. Students with no previous programming background are strongly encouraged to attend this course before entering the Java 1, 2, 3 sequence. This course is A.A./A.S. degree and certificate applicable. Credit/No Credit Option.

40.4 PROGRAMMING WITH JAVA 1
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: CA 20 or CA 70 and CA96; CIS 40.3/Math 106/106R
This course focuses on Java as a software application programming language. Emphasis is placed on Java syntax (at a faster paced and more advanced level than Java for Non-Programmers) and graphical user interface programming. Students with no previous programming background are strongly encouraged to attend Java for Non-Programmers as preparation for this course. This course is A.A./A.S. degree and certificate applicable. Credit/No Credit Option. Credit/No Credit Option.

40.5 JAVA DATABASE CONNECTIVITY JDBC
3 units Lecture 3 hours; lab 2 hours by arrangement
Prerequisite: CIS 12 and Math 106/106R
E-commerce requires a programming environment that connects the INTERNET and INTRANETS to the business information in the legacy systems. Java is the new object-oriented and platform independent programming language for INTERNET, INTRANET, AND NETWORK computing. JDBC is the connectivity standard to the databases in the legacy systems. Many of the legacy systems and the new enterprise Client/Server systems organize the business information in Relational Data Base Systems (RDBMS). Structured Query Language (SQL) is a standard data manipulation language for RDBMSs. Information interchange to distributed RDBMS uses SQL following the Open Data Base Connectivity (ODBS) standard. Java uses SQL to access and process the information content of RDBMS following the JDBC standard. These standards contain compliance levels and programming statements for access and interchange of business information. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

40.6 PROGRAMMING WITH JAVA 2
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: 40.4 and Math 106/106R
This course serves as a continuation of Programming 1. Students will create applications that are more complex and begin working with additional Java technologies. The course will also emphasize questions from the Sun Certified Java Programmer Exam. The Sun exam is not a component of the course, although Programming with Java 2 emphasizes the practice of commercial programming. This course is A.A./A.S. degree and certificate applicable. Credit/No Credit Option.

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

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

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

41.3 NETWORK PROGRAMMING USING JAVA
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: 41.7 and Math 106/106R
This course focuses on developing network programs (both applets and applications) using Java, covering networking fundamentals to remote method invocation (RMI). Additional topics include TCP and UDP sockets, multicast protocol and content handlers, and servlets. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

41.4 INTRANET APPLICATIONS USING JAVA
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: CA20 or CA70 and CIS 40.6 and Math 106/106R
This course focuses on designing and creating Intranet applications with Java. In addition, current classes, tools, and Intranet security techniques will be explored. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
41.5 DISTRIBUTED COMPUTING USING JAVA
2 units
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended Preparation: CIS 12, 40.7 and Math 106/106R
This course focuses on designing and writing distributed applications in Java. It explores Java’s Remote Method Invocation (RMI) facility and CORBA. Designing protocols to build message-passing systems, using Java’s security facilities, and writing multithreaded servers, are covered with special emphasis on distributed database systems, collaboration, and applications with high bandwidth requirements. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

41.6 THREADED PROGRAMMING USING JAVA
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended Preparation: CIS 40.7 and Math 106/106R
This course focuses on the intricacies of threaded programming in Java, covering basic synchronization techniques to more advanced topics such as writing your own thread scheduler. The Java Thread class is explored along with techniques for avoiding deadlock, lock starvation, and other topics. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

41.7 COMPONENTS USING JAVA BEANS
2 units
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended Preparation: 40.7 and Math 106/106R
This course explores JavaBeans component architecture, focusing on creating Beans and integrating JavaBeans into Active X projects. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

41.2 WEB PROGRAMMING 1, CLIENT-SIDE
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: CA 20 or 70, CA 96A, Math 106/106R
This course focuses on client-side web programming for those students who have previous experience with HTML. Programming and scripting languages covered will be current with industry demand. This course is A.A./A.S. degree and certificate applicable. Credit/No Credit Option.

42.2 WEB PROGRAMMING 2, SERVER-SIDE
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: CA 20 OR CA 70 AND CA96, CIS 42.1 and Math 106 / 106R
This course focuses on server-side web programming for those students who have previous experience creating web sites. Programming and scripting languages covered will be current with industry demand.

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

43.1 WEB TECHNOLOGIES
3 units Lecture 3 hours
Recommended Preparation: CA 20 or 70 and 96, Math 106/106R
This course focuses on the technologies of the world wide web. Examples of the types of topics to be discussed, based on current technologies include web protocols, low-level transmission, packet switching, and internetworking. The courses Local Area Technologies, Web Technologies, and Internet Technologies form the core of the Internet Services program. The content of each course complements the other and is designed to provide a technical understanding of local and wide-area networking. This course is A.A./A.S. degree and certificate applicable. Credit/No Credit Option.

43.2 INTERNET TECHNOLOGIES
3 units Lecture 3 hours
Recommended Preparation: CA 20 or 70 and 96, Math 106/106R
This course focuses on the technologies of the Internet outside of the world wide web. Examples of the types of topics to be discussed based on current technologies, include QoS-Based Communications, Frame Relay, ATM, Layer 3 Fundamentals, xDSL, etc. The courses Local Area Technologies, Web Technologies, and Internet Technologies form the core of the Internet Services program. The content of each course complements the other and is designed to provide a technical understanding of local and wide-area networking. This course is A.A./A.S. degree and certificate applicable. This course may also be taught in distance learning format. Credit/No Credit Option.

43.3 INTERNET SECURITY
3 units Lecture 3 hours, lab 2 hours by arrangement
Recommended Preparation: CA 20 or 70 and 96, Math 106/106R
This course focuses on current security issues related to the World Wide Web. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

43.5 INTERNET AND WEB SYSTEM ADMINISTRATION
2 units Lecture 3 hours (12 weeks)
This course focuses on creating and maintaining a basic Internet information server offering mailing list, anonymous FTP and World Wide Web services. This course is West Valley College degree and certificate applicable. This course may also be taught in distance learning format. Credit/No Credit Option.

43.6 INSTALLATION AND MANAGEMENT OF WORLD WIDE WEB (WWW) SERVERS
3 units Lecture 3 hours; lab 2 hours by arrangement
This course focuses on creating and managing Web servers for Windows, NT, Macintosh, Linux, and UNIX systems. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

45A THE UNIX OPERATING SYSTEM
3 units Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University. This introductory course explores the UNIX operating system as it relates to the system user. Topics presented during the course include the history and evolution of the UNIX operating system, the user interface, files and directories, screen editing using vi, controlling the user’s environment, simple shell scripts, and other essential features of UNIX. Both AT&T and BSD variants of UNIX are discussed as are features of alternative Bourne-and-C-Shell environments. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Drafting Technology

THE FACULTY

Theodore Geredes

50 BEGINNING DRAFTING

2 units  Lecture 2 hours; lab 2 hours
A survey course designed to provide a working knowledge of the methods of graphical communication. For the student who has not had previous drafting experience. Covers drafting tools and materials, basic fundamentals of freehand sketching, pictorial drawing, orthographic projection, auxiliaries, sections, and dimensioning, and an introduction to architectural floor plans. Credit/No Credit Option.

51A TECHNICAL DRAFTING: BEGINNING

3 units  Lecture 2 hours; lab 4 hours
Prerequisite: One year of high school mathematics or Math 102 and Draft 50.
Acceptable for credit: California State University. The study of drafting practices, especially in orthographic projections (multi-view), sections, primary auxiliaries, dimensioning practices, and some freehand sketching and lettering practice. Credit/No Credit Option.

51B TECHNICAL DRAFTING: INTERMEDIATE

3 units  Lecture 2 hours; lab 4 hours
Prerequisite: Draft 51A.
Acceptable for credit: California State University. The continued study of orthographic projection, plus secondary auxiliaries, threads and fasteners, revolutions, developments and intersections, dimensioning and tolerancing, and axonometric projection. Credit/No Credit Option.

51C TECHNICAL DRAFTING: ADVANCED GENERALIZATION

3 units  Lecture 2 hours; lab 4 hours
Prerequisite: Draft 51B.
Acceptable for credit: California State University. Special fields in drafting including machine drafting (detail and subassemblies), topographic drawing, gears and cams, welding representation (weldments) and military standards and specification. Credit/No Credit Option.

Mathematics

3A CALCULUS AND ANALYTICAL GEOMETRY

5 units  Lecture 5 hours; lab by arrangement 1 hour
Prerequisite: Math 1 and Math D or Math 2.
Acceptable for credit: University of California, California State University.
This course covers functions, limits, continuity, differentiation, maxima and minima, the beginnings of integration and the relationship between calculus and analytic geometry for elementary functions. The graphical and numerical capabilities of computers and calculators will be used to enhance learning. This course is West Valley College AA/AS Degree and GE applicable. (CAN MATH18)

3B ANALYTIC GEOMETRY AND CALCULUS

5 units  Lecture 5 hours
Prerequisite: Math 3A
Acceptable for credit: University of California, California State University.
This course explains the features, benefits, and applications of CP/IP support in local area networks and internetwork installations. Students will install and configure TCP/IP software on a local area network server and workstation. Class exercises include testing TCP/IP connections, diagnosing and troubleshooting typical problems encountered in a TCP/IP environment. Credit/No Credit Option.

64 TCP/IP SERVICES

1 unit  Lecture 1 hour; lab 1 hour by arrangement
Prerequisite: CIS 61.
Recommended preparation: Math 106/106R
This course explains the features, benefits, and applications of CP/IP support in local area networks and internetwork installations. Students will install and configure TCP/IP software on a local area network server and workstation. Class exercises include testing TCP/IP connections, diagnosing and troubleshooting typical problems encountered in a TCP/IP environment. Credit/No Credit Option.

51C TECHNICAL DRAFTING: ADVANCED GENERALIZATION

3 units  Lecture 2 hours; lab 4 hours
Prerequisite: Draft 51B.
Acceptable for credit: California State University. Special fields in drafting including machine drafting (detail and subassemblies), topographic drawing, gears and cams, welding representation (weldments) and military standards and specification. Credit/No Credit Option.

Disabled Program and Services

(See Supported Education Program)
51D TECHNICAL DRAFTING: ADVANCED SPECIALIZATION—DESIGN
3 units  Lecture 2 hours; lab 4 hours
Prerequisite: Draft 51B.
Acceptable for credit: California State University.
A specialized study of one or more of the special fields of drafting, individual or small-group problem solving. True position and geometric tolerancing. A study of reproduction of drawings and of industrial drafting room practices. Credit/No Credit Option.

58A ELECTRONICS DRAFTING
(Offered at Mission College)
3 units  Lecture 2 hours; lab 4 hours
Prerequisite: Draft 51A.
Acceptable for credit: California State University.

58B ELECTRONICS DRAFTING P.C. DESIGN
(Offered at Mission College)
3 units  Lecture 2 hours; lab 4 hours
Prerequisite: Draft 58A.
Acceptable for credit: California State University.
This course includes an introduction to and study of printed circuit board preparation, layout, and design.

58C ELECTRONIC MECHANICAL PACKAGING DESIGN
(Offered at Mission College)
3 units  Lecture 2 hours; lab 4 hours
Prerequisite: Draft 58B.
Acceptable for credit: California State University.
Designed for drafting and electronics students. Prepares students for employment in the field of electro/mechanical drafting. Student develops all necessary documentation skills for an entire electro/mechanical design package.

73 INTRODUCTION TO COMPUTER-AIDED DESIGN AND DRAFTING: AUTO CAD
3 units  Lecture 2 hours; lab 3 hours, 2 hours by arrangement
Acceptable for credit: California State University.
An introduction to computer-aided drafting using AutoCAD on the IBM. The course emphasis will be in the construction of both 2D and 3D machine drawings. Credit/No Credit Option.

75 ADVANCED AUTOCAD
3 units  Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement
Prerequisite: Draft 73 or ID 65 or Arch 70 or CA 75
This course will enable students to work on more complicated problems of concepts already learned in Drafting 73 or ID 065, or CA 075 or Arch 070 and to study advanced topics in AutoCad using AutoCad 2000 software. The course emphasis will be on advanced topics in the construction of both 2D and 3D drawings and solid modeling. This course is West Valley College degree applicable. Credit/No Credit Option.

76 MICROSTATION
3 units  Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement
Prerequisite: Draft 73 or Arch 70 or CA 75 or ID 65
Acceptable for credit: California State University.
The course will enable students to work on more complicated problems of concepts already learned and to learn advanced topics including Auto vision, Auto Cad, and Auto desk 3D Studio. The course emphasis will be advanced topics in the construction of both 2D and 3D drawings and solid modeling, in addition to advanced projects using Cad techniques. Software for this course will be microstation. This course may be repeated one time. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES
1-3 units  Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University.
Advanced work in Drafting Technology will be accomplished by the student who is enrolled in third semester or more advanced regular courses in his/her respective field.

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

Economics

THE FACULTY
Frederick G. Barnikel
Peter Thelin
Daniel G. Varty

1A PRINCIPLES OF MACROECONOMICS
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
An introduction to macroeconomic analysis and principles. Analysis of the economy as a whole: determinants of the level of income, employment, and price; money and banking; economic fluctuations; economic development. Study and analysis of the institutions and processes of the economy as a whole. (CAN ECON 2) Credit/No Credit Option.

1B PRINCIPLES OF MICROECONOMICS
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and noncompetitive product markets; the role of public policy. Economics 1A is not a prerequisite to Economics 1B. This course may also be taught in a distance learning format. (CAN ECON 4) Credit/No Credit Option.

3 INTRODUCTION TO POLITICAL ECONOMY
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course introduces the student to the more interdisciplinary dimensions of political economy which are largely excluded from either Econ 10 or Econ 1A, 1B. Political economy embraces the economic works and concerns of the Marxists and Institutionals, as well as the more traditional perspectives of Neo-Classical and Keynesian economists. Political economy tends to stress the unity of micro and macro events and processes. It exhibits a tendency to go beyond the bounds of pure economics in order to understand or rationalize the structure and changes within the economy. Credit/No Credit Option.

100 SPECIAL TOPICS
.5-.3 units  Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.
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 93, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
1C CLEAR THINKING IN WRITING
3 units Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: English 1A.
Acceptable for credit: University of California, California State University.
This writing course focuses on techniques and principles of writing effective argument. The course examines word choice, inference, evidence, reasoning, and strategies in argument written by both professional and student writers. Students will spend 1.5 hours per week by arrangement working on writing and thinking skills to enhance performance in the course. Fulfills the English requirement for the Associate degrees; a baccalaureate course. This class is also taught in distance learning format.

5A SURVEY OF ENGLISH LITERATURE
3 units Lecture 3 hours
Recommended preparation: English 1A.
Acceptable for credit: University of California, California State University.
A survey of Anglo-Saxon literature and Beowulf through the 18th century and Dr. Johnson. Credit/No Credit Option. (CAN ENGL 8)

5B SURVEY OF ENGLISH LITERATURE
3 units Lecture 3 hours
Recommended preparation: English 1A.
Acceptable for credit: University of California, California State University.
A survey of English literature from the Romantic period and Wordsworth to the 20th century and Dylan Thomas. Credit/No Credit Option. (CAN ENGL 10)

6A WORLD LITERATURE
3 units Lecture 3 hours
Recommended preparation: English 1A.
Acceptable for credit: University of California, California State University.
A survey of World literature from the early Greeks and Homer to the 17th century and Milton. Credit/No Credit Option.

6B WORLD LITERATURE
3 units Lecture 3 hours
Recommended preparation: English 1A.  6A is not a prerequisite for 6B.
Acceptable for credit: University of California, California State University.
World literature from the 17th century and Milton to the present and Solzhenitsyn. Credit/No Credit Option.

7A AMERICAN LITERATURE
3 units Lecture 3 hours
Recommended preparation: English 1A.
Acceptable for credit: University of California, California State University.
A survey of major American writers from the colonial period and the Puritans through the Civil War and Whitman. Credit/No Credit Option. (CAN ENGL 14)

7B AMERICAN LITERATURE
3 units Lecture 3 hours
Recommended preparation: English 1A.  7A is not a prerequisite for 7B.
Acceptable for credit: University of California, California State University.
A survey of major writers of America. Study of major American writers from the Civil War and Whitman to the present and Barth. Credit/No Credit Option. (CAN ENGL16)

10 CHILDREN’S LITERATURE
3 units Lecture 3 hours
Recommended preparation: ENGL 1A.
Acceptable for credit: University of California, California State University.
This course provides a survey of representative samples of the world’s literature written for and about children. Students will examine both the history of this literature and the trends in style, purpose, and subject matter. Folk tales, mythology, fantasy, modern fiction, poetry, biography, and autobiography form the basic categories of study.

12 AFRICAN-AMERICAN LITERATURE
3 units Lecture 3 hours
Recommended preparation: ENGL 1A.
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.

13 LATINO/CHICANO LITERATURE
3 units Lecture 3 hours
Recommended preparation: English 1A.
Acceptable for credit: University of California, California State University.
This course examines Latino/Chicano Literature in the United States. While focusing on literary styles and prevalent themes, the course will examine the impact of class and race on the Latino/Chicano experience as well as the contribution of Latina/Chicana writers. This course will satisfy the 3-unit Cultural Diversity requirement for an Associate Degree. Credit/No Credit Option.

16 LATIN AMERICAN LITERATURE
3 units Lecture 3 hours
Recommended preparation: English 1A.
Acceptable for credit: University of California, California State University.
This course introduces students to the richness of Latin American literature through English translations. It examines dominant themes, including racial, cultural, gender, and class issues, in the works of men and women writers from diverse Latin American cultures. Credit/No Credit Option.

18 ASIAN AMERICAN LITERATURE
3 units Lecture 3 hours
Recommended preparation: ENGL 1A.
Acceptable for credit: University of California, California State University.
This course provides a cross-cultural comparative study of the literary works of several Asian American authors. Through their works, students will learn not only the literature, but also the history, culture, customs, and traditions of at least four of the following Asian American communities: Chinese, Japanese, Korean, Filipino, Vietnamese, Indian, and other Southeast Asians and Pacific Islanders.

41 LITERATURE AND FILM
3 units Lecture 3 hours
Recommended preparation: English 1A.
Acceptable for credit: University of California, California State University.
This course will explore the relationship between selected works of literature and film. Students will consider how cultural issues, such as violence, racism and sexuality, and literary issues, such as point of view, story and plot and theme, are represented in both mediums, visual and written. Course focus will vary. This course is West Valley College degree applicable. It may be repeated one time. Credit/No Credit Option.

43 CLASSICAL MYTHOLOGY
3 units Lecture 3 hours
Recommended preparation: English 1A.
Acceptable for credit: University of California, California State University.
An examination of the major myths of our western heritage, and consideration of the subsequent treatment through the centuries of these myths in various literary genres. Credit/No Credit Option.
44 THE BIBLE AS LITERATURE
3 units  Lecture 3 hours
Recommendation: Engl 1A.
Acceptable for credit: University of California, California State University.
A literary analysis of the Old and New Testaments from the influence upon language and literature. Credit/No Credit Option.

46 CONTEMPORARY AMERICAN MULTICULTURAL LITERATURE
3 units  Lecture 3 hours
Recommendation: Engl 1A.
Acceptable for credit: University of California, California State University.
This course examines contemporary and modern American literature by writers from at least three of the following groups: African American, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern American. Students will examine issues of race, gender, and class explored through short stories and novels. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Credit/No Credit Option.

47 INTRODUCTION TO POETRY
3 units  Lecture 3 hours
Recommendation: Engl 1A.
Acceptable for credit: University of California, California State University.
A study of the elements of poetry through reading, analysis, and discussion of selected poems. Credit/No Credit Option. (CAN ENGL 20)

48 INTRODUCTION TO SHAKESPEARE
3 units  Lecture 3 hours
Recommendation: Engl 1A.
Acceptable for credit: University of California, California State University.
An analysis and discussion of a selection of the author’s major plays and poems, with appropriate attention to Elizabethan backgrounds and dramatic conventions, in order to gain insight into human variety, understanding, and worth as illuminated through an appreciation of Shakespeare’s works. This course does not satisfy the Shakespeare requirement at San Jose State University, but does fulfill general education requirements at West Valley College for the Associate degree. Credit/No Credit Option.

49 MODERN FICTION
3 units  Lecture 3 hours
Recommendation: Engl 1A.
Acceptable for credit: University of California, California State University.
Reading and analysis of the modern and contemporary novel and short story; fulfills general education requirement for literature. Credit/No Credit Option.

50 WRITING AT WORK AND HOME
3 units  Lecture 3 hours
Prerequisite: ESL 50GW or English 905.
Concentration on clear and concise construction of short compositions, reports, letters, and essays necessary to activities at work and home. Sensitivity to cultural diversity as encountered in daily living is stressed. Credit/No Credit Option.

70A and 70B CREATIVE WRITING:
3 units each  Lecture 3 hours each course
Recommendation: Engl 1A
Acceptable for credit: University of California, California State University.
Creative Writing 70A includes the study and practice of the techniques involved in writing fiction and poetry, discussion of the work of various professional writers, and analysis and criticism of student writing during class workshops. Creative Writing 070B allows students to further develop and enhance their skills and techniques of writing fiction and poetry introduced in ENGL 070A. These courses may also be taught in a distance learning format. Credit/No Credit Option. (ENGL 070A is CAN 6)

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

903 BASIC GRAMMAR AND SENTENCE STRUCTURE
3 units  Lecture 3 hours (Formerly Engl 103)
A first-level language skills course concentrating on grammar, sentence structure, punctuation, usage, spelling, vocabulary, and reading. This course is not designed to meet the needs of ESL students. A grade of “credit” qualifies the student for English 905. This course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level course. Credit/No Credit Only.

905 ENGLISH FUNDAMENTALS—A PREPARATORY COURSE FOR ENGLISH 1A
3 units  Lecture 3 hours (Formerly Eng 105)
Prerequisite: Engl 903 or ESL 65GW or proof of assessment.
Corequisite: English 980 A-D.
Concentration on writing basic expository paragraphs and essays having grammatically correct English sentences and clear organization of ideas. There are no final letter grades for the course. A grade of credit qualifies the student for English 1A. This course does not fulfill the English requirement for the Associate degree and is not a baccalaureate level course. Credit/No Credit Only.

975A, B, C, D WRITING SKILLS
.5 unit each
Laboratory 3 hours by arrangement (9 weeks each course)
(Formerly Eng 175A,B,C,D)
These courses offer individualized programs for the native speaker of English and non-native speakers who have completed ESL 65GW. Students work in all levels of writing competency, from learning the parts of speech to mastering punctuation, from improving paragraph structure to writing thesis statements. Students who are enrolled concurrently in English composition classes and the Writing Lab may be assigned to specially designed core programs appropriate to their class level and their individual needs. Instructors and instructional aides work closely with all students to monitor their lab-generated papers and ensure their improvement. Credit earned in this course does not apply to an Associate degree. Credit/No Credit Only.

980A, B, C, D COMPUTER ASSISTED WRITING
.5 unit each
Laboratory 1.5 hours by arrangement (Formerly Eng 180A,B,C,D)
This is a student-oriented, self-paced, instructor-evaluated computer assisted writing lab corequisite with English Fundamentals 105. Through the application of revision skills, the student will continue to improve his or her ability to write coherent, clear, organized essays. Credit is earned by revising instructor assigned compositions and completing lab project sheets. Credit earned in this course does not apply to an Associate degree. Credit/No Credit Only.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
50 READING DEVELOPMENT IN ESL
3 units Lecture 3 hours
Prerequisite: ESL 65RV and ESL 65GW or completion of ESL assessment.
Acceptable for credit: California State University. ESL 50 is designed for ESL students wishing to fulfill the reading requirement for English 1A. This course will focus on reading English paragraphs and essays with attention given to complex English structures and English vocabulary. A grade of C or better in this course and a passing score on the exit exam will meet the reading requirement for English 1A. This course may be repeated three times. Credit/No Credit Option.

61GW BASIC GRAMMAR AND WRITING
1 units Lecture 3 hours; lab 1.5 hour by arrangement
Prerequisite: Completion of ESL assessment
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 61LS and ESL 61RV. Acceptable for credit: California State University. This course is designed to improve the basic writing and grammar skills of beginning level ESL students. The focus is on understanding and using basic grammatical forms and writing simple sentences using correct word forms, word order, function words, spelling, and punctuation. This course includes 1.5 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

62GW BASIC LISTENING AND SPEAKING
2 units Lecture 3 hours; lab 1.5 hour by arrangement
Prerequisite: ESL 62GW or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 62LS and ESL 62RV. Acceptable for credit: California State University. This course continues the development of basic listening comprehension and speaking skills. Listening focuses on the comprehension of verbal instructions and questions in a series, of vocabulary in context, and of main ideas and details in sentences, monologues, dialogues, and short paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns and intonation. This course includes 1.5 hours of laboratory work (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

63GW SENTENCE DEVELOPMENT
3 units Lecture 3 hours
Prerequisite: ESL 62GW or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 63LS and ESL 63RV. Acceptable for credit: California State University. This course develops writing fluency at the sentence and paragraph level through study and practice of compound and complex sentence patterns and organizational patterns used in standard written English. This course may be repeated three times. Credit/No Credit Option.

64GW PARAGRAPH DEVELOPMENT
3 units Lecture 3 hours
Prerequisite: ESL 63GW or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 64LS and ESL 64RV. Acceptable for credit: California State University. This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The course focuses on study and practice of complex sentence structures, pre-writing techniques including outlining, and basic rhetorical patterns. This course may be repeated three times. Credit/No Credit Option.

65GW COMPOSITION IN ENGLISH AS A SECOND LANGUAGE
3.5 units Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: ESL 64GW or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 65LS and ESL 65RV. Acceptable for credit: University of California, California State University. This course develops writing fluency at the word, phrase, and sentence level. Listening focuses on comprehension of verbal instructions, of vocabulary in context, and of ideas in sentences, monologues, and dialogues. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns and intonation. This course includes 1.5 hours of laboratory work (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

61LS BASIC LISTENING AND SPEAKING
1 units Lecture 3 hours; lab 1.5 hour by arrangement
Prerequisite: Completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 61RV and ESL 61GW. Acceptable for credit: California State University. This introductory course, students receive guidance and extensive practice in listening at the word, phrase, and sentence level. Listening focuses on comprehension of verbal instructions, of vocabulary in context, and of ideas in sentences, monologues, and dialogues. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns and intonation. This course includes 1.5 hours of laboratory work (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

62LS BASIC LISTENING AND SPEAKING
2 units Lecture 3 hours; lab 1.5 hour by arrangement
Prerequisite: ESL 61LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 62RV and ESL 62GW. Acceptable for credit: California State University. This course continues the development of basic listening comprehension and speaking skills. Listening focuses on the comprehension of verbal instructions and questions in a series, of vocabulary in context, and of main ideas and details in sentences, monologues, dialogues, and short paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns and intonation. This course includes 1.5 hours of laboratory work (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
63LS ORAL COMMUNICATION 1
3.5 units Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: ESL 62LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 63RV and ESL 63GW.
Acceptable for credit: California State University.
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 and syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students observe and practice appropriate verbal and nonverbal behavior for conversing in English. The course emphasis is on the development of oral fluency in one-on-one and small group communication. This course includes 1.5 hours of laboratory work (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

64LS ORAL COMMUNICATION 2
3.5 units
Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: ESL 63LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 64RV and ESL 64GW.
Acceptable for credit: California State University.
This advanced course continues to develop ESL students’ oral communication skills in a variety of social, business, and/or academic situations. Students use current vocabulary resources and syntactic knowledge and new idiomatic expressions to express ideas in conversational settings. Students continue to learn appropriate verbal and nonverbal behavior. Emphasis is on the development of oral fluency and the appropriate use on conversational strategies and conversation management techniques. This course may be repeated three times. Credit/No Credit Option.

65LS ACADEMIC LISTENING AND SPEAKING
3.5 units Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: ESL 64LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 65RV and ESL 65GW.
Acceptable for credit: California State University.
This course emphasizes reading and communicative strategies and conversation management techniques. This course may be repeated three times. Credit/No Credit Option.

61RV BASIC READING AND VOCABULARY 1
3.5 units Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: Completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 61LS and ESL 61GW.
Acceptable for credit: California State University.
This course focuses on vocabulary development and basic comprehension of ideas in sentences and groups of sentences written in standard English. Students will receive focused practice in the association of sound and meaning. Materials and class discussions are designed to increase knowledge of American culture necessary for understanding concepts and texts in English. This course includes 1.5 hours of laboratory (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

62RV BASIC READING AND VOCABULARY 2
3 units Lecture 3 hours
Prerequisite: ESL 61RV or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 62LS and ESL 62GW.
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 62RV. Emphasis is on paraphrasing, summarizing, and analysis of texts to make abstract inferences and recognize propaganda. This course may be repeated three times. Credit/No Credit Option.

65RV ACADEMIC READING AND VOCABULARY 1
3 units Lecture 3 hours
Prerequisite: ESL 62RV 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 is a reading and vocabulary development course for ESL students which focuses on understanding phrases rather than individual words and reading longer and more complex paragraphs than in ESL 62RV. Students become familiar with using the library. This course may be repeated three times. Credit/No Credit Option.

64RV ACADEMIC READING AND VOCABULARY 2
3 units Lecture 3 hours
Prerequisite: ESL 63RV or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 64LS and ESL 64GW.
Acceptable for credit: California State University.
This is a reading and vocabulary development course for ESL students which continues the development of skills from ESL 63RV. Emphasis is on understanding phrases rather than individual words and reading longer and more complex paragraphs than in ESL 62RV. Students become familiar with using the library. This course may be repeated three times. Credit/No Credit Option.

63RV INTERMEDIATE READING AND VOCABULARY 1
3 units Lecture 3 hours
Prerequisite: ESL 62RV or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 63LS and ESL 63GW.
Acceptable for credit: California State University.
This is a reading and vocabulary development course for ESL students which continues the development of skills from ESL 63RV. Emphasis is on paraphrasing, summarizing, and the analysis of texts to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

65RV INTERMEDIATE READING AND VOCABULARY 2
3 units Lecture 3 hours
Prerequisite: ESL 64RV 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 64RV. Emphasis is on paraphrasing, summarizing, and analysis of texts to make abstract inferences and recognize propaganda. This course may be repeated three times. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
68 PRONUNCIATION SKILLS
3 units  Lecture 3 hours
Prerequisite: ESL 63LS or completion of ESL assessment.
This course is intended for advanced ESL students who want to improve their pronunciation skills and fluency in English. The course offers individual speech assessment and intensive practice in American English speech sounds, stress, rhythm and intonation. Students will carry out class assignments for skill application and will learn how to monitor their speech in social and professional speaking situations. This course may be repeated three times. Credit/No Credit Only.

70 PRESENTATION SKILLS FOR ESL STUDENTS
3 units  Lecture 3 hours per week
Prerequisite: ESL 65LS, ESL 65GW and ESL 65RV or completion of ESL assessment. Acceptable for credit: California State University. Students will be introduced to oral presentation techniques and learn to overcome speech anxiety. ESL 70 bridges the gap between ESL 65LS and Speech 1 by focusing on non-verbal communication, oral fluency, pronunciation and cultural issues in public speaking in English language environments. This course may be repeated three times. Credit/No Credit Option.

975A,B,C,D ENGLISH AS A SECOND LANGUAGE SKILLS
.5 units  Laboratory 3 hours by arrangement (9 weeks each course)  (Formerly Engl 175A,B,C,D)
Prerequisite: Completion of ESL assessment. The ESL Lab is available to all ESL students. This program provides assistance to students who need help in grammar, vocabulary, listening, comprehension, reading, and writing in English as a second language. Self-paced, auto-instructional materials will allow students to progress at their own pace. ESL instructors and aides will be available to help ensure students’ success. Students may take up to 1 unit per semester. Credit earned in this course does not apply to an associate degree. Credit/No Credit Only.

Fashion Design and Apparel Technology

THE FACULTY
Sally S. Aitken  Kyunghi (Kaee) Min

11 INTRODUCTION TO ELECTRONIC MANUFACTURING
1 unit  Lecture 3 hours; lab 3 hours by arrangement (6 weeks)
Recommended preparation: Math 902
This course is an introduction to the computer as it is used for apparel production. Students will learn to use the Gerber Technology (GT) AccuMark computer system software, hardware and peripherals. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

12A ELECTRONIC PATTERNMAKING I
2 units  Lecture 3 hours; lab 3 hours by arrangement (12 weeks)
Prerequisite: FD 60.
Recommended preparation: FD 11 or CA 20 or CA 70 or experience using “Windows”, Math 902
Acceptable for credit: California State University. This course concentrates on computer techniques for patternmaking using the Gerber Technology (GT) AccuMark computer system and Pattern Design System (PDS) software. Students must know how to make patterns manually and be familiar with the AccuMark system or windows before enrolling in this class. This course may be repeated two times. Credit/No Credit Option.

12B ELECTRONIC PATTERNMAKING 2
1 unit  Lecture 3 hours; lab 3 hours by arrangement (6 weeks)
Prerequisite: FD 12A.
Recommended preparation: Math 902
This course continues the techniques for computerized patternmaking begun in Computer Aided Patternmaking I. Students will use manual drafting equipment to draft patterns directly on the Silhouette worktable. Patterns will then be changed and altered on the computer using the GT AccuMark Pattern Design System (PDS) software. Students must have a working knowledge of the PDS system and manual patternmaking experience before entering this course. This course is West Valley College Degree and Certificate applicable, and can be repeated once. Credit/No Credit Option.

12C ELECTRONIC PATTERNMAKING 3
1 unit  Lecture 3 hours; lab 3 hours by arrangement (6 weeks)
Prerequisite: FD 12B.
Recommended preparation: Math 902
This course continues to expand the techniques for computerized patternmaking begun in Computer Aided Patternmaking 1 and 2 using the GTG AccuMark Pattern Design system and Silhouette workstation. Students have the opportunity to explore advanced techniques for creating pattern pieces on the computer. This course is West Valley College Degree and Certificate applicable, and can be repeated once. Credit/No Credit Option.

14 ELECTRONIC DIGITIZING
1 unit  Lecture 3 hours; lab 3 hours by arrangement (6 weeks).
Recommended preparation: FD 11 or CA 20 or CA 70 or experience using “Windows” and Math 902
In this course, students will be given the opportunity to concentrate on computer techniques for pattern input referred to as digitizing. Students digitize production pattern pieces into the computer using the Gerber AccuMark software and digitizing table. Students must have basic Gerber AccuMark experience prior to enrolling in this class. This course is West Valley College Degree and Certificate applicable and may be repeated two times. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

15 ELECTRONIC PATTERN GRADING
1 unit  Lecture 3 hours; lab 3 hours by arrangement (6 weeks)
Prerequisite: FD14 and FD 67.
Recommended preparation: Math 902
In this course, students will be given the opportunity to concentrate on (grading) using the Gerber AccuMark computer system. Students must know how to grade patterns manually and digitize patterns using the AccuMark system prior to enrolling in this class. This course is West Valley College Degree and Certificate applicable and may be repeated two times. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

16 ELECTRONIC MARKING
1 unit  Lecture 3 hours; lab 3 hours by arrangement (6 weeks)
Recommended preparation: FD 11, 54 or CA 20 or CA 70 or experience using “Windows” and Math 902
In this course, students will be given the opportunity to concentrate on computer techniques for making markers (pattern cutting layouts) using the Gerber AccuMark computer system. Students must know how to make markers manually and be familiar with the Gerber AccuMark system prior to enrolling in this course. This course may be repeated two times. Credit/No Credit Option.
17 PRODUCT DATA MANAGEMENT  
1 unit  
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)  
Recommended preparation: FD 11, 54 or CA 20 or CA 70 or experience using Windows environment; Math 902  
This course covers computer techniques for creating parent specification packages for apparel manufacturing. Students will use the GT Product Data Management (PDM) software to create specification sheets and the Micrograf Designer software to create and manipulate garment designs on the computer. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Option.

18A ELECTRONIC GRADING AND MARKING  
3 units  
Lecture 3 hours; lab 3 hours by arrangement  
Prerequisite: FD 067  
Recommended preparation: Math 902  
This course concentrates on computer techniques for digitizing (pattern input), grading (creating patterns in a full range of sizes), and creating markers (pattern cutting layouts) using the Gerber Technology (GT) AccuMark computer system. Students will have the opportunity to learn the System Management and Marker Making software for digitizing and grading production patterns and creating markers. Students must know how to grade patterns and make markers manually before entering the class. Experience with Microsoft Windows is helpful. This course is West Valley College Degree and Certificate applicable and may be repeated one time. Credit/No Credit Option.

18B ELECTRONIC PATTERNMAKING  
3 units  
Lecture 3 hours; lab 3 hours by arrangement  
Prerequisite: FD 060  
Recommended preparation: Math 902  
This course concentrates on computer techniques for patternmaking using the Gerber Technology (GT) AccuMark computer system. Students will have the opportunity to learn the Pattern Design System (PDS) software and the Silhoueteworktable. In addition, students will use the GT Samplemaker and Samplermanager software to cut out sample garments. Students must know how to make patterns manually and be familiar with Microsoft Window before enrolling in this class. This course is West Valley College Degree and Certificate applicable and may be repeated one time. Credit/No Credit Option.

20 COUTURE EMBELLISHMENT  
3 units  
Lecture 3 hours  
Acceptable for credit: California State University.  
This course explores the techniques used in the couture fashion design industry for the embellishment of garments. Students will analyze the use of these techniques for the enhancement of contemporary designs. Those who desire to advance their embellishment skills through practice with more advanced projects may repeat this course once for credit. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

27 PROFESSIONAL IMAGE  
(Formerly BUS 22)  
3 units  
Lecture 3 hours  
Acceptable for credit: California State University.  
Theories of color harmony, individual coloring, proportion, line and design for individual figures and faces will be presented in this course which is particularly applicable for those in all professional careers. It is transferable to California State University. The course fulfills the West Valley General Education Pattern under Area E. Lifelong Understanding and Development. Requirement for and A.S. Degree. Credit/No Credit Option.

30 INTRODUCTION TO FASHION DESIGN  
3 units  
Lecture 3 hours  
Acceptable for credit: California State University.  
A course designed to present in-depth information about all aspects of the Fashion Design industry and the process of design development and apparel production. The factors affecting fashion will be explored and fashion cycles identified. The goal of the course is to acquaint students with the career opportunities and requirements for employment within the Fashion Design industry. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

30A SUCCESS STRATEGIES  
3 units  
Lecture 3 hours  
This course is designed to help students succeed both academically and in the workplace. Students’ interests, skills and abilities will be discussed in relation to industry and workplace expectations in their specific career program area. A variety of exercises involving communication, teamwork, and problem solving skills will be incorporated in order to prepare students for the requirements of the modern workplace. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable. This course will be dual listed with CHS 030A, ID 030A, HTECH 030A and PKMGST 030A. This course may be repeated twice. Credit/No Credit Only.

32 HISTORY OF FASHION  
3 units  
Lecture 3 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. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

33 INTERNET FOR FASHION DESIGN  
.5 unit  
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)  
This course will provide a basic introduction to the World Wide Web and the resources found therein for fashion industry-related subjects. Students will have the opportunity to access the Internet to research fashion trends, colors, styles and more. This course is West Valley College Degree and Certificate applicable and will be applied for approval for CSU and may be repeated once. Credit/No Credit Only.

40A FLATS AND SPECS  
1 unit  
Lecture 3 hours (6 weeks)  
Acceptable for credit: California State University.  
This course introduces the process of sketching original garment designs and actual garments in the flat format rather than on the fashion figure. Emphasis is on developing flat technical drawings used for spec sheets, presentation and story boards, designing and product development. Basic garment terminology is stressed. This course is essential for anyone entering any apparel design, apparel manufacturing, or patternmaking career. This course is West Valley College Certificate and AA/AS Degree applicable, will be applied for approval for CSU, and may be repeated once. Credit/No Credit Option.

40B FASHION SKETCHING  
2 units  
Lecture 3 hours (12 weeks)  
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” will be used to illustrate apparel for men, women, and children. Techniques for drawing existing garments as well as illustrating original designs will be presented. This course is essential for anyone entering any apparel design careers and helpful to those entering an apparel manufacturing or patternmaking career. This course is West Valley College Certificate and AA/AS Degree applicable, will be applied for approval for CSU, and may be repeated once. Credit/No Credit Option.

Recommended Preparations in Basic Skills:  
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
42 FASHION ILLUSTRATION II
3 units  Lecture 3 hours
Prerequisite: FD 40B.
Acceptable for credit: California State University.
This course is a continuation of Fashion Illustration 40B. Students practice illustrating clothing on both the male and female figure using a variety of media, including watercolor, pastel, charcoal and marker. Emphasis is placed on developing an illustration style. Layout of the illustration and story board presentation techniques are stressed. Development of the student’s fashion portfolio continues. This course may be repeated once for credit. Credit/No Credit Option.

52A FABRIC ANALYSIS I
3 units  Lecture 3 hours
Acceptable for credit: California State University.
Fabric information specific to Apparel Design is presented in depth. Students will conduct analysis of fibers, yarns, fabric construction, coloration and finishes as they relate to specific industry requirements. Students will design fabrics, dye, and print fabrics and experiment with various finishes as a way of reinforcing the basic information and expanding their working knowledge of fabrics. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

52B FABRIC ANALYSIS II
3 units  Lecture 3 hours
Prerequisite: FD 52A
Acceptable for credit: California State University.
This course is a continuation of FD 52A. Emphasis is placed on understanding fabric behavior, durability, performance, and the criteria for selecting appropriate fabrics for apparel. Students will learn the role of the designer in selecting fabrics, working with the textile industry and creating original fabric designs. Techniques for fabricating a line of apparel are presented, including the selection of inner construction, trims and findings. Fabric resources are introduced. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

53 SURFACE PRINT DESIGN
3 units  Lecture 3 hours
Recommended Preparations: ART 031, ART 033A, ART 033C or ID 020; ART 049A
This course is designed to introduce students to the development and use of surface print design. Students will have the opportunity to learn about the industries that use surface print design and how to create layouts, how to color designs, how to create colorways and how to create coordinating prints. Students will have the opportunity to create repeating patterns for their original designs. This course may be repeated two times. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

54 APPAREL MANUFACTURING
3 units  Lecture 3 hours; lab by arrangement 2 hours
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course introduces the industrial process of apparel manufacturing, including garment construction and assembly techniques, factory methods of mass production, operation of industrial power equipment, and the processes of work flow and production management. This course is a prerequisite for all patternmaking and production classes. This course may be repeated once. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

60 PROFESSIONAL PATTERNMAKING I
3 units  Lecture 3 hours; lab 3 hours by arrangement
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University:
This course covers the methods of creating workroom sample patterns using fashion industry professional flat patternmaking techniques. Students create style variations by manipulating basic pattern blocks. Designs are transferred from sketches into usable first patterns for apparel production. Sample garments are constructed. All projects are produced using industry dress forms and industry equipment in the FD lab. This course may be repeated once for credit. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

62 PROFESSIONAL PATTERNMAKING II
3 units  Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: FD 60.
Recommended preparation: FD 40 and FD 64 and Math 902
Acceptable for credit: California State University.
This course is a continuation of Professional Patternmaking I. Advanced flat patternmaking techniques are emphasized for both woven and knit fabrics. Students draft style variations for sportswear, activewear and outerwear designs using basic pattern blocks. First patterns are developed and sample garments constructed and tested for fit on industry dress forms. All projects are produced using industry dress forms and industry equipment in the FD lab. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

63 FITTING AND PATTERN ALTERATION
2 units  Lecture 3 hours; lab by arrangement 2 hours (12 weeks)
Prerequisite: FD 060
Acceptable for credit: California State University.
This course covers general principles of garment fitting according to industry standards. Fitting problems and solutions for all types of garments will be discussed. Techniques for adjusting patterns to correct fit will be practiced. This course is West Valley College Certificate and AA/AS Degree applicable, will be applied for approval for CSU, and may be repeated once. Credit/No Credit Option.

64 PROFESSIONAL DRAPING
3 units  Lecture 3 hours; lab 6 hours by arrangement
Recommended preparation: Math 902
Acceptable for credit: University of California, 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 fabric fashion on standard industry dress forms provided in the FD lab then transferred into first patterns for apparel production. Sample garments are constructed using production techniques and equipment provided in the FD lab. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

65 PRODUCTION PATTERNCUTTING
3 units
Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: FD 62.
Recommended preparation: Math 902
In this course, the students will be given the opportunity to learn the methods of transferring a first sample pattern into a production pattern. Students will also be given the opportunity to learn to draft patterns for men, women and children while concentrating on garment fit for a variety of body types and size ranges. Cost effective designs are stressed. Students will construct garments. This course may be repeated once for credit. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

67 MANUAL PATTERN GRADING
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Prerequisite: FD 60.
Recommended preparation: Math 902
In this course, the students will be given the opportunity to learn the manual methods of grading production patterns into a full range of sizes for apparel production. Students grade patterns with a manual grading machine and develop an understanding of how the pattern grows relative to size ranges for men, women and children. This course may be repeated once for credit. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preprations are ADVISORY.
70 ELEMENTS AND PRINCIPLES OF DESIGN
3 units  Lecture 3 hours; lab .5 hour by arrangement
Acceptable for credit: California State University.
This course introduces students to the basic design elements and principles as they apply to fashion design. These concepts will be applied to designing apparel and accessories in subsequent fashion design courses. The effect of silhouette, proportion, line and color are explored with the emphasis on developing an aesthetic awareness of good design. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

76 CREATIVE APPAREL DESIGN
3 units  Lecture 3 hours; lab 2 hours by arrangement
Prerequisite: FD 40A, FD 40B, 52A, 60.
Recommended preparation: Math 902, FD 64
Acceptable for credit: California State University.
This course explores the creative process of apparel design and the development of groups and collections. Students learn the process of designing for specific markets, seasons and price categories and develop designs within their chosen area of interest. Methods of organizing and presenting design concepts are stressed. Sample garments are constructed using industrial production equipment in the FD lab. Credit/No Credit Option.

78 CREATING AND MARKETING A LINE
4 units  Lecture 3 hours; lab 2 hours; lab 3 hours by arrangement
Prerequisites: FD 040A, 040B, 052B, 054, 062, 076
Recommended preparation: FD 64, Math 902
Acceptable for credit: California State University.
This course focuses on the process of creating a line of apparel and techniques formarketing that apparel at the wholesale level. Emphasis is on the process of organizing original design concepts into a complete apparel collection including the designing, construction and costing of wholesale production samples. Students create their own line of apparel in their chosen area of interest using industry standard production equipment. Basic business practices, presentation techniques and marketing strategies are covered. Students will present their line in a final show. This course is A.A./A.S. Degree and Certificate applicable.

82 FASHION PORTFOLIO DEVELOPMENT
1 unit  Lecture 3 hours (6 weeks)
Prerequisite: FD 40A, FD 40B.
This course presents techniques for the development of a professional fashion portfolio. Students will select the portfolio format, create or refine existing work to include in the portfolio and learn techniques for presenting the portfolio in an interview situation. This course may be repeated once for credit. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

83 FASHION FIELD STUDY
1 unit  Lecture 3 hours (6 weeks)
The course acquaints students with the world of fashion and career options within it. The course includes a combination of field trips to manufacturers, designers, suppliers, museums and fashion shows as well as guest speakers, seminars, and other related activities. Students will job shadow or interview someone working in the apparel industry. This course is West Valley College Certificate and AA/AS Degree applicable and may be repeated once. Credit/No Credit Option.

84 FASHION DESIGN INTERNSHIP
3 units  Lecture 1 hour per week; lab 6 hours by arrangement
Prerequisite: FD 030, FD 040A, FD060
The student will apply knowledge/skills learned in the Fashion Design Program through an internship in an apparel firm or design department under the supervision of a fashion professional. This course provides direct industry experience as well as a forum to discuss various aspects of employment in the apparel industry. This course may be repeated for credit a total of three times. Each internship must focus on a different company or department to provide a unique learning opportunity. This course may be repeated twice. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

85 CAD: SCANNING AND COLOR PRINTING
1 unit  Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Prerequisite: CA 020
Acceptable for credit: California State University.
The course covers the methods of creating flat sketches, technical drawings for apparel and basic textile designs using the Macintosh computer and common computer drawing programs. Techniques for creating layouts and presentations are also covered. This course is appropriate for students who want to create flat drawings, technical drawings and background images in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, multimedia. This course is West Valley College Degree and Certificate applicable, and can be repeated once. Credit/No Credit Option.

86 CAD: DESIGNING TEXTURES AND BACKGROUNDS
2 unit  Lecture 3 hours; lab 3 hours by arrangement (12 weeks)
Prerequisites: FD 085 or CA 85
Recommended preparation: FD 052B, FD 070
Acceptable for credit: California State University.
Students will have the opportunity to learn techniques for creating textures and backgrounds that can be used in presentations and designs. Students will use paint programs including Adobe Photoshop and Fractal Design Painter on the Mac. Students will also be introduced to the use of the digitizing tablet for creating their designs. This course is appropriate for students in the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, multimedia. The student will apply knowledge/skills learned in the Fashion Design Program through an internship in an apparel firm or design department under the supervision of a fashion professional. This course is West Valley College Degree and Certificate applicable, and can be repeated once. Credit/No Credit Option. (dual listed with CA 086).

87 CAD: CREATING DESIGNS AND TECHNICAL SKETCHES
2 units  Lecture 3 hours; lab 3 hours by arrangement (12 weeks)
Prerequisites: FD 85 or CA 85.
Recommended preparation: FD 40A, FD 40B
This course covers the methods of creating flat sketches, technical drawings for apparel and basic textile designs using the Macintosh computer and common computer drawing programs. Techniques for creating layouts and presentations are also covered. This course is appropriate for students who want to create flat drawings, technical drawings and background images in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, multimedia. This course is West Valley College Degree and Certificate applicable, and can be repeated once. This class is also taught in a distance learning format. Credit/No Credit Option.

88 CAD SURFACE DESIGN
3 units  Lecture 3 hours; lab 3 hours by arrangement
Recommended Preparations: CA 043B or CA 043C; CA 044B or CA 044C; CA 043D, CA 044D, FD 085, FD 086
In this course, students will have the opportunity to create color reductions, colorways, color separations and design repeats using the computer. Students will also have the opportunity to work with a variety of graphics software, including Adobe Photoshop and Fractal Design Painter. This course may be repeated twice. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

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

.5 units  Lecture 4.5 hours (2 weeks)  
Recommended preparation: Math 902
This course is designed to help students enter the job market with confidence. The student’s existing wardrobe will be assessed in terms of current workplace requirements. A variety of exercises will be used to build a “capsule” wardrobe for use in everyday work environment. Budgeting for and care of work clothing will be discussed. This course is West Valley College A.A. and A.S. Degree and Certificate applicable, and it may be repeated once. This course is also taught in a distance learning format. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES

1-3 units  Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract. Acceptable for credit: California State University. Independent work of special interest to the students related to but not included in regular Fashion Design program.

95 (A-Z)

.5 unit  Lecture 3 hours (3 weeks)  
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to; International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Credit/No Credit Option.

96 (A-Z)

1 unit  Lecture 3 hours (6 weeks)  
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to; International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Credit/No Credit Option.

97 (A-Z)

2 unit  Lecture 3 hours (12 weeks)  
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to; International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Credit/No Credit Option.

100 SPECIAL TOPICS

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

Foreign Languages

See Specific Foreign Language

THE FACULTY

Sebastian Cassrino - Italian  
Susan Lister - Spanish  
Robert Chavez - Spanish  
Gabriele May - German  
Galina Chyorny - Russian  
Tom Pomposo - Italian  
Ana Maria de Barling - Spanish  
Linda Skafe - French  
Cristine de Rulter - Spanish  
Irene Upson - Spanish  
Tomoe Doss - Japanese  
Lydia Vrignaud - French  
Jose Fontan - Spanish  
Ulla Gutafson - Swedish  
Marc Accornero  
Elias Hruska - Spanish

French

1A BEGINNING FRENCH

5 units  Lecture 5 hours, supplemented by outside use of language laboratory  
Coreq: French 11A  
Acceptable for credit: University of California, California State University. This course centers on the intensive use of language to enhance reading skills. Credit/No Credit Option.

1B BEGINNING FRENCH

5 units  Lecture 5 hours, supplemented by outside use of language laboratory  
Coreq: French 11B  
Prerequisite: French 1A or its equivalent (two years of high school French). Acceptable for credit: University of California, California State University. In this course, the student will continue his/her development of speaking, reading and writing skills, and increase his/her vocabulary and knowledge of basic French grammar. More emphasis will be placed on self-expression and readings from topics of general interest. Cultural topics will include further exploration of the geography of France. Credit/No Credit Option.

2A INTERMEDIATE FRENCH

5 units  Lecture 5 hours  
Prerequisite: French 1B or 3 years of HS French. Acceptable for credit: University of California, California State University. Students will review basic grammar and learn new structures and vocabulary while furthering their knowledge of the customs and cultures of France and other French-speaking countries. Conversation and oral and written drills will be emphasized, as well as practice in written composition. Examples of different styles of literature will be introduced to enhance reading skills. Credit/No Credit Option.

2B INTERMEDIATE FRENCH

5 units  Lecture 5 hours  
Prerequisite: French 2A or four years of HS French. Acceptable for credit: University of California, California State University. French 2B is a continuation of French 2A. Students will continue to review grammar and idiomatic construction. Emphasis will be placed on oral and written composition. Readings will center on the contemporary customs, history, and arts of France. Credit/No Credit Option.

3A ADVANCED FRENCH ORAL AND WRITTEN COMPOSITION

5 units  Lecture 5 hours  
Prerequisite: French 2B. Acceptable for credit: University of California, California State University. This course centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Comprehension will be enhanced by use of video cassettes and native guest speakers. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.  
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.  
• RECOMMENDED preparations are ADVISORY.
3B ADVANCED FRENCH ORAL AND WRITTEN COMPOSITION
5 units Lecture 5 hours
Prerequisite: French 3A.
Acceptable for credit: University of California, California State University.
This course is a continuation of French 3A. It centers on the intensive use of the French language for enrichment of oral and written proficiency. Students will enhance their knowledge of French grammar and develop idiomatic expression while emphasizing written and oral composition. The course will include an analysis of short works of French literature and selected contemporary publications. Listening comprehension will be enhanced through videos and native guest speakers. Credit/No Credit Option.

11A FRENCH LABORATORY
.5 unit
Directed study 1.5 hours per week by student’s individual arrangement.
Recommended preparation: French 1A concurrently
Acceptable for credit: California State University.
This is a separate laboratory course, offered by arrangement at the student’s convenience, which aims to present the culture of the French-speaking world through a variety of media. The student will review the customs and culture of French-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing French language and pronunciation drill are also available. The course provides an excellent supplement to French 1A. Credit/No Credit Option.

11B FRENCH LABORATORY
.5 unit
Directed study 1.5 hours per week by student’s individual arrangement.
Recommended preparation: French 1B concurrently
Acceptable for credit: California State University.
This course is a continuation of French 11A, although 11A 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 1B. Credit/No Credit Option.

30A BASIC FRENCH PRONUNCIATION
1 unit Lecture 1 hour
Acceptable for credit: California State University.
This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought-provoking short reading selections and short dialogues are used for practice drills. This course is West Valley College AA/AS Degree Credit/No Credit Option.

30B BASIC FRENCH PRONUNCIATION
1 unit Lecture 1 hour
Acceptable for credit: California State University.
This is an elementary French pronunciation course covering vowels, consonants, diphthongs, intonation and the phonetic alphabet. Songs, poems, exciting, thought-provoking short reading selections and short dialogues are used for practice drills. This course is West Valley College AA/AS Degree Credit/No Credit Option.

40A WOMEN OF FRANCE
1 unit Lecture 1 hour
This course will focus on the lives of ten important French women who lived up to the early 20th century, and will explore their contributions in history, music, art and literature to the culture of France. This course is West Valley College degree applicable. Credit/No Credit Option.

40B WOMEN OF FRANCE
1 unit Lecture 1 hour
This course will focus on the lives of ten important French women of the 20th century, and will explore their contributions in history, music, art and literature to the culture of France. This course is West Valley College degree applicable. Credit/No Credit Option.

50A BASIC FRENCH CONVERSATION AND CULTURE
3 units Lecture 3 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 France today (food, customs and traditions, the family, etc.). A variety of audiovisual aids will be used in the presentation of this course. This course may also appeal to the growing number of people conducting business with foreign countries. Credit/No Credit Option.

50B BASIC FRENCH CONVERSATION AND CULTURE
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is a continuation of French 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of France will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Credit/No Credit Option.

51A INTERMEDIATE FRENCH CONVERSATION AND CULTURE
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is West Valley College AA/AS Degree Credit/No Credit Option.

51B INTERMEDIATE FRENCH CONVERSATION AND CULTURE
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is a continuation of French 51A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles. Discussion topics will be chosen from current newspaper and magazine articles. Credit/No Credit Option.

57A FRENCH FOR INTERNATIONAL BUSINESS
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is suitable for students in the following areas: business majors planning to study international business or government, undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business, and majors in science and technology fields planning to enter the expanding international business world opening up to American-based firms. It is designed to give intermediate and advanced students a solid foundation in business vocabulary, basic business and cultural concepts, and situational practice necessary to be successful in today’s French-speaking business world. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
57B French for International Business
3 units Lecture 3 hours
Prerequisite: French 1B
This course is suitable for students in the following areas: business majors planning to study international Business or government; undergraduates liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter and to expand the international business world opening up to American-based firms, this course is West Valley College Degree A.A. and A.S. Degree applicable. It may be repeated once. Credit/No Credit Option.

58A Immersion French
3 units Lecture 2 hours, lab 3 hours by arrangement
Prerequisite: French 1A
Acceptable for credit: California State University.
French 58A is designed to give students the opportunity to be in a French speaking environment for a prolonged period of time (i.e., Friday afternoon through Sunday afternoon) at an off-campus site that has appropriate facilities. Students pay West Valley College tuition and fees as well as an additional fee ($120-$165.00) to cover food, lodging and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement. There will be a mandatory Saturday or evening meeting early in the semester. Credit/No Credit Option.

60A The French Movie: Comprehension/Culture
1 unit Lecture 1 hour
Recommended preparation: French 50A
Acceptable for credit: University of California, California State University.
This course consists of a lecture series designed to incorporate six French movies on video in order to focus on the comprehension of the French language and some selected aspects of French culture. Through the lectures, the films, class discussions, and limited research, students will be exposed to cultural differences in pronunciation and intonation; will be introduced to certain aspects of cinematography; will become acquainted with three authors, two artists, two French historical periods; and will become acquainted with the philosophy and psychology of certain regions of France. Instruction materials are provided in English and French. West Valley College AA/AS Degree and GE applicable. This course can be repeated once. Credit/No Credit Option.

60B The French Movie II: Comprehension/Culture
1 unit Lecture 1 hour
Prerequisite: None
Recommended preparation: French 50A, Basic French Conversation and Culture
Acceptable for credit: California State University.
This is a course of six lectures in English designed to incorporate six subtitled French videos (different from 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. This course is West Valley College AA/AS Degree and GE applicable. This course may be repeated once. Credit/No Credit Option.

60C The French Movie II: Comprehension/Culture
1 unit Lecture 1 hour
Acceptable for credit: California State University.
This is a course of 6 lectures in English designed to incorporate six subtitled French videos (different from 60A, 60B), followed by student discussion groups. The lecture themes and videos will focus on selected aspects of French culture (history, geography, literature, the arts). Some comprehension skills are also covered. Instructional materials are provided in French and English. This is West Valley College AA/AS Degree and GE applicable. This course may be repeated once. Credit/No Credit Option.

62 An Introduction to the Culture of France
2 units Lecture 2 hours
This is a multi-disciplinary introduction to the culture of France. Topics include the regions of France, French food and wines, an introduction to the French language, Paris, French art, the French character, and business customs. This course will be of interest for those who travel, do business with French companies, work in the food and restaurant industry, and for those wishing to expand their general knowledge of culture. This course is West Valley College AA/AS Degree applicable. Credit/No Credit Option.

96 (A-Z) Current Fashion Topics
1 unit Lecture 3 hours (6 weeks)
This course will explore topics related to the Fashion industry and will be offered as needed. Topics will include, but are not limited to: international and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. This course is West Valley College Degree and certificate applicable. It may be repeated two times. Credit/No Credit Option.

95 (A-Z) Current Fashion Topics
5 units Lecture 3 hours (3 weeks)
This course will explore topics related to the Fashion industry and will be offered as needed. Topics will include, but are not limited to: international and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. This course is West Valley College Degree and Certificate applicable. It may be repeated two times. Credit/No Credit Option.

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

THE FACULTY
Linda B. King

1  INTRODUCTION TO PHYSICAL GEOGRAPHY
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
A survey of the physical earth and its impact upon human utilization of the environment. The earth is depicted as the home of people where the interrelationship of weather and climate, soil and vegetation patterns, landforms, minerals and ocean basins are stressed as they relate to human activities. The various types of maps and their practical application are also considered. Credit/No Credit Option.(CAN GEOG 2).

2 INTRODUCTION TO CULTURAL GEOGRAPHY
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People’s relationship to the land is observed through the description and explanation of changes made on the earth’s surface by human cultures. Credit/No Credit Option.(CAN GEOG 4).

Geology

1A PHYSICAL GEOLOGY
4 units
Lecture 3 hours; lab 3 hours. (Also offered as a television course)
Acceptable for credit: University of California, California State University.
This course provides an introduction to the field of science as applied to the study of the nature, properties, and distribution of earth materials; how the material forms, changes, and moves throughout the earth; how landscapes develop. It is designed to serve both the non-science major and those students intending to major in the earth sciences. (CAN GEOL 2)

1B HISTORICAL GEOLOGY
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
Theories of the origin of the earth, and a study of the evolutionary history of the earth as seen in the fossil and stratigraphic record. Emphasis on the development of the North American continent.

15 GEOLOGY OF CALIFORNIA
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
Study of the geologic development of California in space and time as shown by sedimentary, igneous, and metamorphic rocks and associated faults, folds and land forms. A background of earth science, although not required, will help the student considerably.

20 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.

5 MINERALOGY
4 units  Lecture 3 hours; lab 3 hours
Acceptable for credit: California State University.
This course stresses the study of crystallography, physical properties, and origin of common minerals. Specimens of common minerals will be identified.

10 EARTH SCIENCE SYSTEMS
3 units  Lecture 2 hours; lab 3 hours
Acceptable for credit: California State University.
Within a theme of understanding Earth, this introductory science survey course covers major topics in geology, oceanography, meteorology, astronomy, geography, and the scientific method. This course is intended to fulfill a science requirement for teaching credential programs and non-science majors.

15 NATURAL HISTORY OF THE CALIFORNIA DESERTS
2 units  Lecture 2 hours
Recommended preparation: Completion of a laboratory course in Natural Science.
Acceptable for credit: University of California, California State University.
Three hours of class per week followed by a trip to the Southern California desert region during the spring recess. While emphasis is on the geology of the desert, the course includes other areas of natural history such as biology, anthropology, astronomy, and meteorology. The course is taken with the Biology 13 class and is under the joint leadership of the biology and geology instructors. Enrollment is limited to 18 students. A fee will be charged.

91, 92, 93 DIRECTED STUDIES
1- 3 units
Laboratory 3, 6, or 9 hours per week by arrangement
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 or Oceanography, provided they have successfully completed sufficient course work to do advanced, independent work beyond the regular course curriculum. A project report is required.

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

1A BEGINNING GERMAN
5 units
Lecture 5 hours, supplemented by outside use of language laboratory
Coreq: 1A
Acceptable for credit: University of California, California State University.
The students will learn the fundamentals of grammar and pronunciation and be expected to converse on a limited scale about everyday topics, and how to write and understand the course content. Emphasis will be placed on communication, and students will be exposed to various aspects of the customs and culture of Germany, Switzerland, and Austria. Credit/No Credit Option.

1B BEGINNING GERMAN
5 units
Lecture 5 hours, supplemented by outside use of the language laboratory
Coreq: 1B
Prerequisite: German 1A or its equivalent (2 years of high school German).
Acceptable for credit: University of California, California State University.
The students will continue their development of speaking, reading, and writing skills and increase their vocabulary knowledge of basic German. They are expected to converse on a limited scale about the topics covered in the text. The student will also be exposed to various aspects of the customs and culture of Germany, Switzerland, and Austria. Readings from simple prose and poetry will be introduced. Credit/No Credit Option.

2A INTERMEDIATE GERMAN
5 units
Lecture 5 hours
Prerequisite: German 1B or three years of high school German.
Acceptable for credit: University of California, California State University.
Review of grammar, discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction. Composition and conversation and readings from prose and poetry. Credit/No Credit Option.

2B INTERMEDIATE GERMAN
5 units
Lecture 5 hours
Prerequisite: German 2A or four years of high school German.
Acceptable for credit: University of California, California State University.
Continuation of German 2A. Review of grammar. Discussion of grammatical features beyond the elementary level. Intensive oral and written drills in idiomatic construction. Composition and conversation based on text material. Excerpts from prose and poetry. Credit/No Credit Option.

11A GERMAN LABORATORY
.5 unit Laboratory 1.5 hours by arrangement
Recommended Preparation: German 1A
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 drills are also available. The course provides an excellent supplement to German 1A. Credit/No Credit Option.

11B GERMAN LABORATORY
.5 unit Laboratory 1.5 hours by arrangement
Recommended Preparation: German 1B concurrently
Acceptable for credit: California State University.
This course is a continuation of German 11A, although 11A 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 drills are also available. The course provides an excellent supplement to German language classes and is usually taken in conjunction with German 1B. Credit/No Credit Option.

50A, B BASIC GERMAN CONVERSATION AND CULTURE
3 units each
Lecture 3 hours each course
Prerequisite: 50A is prerequisite for 50B.
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. 50B is a continuation of 50A. Credit/No Credit Option.

51A, B INTERMEDIATE GERMAN CONVERSATION AND CULTURE
3 units each
Lecture 3 hours each course
Prerequisite: 50B; 51A is prerequisite for 51B.
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. 51B is a continuation of 51A. Credit/No Credit Option.

58A GERMAN IMMERSION
3 units
Lecture 2 hours, Lab by arrangement 3 hours
This course is designed to give students the opportunity to be in a German speaking environment for a three-day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only German. This course is West Valley College Certificate applicable and will be transferable to CSU. This course may be repeated once. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University.
Individual work of special interest in German, reading, writing, lab work, research, etc. Related to the regular German courses offered but not included in them. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Greeks

50A CONVERSATIONAL GREEK AND CULTURE
3 units  Lecture 3 hours; Lab by arrangement 3 hours
This course is designed for students who wish to have a basic conversational approach to learning the practical aspects of the language. It appeals to students planning to travel as well as to conduct business with Greek speaking countries. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option.

Health Care Technologies

FACULTY
Faraheh Javanmardian
Kris Gaiero

The medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education.

* aka The Curriculum Review Board of the American Association of Medical Assistants’ Endowment (AAMA). In addition to the Medical Assisting and Medical Transcription degrees and certificates, the following certificates are available: 1. Insurance Billing Specialist, 2. Medical Office Laboratory Assistant, 3. Medical Administrative Assistant, 4. Clinical Assistant, 5. Medical Office Reception, 6. Message Therapy, 7. Clinical Unit Clerk.

The MEDICAL ASSISTING A.S. Degree and Certificate of Proficiency programs prepare the student to perform all the administrative and clinical duties required in medical offices and clinics such as assisting with minor surgery, obtaining blood pressure and other vital signs, managing appointments, and transcribing medical reports.

The MEDICAL ASSISTANT program prepares students to work in the front and back office of a physician’s office, clinic or other out-patient 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.

Continuance into the second semester courses is dependent upon completion of the first semester Medical Assisting classes with a grade of C or better and typing proficiency of 50 net wpm. A Request for Medical Assisting Internship or current CPR certificate, a Health Statement and a physical examination are required before entry into Internship (H-Tech 54). Both the Associate Degree and the Certificate of Proficiency Medical Assisting programs are accredited by the Committee on Allied Health Education of the American Medical Association and the American Association of Medical Assistants. Upon completion of these programs the students may sit for the AMA-AAMA Certification Examination administered by the National Board of Medical Examiners.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
MEDICAL TRANSCRIPTION is a program that offers instruction and training in medical terminology, information processing, and medical transcription. This program prepares students for entry-level employment as medical transcriptionists by providing the basic knowledge, understanding and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

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

1 INTRODUCTION TO HEALTH CARE
1 unit Lecture 2 hours (9 weeks) or 1 hour (18 weeks)
Survey of the structure and functions of the health care delivery system, the history of medicine, and the development of health care technologies. Instruction in the role of the various professions, educational requirements and personal qualifications. This course is also taught in a Distance Learning format. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

2 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. This course is West Valley College Degree and certificate Applicable. Credit/No Credit Option.

4 STRUCTURE AND FUNCTION OF THE HUMAN BODY
3 units Lecture 3 hours; lab 1 hour
Acceptable for credit: California State University.
This course is a one-term course of study designed specifically for, but not limited to, students in the Health Care Technologies programs. The student will become acquainted with the basic anatomical components and associated physiological interrelationships integrated in such a fashion as to form the whole that is the human body. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

5 BASIC MEDICAL TERMINOLOGY
3 units Lecture 3 hours; lab 1 hour
An introduction to basic medical terms that relate to medicine and the human body and physiological states. This course is West Valley College Degree and certificate Applicable. Credit/No Credit Option.

6 ADVANCED MEDICAL TERMINOLOGY
3 units Lecture 3 hours; lab 1 hour by arrangement
Prerequisite: HTech 5.
Acceptable for credit: California State University.
An introduction to the nature of disease and terms that relate to diseases, symptoms and pathophysiological states. This course is West Valley College Degree and certificate Applicable. Credit/No Credit Option.

7A MEDICAL ETHICS
2 units Lecture 2 hours
The student will receive instruction in medical ethics and law. The areas covered will be: medical practice acts, legal relationships and responsibilities, invasion of privacy, medical professional liability, confidentiality, the litigation process, techniques for avoiding unjustified malpractice, negligence claims, public duties, consent, and the exploration of relevant current issues. This course is West Valley College A.S. Degree and Certificate Applicable. Credit/No Credit Option.

7B MEDICAL ETHICS AND BIOETHICS
2 units Lecture 2 hours
The student will receive instruction in medical ethics and bioethics, and engage in critical reflection concerning morality and its rational analysis. The areas covered will be: assisted suicide, cautions regarding genetic and reproductive technologies, distribution of scarce resources, microallocation, macroallocation, euthanasia, living wills, death and dying cultural components in our pluralistic society, issues of professionalism, research and experimentation, and moral judgments in managed care. The goal is to provide ethical tools to build understanding, resolve problems and take full advantage of the students' skills to improve the lot of patients, the community and themselves. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

8 COMMUNICATION FOR HEALTH CARE PERSONNEL
2 units Lecture 2 hours
This course will provide instruction for the health care provider in the concept of team membership. Styles of communication, human needs, individual differences and cultural biases will be examined. The behavior, needs, and method of communication required by differing groups of patients (children, youths, elderly as well as those suffering from violence, homelessness, life altering illness or injury, chemical dependency, anger or depression, and those who are dying) will be represented. This course is also taught in a Distance Learning format. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

20 PHARMACOLOGY FOR TRANSCRIPTION
1 unit Lecture 2 hours (9 weeks)
The study of pharmacological terms for medical transcription. Students will learn to use a drug index; learn drug categories and usage; and perfect spelling of frequently used pharmacological terms. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

25A MEDICAL TRANSCRIPTION
3 units Lecture 2 hours; lab 4 hours
Prerequisite: HTech 5; HTech 2 or concurrent enrollment.
Recommended preparation: typing skill 35 wpm
Acceptable for credit: California State University.
Review of medical terminology, use of reference materials and transcribing equipment. Practical application by transcribing various medical reports. Credit/No Credit Option.

25B MEDICAL TRANSCRIPTION
3 units Lecture 2 hours; lab 4 hours by arrangement
Prerequisite: HTech 25A.
Acceptable for credit: California State University.
Continue review of medical terminology, use of reference materials and transcribing equipment. Practical application by transcribing professionally prepared and actual medical dictation. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

25C MEDICAL TRANSCRIPTION
3 units Lecture 2 hours; lab 4 hours by arrangement
Prerequisite: HTech 25B.
Acceptable for credit: California State University.
Continue review of medical terminology and use of reference materials. Practical application by transcribing actual medical dictation from all fields of specialty. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

30A SUCCESS STRATEGIES
3 units Lecture 3 hours
This course is designed to help students succeed both academically and in the workplace. Students' interests, skills and abilities will be discussed in relation to industry and workplace expectations in their specific career program area. A variety of exercises involving communication, teamwork, and problem solving skills will be incorporated in order to prepare students for the requirements of the modern workplace. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable. This course will be dual listed with CHS 030A, PARA 030A, PKMGT 030A, ID 030A and FD 030A. This course may be repeated twice. Credit/No Credit Only.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
### 41 Basic Medical Office Business Procedures

- **3 units**  
  - Duration: Lecture 2 hours; lab 3 hours  
  - **Prerequisite:** HTech 5 (may be taken concurrently)  
  - **Recommended preparation:** Math 902  
  - **Acceptable for credit:** California State University  
  - This course provides instruction and practical application of medical office/hospital office procedures such as management of appointments, schedules, reception, and telephone communications. Medical record management, mail, credit and collections, and basics of health insurance as well as accounts receivable, accounts payable, and payroll record keeping will be studied. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

### 42 Insurance Billing and Coding

- **2 units**  
  - Duration: Lecture 1 hour; lab 3 hours  
  - **Prerequisite:** HTech 5  
  - **Recommended preparation:** Math 103/103R  
  - The students will receive instruction in the theory and practice of ICD-O (diagnostic) and CPT (procedural) coding as well as the billing of private and government health insurance programs for the medical office. This course is West Valley College Degree Applicable. Credit/No Credit Option.

### 43 Basic Medical Accounting and Record Keeping

- **3 units**  
  - Duration: Lecture 3 hours; lab 1 hour  
  - **Prerequisite:** HTech 042  
  - **Recommended preparation:** Math 902  
  - **Acceptable for credit:** California State University  
  - Instruction includes a review of basic mathematical principles of decimals, fractions and percentages as they apply to the business office (discounts, commission, markup, depreciation, simple and compound interest); instruction in medical office financial records control, petty cash control, office record keeping, and payroll accounting. Application of concepts and procedures of office record keeping through the use of a practice set or computer program. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

### 54A Internship

- **2 units**  
  - Duration: Laboratory 120 hours by arrangement per semester  
  - **Prerequisite:** All required courses for each certificate must be met prior to enrolling in 54A or 54B. 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 54A and 54B. Practical experience, under supervision, in hospital, clinic or physician's office, with classroom critique. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

### 54B Internship

- **2 units**  
  - Duration: Laboratory 120 hours by arrangement per semester  
  - **Prerequisite:** All required courses for each certificate must be met prior to enrolling in 54A or 54B. 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 54A and 54B. Practical experience, under supervision, in hospital, clinic or physician's office, with classroom critique. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

### 58 Laboratory Techniques

- **3 units**  
  - Duration: Lecture 2 hours; lab 3 hours  
  - **Recommended preparation:** Math 902  
  - Designed to develop knowledge and understanding of basic laboratory tests that may be done in a Medical Office, or sent to a reference laboratory; specimen collection, analytical techniques, normal values and interpretation of abnormal values. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

### 60 Medical Office Management

- **2 units**  
  - Duration: Lecture 2 hours  
  - **Recommended preparation:** Math 902  
  - Instruction in management of time and resources including personnel selection, training, and supervision; job descriptions and procedure manuals; space utilization; medical office design; budget and overhead; purchasing and leasing equipment; repair and maintenance of equipment; inventory control and cost analysis; types of medical practices including corporation. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

### 61 Orientation to the Hospital

- **.5 unit**  
  - Duration: Lecture 1 hour (9 weeks) or 3 hours (3 weeks)  
  - **Recommended preparation:** Math 902  
  - Orientation to the hospital environment. Study of hospital functions and classifications, hospital administration, medical staff, nursing department, and other related departments and services. Credit/No Credit Option.

### 63 Medication Administration

- **1.5 units**  
  - Duration: Lecture 1 hour; lab 1.5 hours  
  - **Recommended preparation:** HTECH 55, HTECH 56, HTECH 57 or concurrent enrollment  
  - This course will give the Health Care students an opportunity to learn the theory and practice of administration of parental medications including site selection, safety factors, techniques; as well as medication dosage calculations (medication math). This course is West Valley College Degree Applicable. Credit/No Credit Option.

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**Recommended Preparations in Basic Skills:**

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
65 UNIT COORDINATION PROCEDURES
2 units
Lecture 1 hour; lab 1 hour; Lab by arrangement 6 hours
Hours total per semester - 112 hours
Prerequisite: H-ED 011, HTECH 002, HTECH 005, HTECH 007, HTECH 008, HTECH 020
Recommended preparation: Math 902
The arranged lab hours are done in the hospital under the supervision of a hospital preceptor. This course reviews the role and responsibilities of the Clinical Unit Coordinator. Instruction includes: transcription of doctors’ orders and treatment plans, requisition and maintenance of unit records and patient records, and processing of patient-related procedures. This course is West Valley College Certificate applicable. This course may be repeated once. Credit/No Credit Option.

66 CLINICAL UNIT ADMINISTRATION
2 units
Lecture 1 hour; lab 1 hour; Lab by arrangement 6 hours
Hours total per semester - 112 hours
Prerequisite/Corequisites: HTECH 002, HTECH 005, HTECH 007, HTECH 008
This course reviews the role and responsibilities of the Clinical Unit Coordinator. Instruction includes: transcription of doctors’ orders and treatment plans, requisition and maintenance of supplies and equipment and requisition (of) services. This course is West Valley College Certificate applicable. This course may be repeated once. Credit/No Credit Option.

70 INTRODUCTION TO HOLISTIC MEDICINE
1 unit
Lecture 1.5 hours; lab .5 hour
Recommended preparation: Math 902
This course is an introduction to newer forms of alternative medicine including diet and nutrition, yoga, meditation, homeopathy, aromatherapy, massage therapy, and acupuncture. In this course the four aspects of complete health (spiritual, emotional, mental, and physical health) are discussed. The emphasis is on assisting people to understand and help themselves, on education and self-care, prevention of disease, and promotion of a healthy lifestyle. This course is certificate applicable. Credit/No Credit Option.

71 BASIC MASSAGE THERAPY
2 units
Lecture 1 hour; lab 3 hours
Prerequisites: HTECH 004, HTECH 005, HTECH 008, HTECH 70 or concurrent.
Recommended preparation: Math 902
The course provides the student with the theory, knowledge, and hands-on experience necessary for an entry-level position as a massage therapist. It includes basic Swedish, Shiatsu, Sports, and Deep Tissue Massage. This course is certificate applicable. Credit/No Credit Option.

72 PHLEBOTOMY
2 units
Lecture 5 hours; lab 15 hours (4 weeks)
Prerequisites: HTECH 058
Recommended preparation: Math 103/103R
This course can be taken for continuing education units or as a course to earn the Phlebotomy certificate. This course prepares students to draw blood from patients for laboratory analysis to aid the physician in diagnosing a disease. This course is certificate applicable. This course may be repeated 3 times. Credit/No Credit Option.

90 MEDICAL ASSISTING REVIEW
1 unit
Lecture 18 hours by arrangement per semester
Review of medical assisting courses to acquaint the certification examination applicant with the scope of the CMA Examination as outlined by the American Association of Medical Assistants. Credit/No Credit Only.

91, 92, 93 DIRECTED STUDIES
1-3 units
Lecture 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: California State University.
Directed studies of special interest to the student which are related to but not included in regular courses offered by the college. Registration by contact with instructor. Credit/No Credit Option.

100 SPECIAL TOPICS
.5-3 units
Lecture and/or lab .5 to 9 hours
Recommended preparation: none required.
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.

Health Education

THE FACULTY
Steve Bordi
Lester Hearn
Joan Sarlo

The following Health Education courses satisfy the State Board of Education requirements for certification of Elementary and Secondary Teaching Credentials in the areas of personal, family, and community health, including the effects of alcohol, tobacco, dangerous drugs and narcotics on the human body and thus are transferable to state colleges and universities to meet the above-mentioned teaching credential requirements.

5 STANDARD FIRST AID AND ADULT* CPR (*Responding to Emergencies*)
1.5 units
Lecture 1.5 hours; lab .5 hours
Acceptable for credit: University of California, California State University.
A fundamental course in Standard First Aid and Adult Cardiopulmonary Resuscitation (CPR) accredited by the American Red Cross. Emphasis is on identifying life-threatening situations, and the application of practical skills, safety techniques, and emergency procedures. This class is approved by the California Emergency Medical Services Authority (EMSMA Title 22), and upon successful completion with a C grade or better, Red Cross certificates will be issued in “Responding to Emergencies” and “EMSMA Title 22.” Students earning a “B” or “C” grade in the CPR unit will also be issued an “Adult CPR” certificate. Course can be repeated every 3 years. (NOTE: CPR must be renewed every 3 years.) If Child and Infant CPR are also desired, a Health Education 11 class should be taken concurrently. This will lead to the issuance of a “CPR for the Professional Rescuer” certificate. Credit/No Credit Option.

6 ADVANCED FIRST AID PROFESSIONAL RESCUE CPR (*Emergency Response*)
3 units
Lecture 3 hours
Recommended preparation: H-ED 5 and H-ED 011
Acceptable for credit: California State University.
This is an advanced course in first aid techniques. It is intended to meet the needs of the responder who intends to become E or T trained, or who is employed where there are opportunities to give first aid care frequently in the course of their daily duties. This course is fully accredited by the American Red Cross, and upon successful completion with a “C” grade or better a certificate in “Emergency Response” will be issued. A “CPR for the Professional Rescuer” certificate will also be issued to those students passing this unit with a “B” grade or better. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970.

Relevant course descriptions:

**7 LIFETIME FITNESS**
2 units Lecture 2 hours
Acceptable for credit: University of California, California State University.
This course is directed towards providing the student with accurate concepts of physical fitness and the relationship of physical activity to health-related fitness. Evaluation will be based on lecture examinations and laboratory reports, not on skills and fitness levels. Credit/No Credit Option.

**8 CONTEMPORARY HEALTH ISSUES**
3 units Lecture 3 hours (Also offered as a television course.)
Acceptable for credit: University of California, California State University.
Contemporary Health Issues is a course designed to develop knowledge, attitudes, and behavior patterns that contribute to a better understanding of: 1) the more important health issues confronting today's society; and 2) the care, treatment, and prevention of specific health problems. Credit/No Credit Option.

**9 HEALTH, DRUG ABUSE AND CARDIOVASCULAR DISEASE**
2 units Lecture 2 hours
Acceptable for credit: University of California, California State University.
Drug Abuse and Human Disease is a course designed to develop knowledge, attitudes and behavior patterns that contribute to a better understanding of: 1) the use and misuse of substances and drugs in our society; and 2) the effects of chronic diseases, such as Cardiovascular Disease and Cancer, as they relate to the well-being of a healthy society. Credit/No Credit Option.

**10 HEALTH AND HUMAN SEXUALITY**
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Human Sexuality is a course designed to develop knowledge, attitudes and behavior patterns that contribute to a better understanding of the biological, psychological and sociological aspects of human sex and reproduction. Credit/No Credit Option.

**11 CARDIOPULMONARY RESUSCITATION* ("CPR FOR THE PROFESSIONAL RESCUE", OR "BLS HEALTHCARE PROVIDER")**
/.5 unit Lecture 3 hours; lab 3 hours (2 weeks)
Acceptable for credit: California State University.
This course is designed to prepare the student to provide mouth-to-mouth rescue breathing and closed chest heart compression to a victim whose vital signs have failed. In addition to Adult, Child and Infant CPR, two person team CPR and oxygen administration are also covered. Completion of this course with a "B" or better qualifies the student for an American Red Cross certificate in "CPR for the Professional Rescuer". A course H-ED 11 (CPR Renewal) will be offered issuing an American Heart Association certificates in "BLS Healthcare Provider" (2 year certification). A valid Red Cross "CPR for the Professional Rescuer" or Heart Association "BLS Healthcare Provider" certificate that has not been expired more than one year are required. Check with the instructor for eligibility and enrollment. NOTE: There are 3 different types of Red Cross CPR certificates: Adult, Community, and CPR for the Professional Rescuer. Check with the instructor or the schedule of classes for the certificate being offered. Credit/No Credit Option.

**12 STRESS MANAGEMENT**
2 units Lecture 2 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 psychophysiology of stress, cognitively reappraise daily life stressors and learn techniques to deal with these stressors in a healthful and productive manner. Credit/No Credit Option.

**3 AN INTRODUCTION TO ASIAN-AMERICAN EXPERIENCE: THE CHINESE**
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 3 studies the Chinese in the United States, their backgrounds, why they immigrated, their role in the development of the West, and the political and social forces which shaped Chinese culture and society within the American context. Credit/No Credit Option.

**4A HISTORY OF WESTERN CIVILIZATION**
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 4A is a survey of the political, economic, social, cultural and religious development of western civilization from prehistoric times through the Protestant Reformation. Subject areas covered include Mesopotamia, Egypt, the Old Testament, Greece, Rome, the Middle Ages, the rise of Christianity, the Renaissance and Protestant Reformation. (CAN HIST 2) Credit/No Credit Option.

**4B HISTORY OF WESTERN CIVILIZATION**
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 4B is a survey of the political, social, economic and cultural development of western civilization from 1600 to the present. The course starts with the 17th century revolutions in England, which paved the way for the later industrial revolution, the French revolution and the rise of the middle class. Nationalism, socialism, and imperialism are covered in the 19th century, while the Bolshevik and Communist revolt in China, World Wars I and II, and the contemporary age are featured in the 20th century. (CAN HIST 4) Credit/No Credit Option.
11 HISTORY OF AFRICA
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 11 is a study of Africa from pre-historical time to the present. This course will examine the cultural, political and economic developments of the diverse peoples of the African continent. Credit/No Credit Option.

12 AFRICAN-AMERICAN HISTORY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 12 is a survey of the roles and experiences of African-Americans from colonial times to the present in the historical development of the United States. The course includes the beginnings and implications of slave trading, the institutionalization of slavery through law, the rise of the abolitionist movement and the struggle for equality from the Reconstruction Period to the present. Credit/No Credit Option.

14 HISTORY OF THE NATIVE NORTH AMERICANS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 14 is a history of Native North Americans who lived in the area which is now the United States from pre-European settlement to present day. This course includes the primary political, economic and social factors of American historical development, emphasizing their effects on Native Americans. In conjunction with this historical perspective, the course accentuates the ecological lifestyle of the Native Americans, exclusive of the Indians of Mexico. Credit/No Credit Option.

16 MEXICAN-AMERICAN HISTORY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 16 is a history of the United States and the Mexican-American experience from the Colonial Period to the present. The course will emphasize the role and life experiences of Mexican-Americans in the historical evolution of the political, economic and sociocultural institutions of the United States. Credit/No Credit Option.

17A UNITED STATES HISTORY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 17A is a survey of the political, economic, social and cultural history of the United States from the pre-colonial period through the Civil War. Topics covered include indigenous and European influence on the development of the colonies, the causes and consequences of the War of Independence, the origin and principles of the U.S. Constitution, westward expansion, sectional conflict, the Civil War and Reconstruction. This class may also be taught in a distance learning format. (CAN HIST 8) Credit/No Credit Option.

17B UNITED STATES HISTORY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
History 17B is a survey of the political, economic, social and cultural development of the United States from the Reconstruction to the present. Topics covered include Reconstruction, Industrialization, the Progressive Era, World War I, the Twenties, the New Deal, and World War II. Also covered are domestic and foreign policy issues of the post-World War II period including the 1950s and 60s, Vietnam and Watergate. This course also highlights the development of California State and local governments. This course may also be taught in a distance learning format. (CAN HIST 10) Credit/No Credit Option.

20 HISTORY AND GEOGRAPHY OF CALIFORNIA
3 units Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: California State University.
The course will examine California geographic regions, the Indians of California, discovery, institutions of Spanish California, developments in the Mexican period, the early American period, economic foundations of the state, political growth and institutions of American California, California history in the 20th Century, and state and local government. Credit/No Credit Option.

21 HISTORY OF SANTA CLARA COUNTY AND THE SAN FRANCISCO BAY REGION
3 units Lecture 3 hours
Acceptable for credit: California State University.
History 21 is a study of Santa Clara County and the San Francisco Bay region from pre-settlement to the present day. The emphasis is on the county history and its relationship with the Bay region after 1850 in its social, political, and economic growth. Credit/No Credit Option.

30 HISTORY OF SOUTHEAST ASIA
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
The History of Southeast Asia will offer the student a survey of the peoples of Southeast Asia. Major topics will include political, economic, social and cultural events which highlight the background and makeup of the Orient. Special emphasis may be given to the Philippines, Malaya, Thailand, Taiwan, and Hong Kong. A visual history may be expected. Credit/No Credit Option.
Honors Program

University Transfer

COORDINATOR:
Honors:
Ann Malmuth-Onn
Counselor:
Linda Engelking

The West Valley College Honors University Transfer Program is one of the institution's primary instruments for advanced academic excellence and scholastic training within a critical-thinking mode. The program's primary mission is to create and maintain an alternative curriculum model which, by virtue of its interdisciplinary structure, ensures course enrichment and accelerates the intellectual and creative development of high-ability students.

Philosophy

The West Valley College Honors University Transfer Program has been established to encourage the creative and intellectual development of high-ability students at the community college level. The program offers an alternative curriculum model which ensures course enrichment and fosters an environment of academic excellence and advanced critical thinking. The Honors Program is the best example of exceptional training and vision that West Valley College offers.

Program Description

Honors Program courses tend to require a higher level of analysis, rather than more work on the part of the student. This is accomplished by using an innovative curriculum model called a transdisciplinary unit, which expands the concept of team-teaching and interdisciplinary instruction. An Honors Program team consists of three to four instructors who coordinate their course content and methods. Through an interdisciplinary approach, the Honors Program concentrates on three themes (two per semester): Civilizations of the World, Science: Inquiry and Applications, and Thought and Politics.

Each transdisciplinary unit is comprised of a cluster of courses which collectively provide a multidisciplinary foundation and the common intellectual ground for a central theme. These units offer an integrated curriculum without sacrificing the integrity and rigor of the content of the specific disciplines included in the module. Students have the option of enrolling in one, two, or three courses depending on pre- and corequisites, the number and type of general education courses already completed, and the requirements of their majors. Honors students who wish to transfer under the terms of the transfer alliances with selected universities receive priority consideration. To qualify students must complete six or more Honors courses (18 units) with a GPA of 3.0 or higher.

Course Size

Course enrollment is limited to 20 students. Because students often register for more than one course within a transdisciplinary unit. The Honors program encourages peer support study groups, and esprit de corps.

Course Content and Methodology

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

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

Students who complete the full Honors Program sequence and other noted courses will qualify for an A.A. in the Honors Program. Students are encouraged to work simultaneously towards the completion of their coursework in their proposed majors so that they may also earn an A.A. or A.S. in their respective majors. Honors Program course descriptions are in the Honors Program brochure available in the Counseling Center, room 6.

For further information, call 741-2614.

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

ANTHR 3 HONORS—INTRODUCTION TO CULTURAL ANTHROPOLOGY

3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.

The course introduces the student to the study of world cultures from an anthropological view, with a particular focus on the cultures of Asia. Cultural adaptation to environment and the effect of modern world trends on traditional tribes and peoples will be emphasized. Themes include current issues in anthropology, ethics, ecology and the tragedy of the commons. Students will conduct field research in cultural diversity in our community. Students will be encouraged to explore the cultures of the Pacific Rim.
ART 1A HONORS—SURVEY OF WESTERN ART I
3 units Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
An analysis of stylistic movements in western world painting, architecture and sculpture from pre-history through the Gothic era. Art will be examined as a reflection of human interaction with events of the time emphasizing aesthetic, cultural and historical values. As it relates to the literature of classical mythology, visual imagery will be identified and researched. Introduction to the arts, which is taken in conjunction with this course, traces classical world archetypes in music and is implemented in art, theatre, and music modules. (CAN ART 2)

ART 1B HONORS—SURVEY OF WESTERN ART II
3 units Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, using art as a reflection of human interaction with the events of the time, emphasizing aesthetic, cultural and historical values. (CAN ART 4)

ART 1D HONORS—20TH CENTURY ART
3 units Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A general survey of painting, sculpture, and architecture in the western world from the Impressionists to the present day, emphasizing the evolution of changing attitudes toward form and content.

ART 4 HONORS—ART APPRECIATION
3 units Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
An introductory overview to the general trends and concepts of visual expression. Art objects under study will be considered both as aesthetic entities in themselves and as crystallization of man’s thought and beliefs at different periods of history. Students will also gain greater awareness of the processes, media and techniques required to create art. Credit/No Credit Option.

ASTRO 1 HONORS—ASTRONOMY
3 units Lecture 3 hours
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
A course in descriptive Astronomy, covering the entire panorama of evolution: the birth, life, and death cycle of stars, the birth, life, and death cycle of galaxies, the origin of the entire universe, the origin of planets, and the beginnings of life on earth. With that as a foundation, the possibility of communicating with distant technical civilizations is discussed. This course will involve a quantitative rather than qualitative approach.

ASTRO 2 HONORS—ASTRONOMY LABORATORY
1 unit Laboratory 3 hours
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
Hands-on approach to learning astronomical data-collecting methods, reinforcing concepts learned in Astronomy 1. Methods include use of planetarium instrument, celestial globes, “homemade” instruments such as sundials, and astronomical photographic plates of stars and galaxies.

BIO 21 HONORS—GENETICS WITH LAB
4 units Lecture 3 hours; lab 3 hours
Acceptable for credit: University of California, California State University.
An introduction to the basic principles and concepts of heredity and their applications. Topics will include classical and modern concepts of the gene, gene function and regulation, population genetics, evolution, and recombinant DNA technology.

COMM 10 HONORS—PERSUASIVE SPEAKING
3 units Lecture 3 hours
Prerequisite: Engl 905.
Recommended preparation: ESL 65LS strongly recommended for ESL students.
Acceptable for credit: University of California, California State University.
This course will focus on the study, presentation, and analysis of persuasive messages. Considerable attention will be given to developing the student’s ability to prepare and present persuasive messages and the ability to listen critically and to evaluate persuasive messages. Students will examine the difference between fact and inference, the influence of ethos, logos, and pathos as persuasive proofs, the difference between induction and deduction, types of propositions (claims) and types of arguments (reasoning); identification and analysis of fallacies; and other topics as related to persuasion and its place in historical and contemporary communication events. Substantial writing of essays plus full-content outlines that help the student learn the relationships of language to logic will be required. This course is intended to satisfy the IGETC requirement for Critical Thinking/English Composition.

COMM 20 HONORS—ARGUMENTATION AND DEBATE
3 units Lecture 3 hours
Prerequisite: Engl 905
Recommended preparation: ESL 65LS strongly recommended for ESL students.
Corequisite: Transdisciplinary Units IIA, IIB, IIIA and IIIB.
Acceptable for credit: University of California, California State University.
In Argumentation and Debate, students will learn the means of discovering and supporting intelligent decisions and effectively presenting them orally. The study of rhetorical theory and practice will be adapted to the content presented in the Honors Program units Thought and Politics and Science Inquiry and Application. Students will be expected to present arguments which demonstrate a higher level of analysis and breadth acquired by the corequisite courses and supported by Dialogue searches.

ECON 1A HONORS—PRINCIPLES OF MACROECONOMICS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
An introduction to macroeconomic analysis and principles. Analysis of the economy as a whole: determinants of the level of income, employment, and prices; money and banking; economic fluctuations; economic development. A study and analysis of the institutions and processes of the economy as a whole. The honors section will include extensive application of economic principles to the analysis of issues or scenarios drawn from the corresponding corequisite courses.

ECON 1B HONORS—PRINCIPLES OF MICROECONOMICS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
An introduction to microeconomic analysis. Analysis of the allocation of resources and the distribution of income through a price system, economic theory related to demand, production, competitive and noncompetitive product markets; the role of public policy. The honors section will include extensive application of economic principles to and analysis of economic/political issues.

PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
RECOMMENDED preparations are ADVISORY.
ECN 3 HONORS—INTRODUCTION TO POLITICAL ECONOMY
3 units
Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course introduces the student to the more interdisciplinary dimensions of political economy which are largely excluded from either Econ 10 or Econ 1A, 1B. Political economy embraces the economic works and concerns of the Marxists and Institutionals, as well as the more traditional perspectives of Neo-Classical and Keynesian economists. Political economy tends to stress the unity of micro and macro events and processes. It exhibits a tendency to go beyond the bounds of pure economics in order to understand or rationalize the structure and changes within the economy.

ENGL 1C HONORS—CLEAR THINKING IN WRITING
3 units
Lecture 3 hours
Prerequisite: English 1A
Recommended Preparation: Read 970
This writing course focuses on techniques and principles of writing effective argument. The course examines word choice, inference, evidence, reasoning, and strategies in argument written by both professional and student writers.

ENGL 46 HONORS—CONTEMPORARY AMERICAN MULTI-CULTURAL LITERATURE
3 units
Lecture 3 hours
Recommended preparation: Engl 1A
Acceptable for credit: University of California, California State University.
This course examines contemporary and modern American literature by writers from at least three of the following groups: African American/Black, American Indian, Asian American/Pacific Islander, Chicano/Latino, European American, and Middle Eastern American. Students will examine issues of race, gender, and class as explored through short stories and novels. This course will satisfy the 3-unit Cultural Diversity requirement for the Associate degree. Credit/No Credit Option.

ENGL 49 HONORS—MODERN FICTION
3 units
Lecture 3 hours each course
Recommended preparation: Engl 1A
Acceptable for credit: University of California, California State University.
Reading and analysis of the modern and contemporary novel and short story; fulfills general education requirement for literature.

GEOG 2 HONORS—INTRODUCTION TO CULTURAL GEOGRAPHY
3 units
Lecture 3 hours each course
Acceptable for credit: University of California, California State University.
The study of systems of human technologies and cultural practices as developed in particular regions of the earth through time by human populations. People’s relationship to the land is observed through the description and explanation of changes and/or lack of changes made on the earth’s surface by human cultures.

HIST 4A HONORS—HISTORY OF WESTERN CIVILIZATION
3 units
Lecture 3 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.

IS 4 HONORS FORUM
3 units
Lecture 3 hours
Acceptable for credit: University of California, California State University.
The Honors Forum is an interdisciplinary course that focuses on (1) the work of an individual artist, scientist, or philosopher who has had an impact on more than one field of study, or (2) a central theme, as reflected by a related group of thinkers, which has had an impact on more than one field of study. The course consists of lectures from guest speakers as well as faculty in disciplines related to the subject of the course.

LIBR 2 HONORS—INFORMATION RETRIEVAL
3 units
Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course is an integral part of the Honors curriculum. It is designed to develop research and information retrieval skills using the resources of the college library and information utilities. The fundamentals of research entail a knowledge of general and specialized reference tools such as the Reference Collection, the Audio Visual Collection, and the Periodical Indexes. After a brief review of the basic organization of information storage systems, the emphasis will be on developing comprehensive bibliographic techniques that concentrate in a specific area of knowledge.

MATH 8 HONORS—FINITE MATHEMATICS
3 units
Lecture 3 hours
Prerequisite: Math 106 or 106R with a grade of “C” or better or 2 years high school algebra.
Acceptable for credit: University of California, California State University.
This course covers linear equations, systems of equations and inequalities, linear programming set theory, elements of probability, mathematics of finance, Markov chains and game theory. Particular emphasis will be placed on applications.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
MATH 10 HONORS—ELEMENTARY STATISTICS
3 units Lecture 3 hours
Prerequisite: Math 106 or 106R or 1 year high school algebra II.
Acceptable for credit: University of California, California State University.
This course will cover descriptive and inferential statistics including data analysis, probability, correlation and linear regression, probability distribution, and assorted hypothesis testing. Students in this course will demonstrate, through experiments and use of statistical computer packages, a rigorous understanding of experimental design, data collection, and data analysis. Actual experimental design and data collection are not part of the standard elementary statistics course. Additional topics commonly used in research—such as validity and reliability, the power of a statistical test, and ANOVA—will be covered. (CAN Stat 2)

MATH 18 HONORS—MATHEMATICAL PROBLEM SOLVING
3 units Lecture 3 hours and 1 hour by arrangement
Recommended preparation: Math 106 or 106R or one year high school algebra II.
Acceptable for credit: California State University. No credit for this course will be given at the University of California after Summer, 1997. The course introduces students to a variety of mathematical problem-solving strategies used in both theoretical and practical applications. The course uses microcomputers to reinforce concepts, and applications may be drawn from mathematics, computer science, physical sciences, life sciences, and/or behavioral sciences. No computer background is assumed or required.

MUSIC 1 HONORS—MUSIC LITERATURE
3 units Lecture 3 hours; 1 hour by arrangement
Acceptable for credit: University of California, California State University.
A historically oriented and chronological study of music from early origins to 1750 with emphasis on stylistic concepts as shown by intensive study of representative works.

MUSIC 2 HONORS—MUSIC LITERATURE
3 units Lecture 3 hours; 1 hour by arrangement
Acceptable for credit: University of California, California State University.
A historically oriented and chronological study of music from 1750 to the present, with emphasis on stylistic concepts as shown by intensive study of representative works.

PE 51 HONORS—DANCE IN AMERICA: A CULTURAL PERSPECTIVE
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course examines dance as a cultural expression in the U.S.A. We will explore dance forms indigenous to the U.S.A., their social, political, economic, and religious significance, such as Amerindian, Cajun, Hula, Jazz and Mexican. We will analyze styles that originated in different cultures and how these forms have emerged as an expression of cultural identity in our society.

PHIL 4 HONORS— PATTERNS IN COMPARATIVE RELIGION
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs. the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arabic, and Oriental peoples.

PHIL 8 HONORS—INTRODUCTION TO ASIAN PHILOSOPHY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
The course introduces the student to the philosophic and religious traditions of Asia. Students will read primary sources which reveal the philosophic beliefs of Asian peoples, including materials from Hinduism, Buddhism, Confucian, Taoist and Japanese traditions. Emphasis will be placed on the integration of philosophic and religious beliefs with the social and cultural values of Asian societies.

POLIT 1 HONORS—AMERICAN GOVERNMENT
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Political Science 1 in the Honors Program unit Thought and Politics introduces students to the basic concepts and institutions of American Government and economics using both text and primary source documents. The Honors approach relies heavily on student discovery, debate and analysis of ideas, ideologies, and public policy documents. Critical analysis of executive orders, legislative acts, bureaucratic regulations, economic policy, as well as debate of public policy issues are the techniques most commonly used in the honors version of the course. Library research focuses on government resource works and materials. Students leave Thought in Politics with a command of the concepts associated with democratic government and economics as well as a grasp of the current public policy issues. The link of economics and politics is regularly investigated throughout the semester.

POLIT 3 HONORS—INTRODUCTION TO POLITICAL SCIENCE
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Political Science 3 is an introduction to political theory analyzing the ideological origins of nation-states from direct democracy to totalitarian forms of government. Political Science 3 may be used to meet Social Science Series I or II requirements in the General Education pattern for transfer to the California State University System.
Humanities

1A HUMAN VALUES IN AND FROM THE ARTS
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.

Humanities 1A is designed to show integration of the visual, literary and musical arts within a historical context from ancient world to the early Renaissance, leading to better understanding of past values and their continuity, relationship and connection to our own times and lives. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values. Credit/No Credit Option.

1B HUMAN VALUES IN AND FROM THE ARTS
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.

Humanities 1B is a continuation of Humanities 1A from Renaissance, to the present. It is an interdisciplinary approach to cultural epochs through the use of thematic materials, ideas and values. Credit/No Credit Option.

2 INTRODUCTION TO HUMANITIES IN AMERICA
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.

An interdisciplinary study of the American character and value patterns through analyses of major works of literary, historical and philosophical significance and through examination of selected examples of architectural structures, painting, sculpture, and music. Credit/No Credit Option.

5 HUMANITIES IN THE ORIENTAL, ISLAMIC AND INDIAN CULTURES
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.

This course deals with the integration, co-relation and cross-fertilization of ideas and values by an examination of the literature, the arts, and the music of the East. There is an emphasis on the comparison of Western attitudes and institutions to Eastern thought and culture. An understanding of the East’s value system can enhance one’s own personal philosophy of life. Credit/No Credit Option.

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

4 HONORS FORUM
3 units
Lecture 3 hours (Also offered as a television course.)
Acceptable for credit: University of California, California State University.

The Honors Forum is an interdisciplinary course that focuses on (1) the work of an individual artist, scientist, or philosopher who has had an impact on more than one field of study, or (2) a central theme, as reflected by a related group of thinkers, which has had an impact on more than one field of study. The course consists of lectures from guest speakers as well as faculty in disciplines related to the subject of the course.

6 INTEGRATING PERSONAL VALUES WITH WORK AND COMMUNITY
1 unit Lecture 3 hours (6 weeks)
This course focuses on important commitments students face in their lives—commitments to family, community, self and work. Students will identify their skills and personal strengths. In addition, students will learn about various community resources they can access for the benefit of their families. This course is specifically designed to address the life experiences of students who are single parents. The content of the course, however, is of value to any interested student. This course is dual listed with COUNS 006. This course is West Valley College degree applicable. Credit/No Credit Only.

9 MAKING A DIFFERENCE IN THE COMMUNITY
1 unit Lecture 3 hours (6 weeks)
Recommended preparations: LIBR 5
This course is designed to help students nurture a sense of community involvement while gaining work experience and developing workforce skills. Students will be placed in volunteer or paid work positions in community service agencies, where they will learn about community issues and problems as well as potential solutions. Students in volunteer positions will work a total of six hours. Paid work experiences will be available to students who have access to federal work-study or CalWORKS work-study funds. It may be repeated two times. This course will be dual listed with COUNS 009. This course is West Valley College degree applicable. Credit/No Credit Option.

40 TUTOR TRAINING
1.5 units Lecture varies: 27 hours total for 1.5 units.
Prerequisite: A or B in appropriate academic course and recommendation from a faculty member in the appropriate discipline.
Acceptable for credit: California State University.
The purpose of this course is to train tutors to help students as peers to maximize their learning potential. However, this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/lecture discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach. Credit/No Credit Only.

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

Interior Design

THE FACULTY
Diane Hurd
Celine Pinet

5 INTRODUCTION TO INTERIOR DESIGN
1 unit Lecture 3 hours for 6 weeks
Recommended preparation: Math 902
Acceptable for credit: California State University.
This survey course introduces the profession, its history, and related specialties and disciplines. Interior Design will be seen as multi-faceted with many career paths and opportunities. Credit/No Credit Option.

10 ELEMENTS AND PRINCIPLES OF INTERIOR DESIGN
3 units Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement.
Recommended preparation: Math 902
Acceptable for credit: California State University.
The course is intended to provide students with the knowledge of conceptual design elements and principles which will be applied to designing interior spaces in subsequent interior design courses. Credit/No Credit Option.

15 INTERIOR ARCHITECTURAL DRAFTING
3 units Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course introduces the tools and techniques necessary for interior architectural drafting. Emphasis is on lettering, measuring techniques, scale problems, use of architectural graphic standards, dimensioning, plans, elevations, and sections. Credit/No Credit Option.

20 COLOR THEORY AND APPLICATION
3 units Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course is an introduction to design fundamentals and the basic principles of color and applied art as related to interior design. Laboratory experiences will expose the students to design projects in different media. Credit/No Credit Option.
25 INTERIOR FINISH MATERIALS
3 units  Lecture 3 hours; 2 lab hours by arrangement
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers instruction in various interior design materials, characteristics, processes and uses, including textiles and other products for floors, walls, ceilings, and furniture. Credit/No Credit Option.

30 GRAPHIC TECHNIQUES (See ARCH 31A)
3 units  Lecture 2 hours; lab 3 hours
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers sketching and rendering techniques in relation to interior spaces. One-point perspective drawing, an introduction to two-point perspective drawing, and sketching and rendering techniques in black and white, with an introduction to color media, will be explored. Credit/No Credit Option.

30A SUCCESS STRATEGIES
3 units  Lecture 3 hours
This course is designed to help students succeed both academically and in the workplace. Students’ interests, skills and abilities will be discussed in relation to industry and workplace expectations in their specific career program area. A variety of exercises involving communication, teamwork, and problem solving skills will be incorporated in order to prepare students for the requirements of the modern workplace. This course is West Valley College career program applicable and A.A./A.S. Degree applicable. This course will be dual listed with CHS 030A, PARA 030A, PKMGT 030A, HTECH 030A and FD 030A. This course may be repeated twice. Credit/No Credit Only.

35A HISTORY OF FURNITURE AND INTERIORS
3 units  Lecture 3 hours
Acceptable for credit: California State University.
This course will cover the principal styles of furniture, interiors, and related decorative arts from antiquity through the French period. Credit/No Credit Option.

35B HISTORY OF FURNITURE AND INTERIORS
3 units  Lecture 3 hours
Prerequisite: ID 35A
Acceptable for credit: California State University.
This course will cover the principal styles of furniture, interiors, and related decorative arts from the English Period to the present. Credit/No Credit Option.

35C DESIGN OF HISTORIC INTERIORS
3 units  Lecture 3 hours
Prerequisite: ID 35A.
Recommended preparation: Math 902, ID 025
This course examines the process, laws and regulations, categories, qualification criteria and financial incentives for the interior design of historic buildings. In addition, rehabilitation of a building is explored in detail. This course is West Valley College degree and certificate applicable. It may be repeated one time. Credit/No Credit Option.

40 RESIDENTIAL DESIGN
3 units  Lecture 2 hours; lab 3 hours; lab 4 hours by arrangement.
Prerequisite: ID 10, 15, (20, 25, 30, 75, may be taken concurrently).
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers planning and design for interior spaces with emphasis on the home environment. Projects will include studies of special spaces and a complete residence with scale drawings, color and materials schemes and selection of furnishings. Credit/No Credit Option.

45 PROFESSIONAL PRACTICE
3 units  Lecture 3 hours
Prerequisite: ID 40, 55 or concurrently.
Recommended preparation: Math 103/103R
Acceptable for credit: California State University.
This course covers business principles and practices in the field of interior design for both residential and commercial interiors. Credit/No Credit Option.

50 KITCHEN AND BATH DESIGN
3 units  Lecture 2 hours; lab 3 hours; lab 4 hours by arrangement.
Prerequisite: ID 40 or concurrent.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers the process of design for kitchens and baths with emphasis on remodeling, presentation drawings and material selection and specification. Credit/No Credit Option.

55 INTERIOR DESIGN BUDGET ESTIMATING
3 units  Lecture 3 hours
Prerequisite: ID 25.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers the processes and techniques of estimating and specifying materials related to the finishing and furnishing of interior spaces, including window treatment, wall treatment, floor treatment, upholstery, and architectural surfaces. Credit/No Credit Option.

60 COMMERCIAL DESIGN
3 units  Lecture 2 hours; lab 3 hours; lab 4 hours by arrangement.
Prerequisite: ID 40.
Recommended preparation: Math 902
Acceptable for credit: California State University.
Students will study the methods of planning and design for interior spaces related to commercial projects and space planning for offices and public buildings. Finish materials and furniture suitable for commercial projects are examined and methods of producing presentation drawings are practiced. Grade or Credit/No Credit Option.

65 INTRODUCTION TO COMPUTER AIDED DESIGN AND DRAFTING: AUTOCAD
3 units  Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement.
Prerequisite: ID15 or concurrent.
Recommended preparation: Math 902
Acceptable for credit: California State University.
An introduction to computer-aided drafting using AutoCad on the IBM. The course emphasis will be in the construction of both 2D and 3D interior design drawings. In addition to basic AutoCad techniques, topics will include problems using the Advanced Modeling Extension (AME). This course is designed for students with NO prior computer experience. Credit/No Credit Option.

66 ADVANCED AUTOCAD
3 units  Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement.
Prerequisites: Draft 073 or ID 065 or Arch 070 or CA 075
This course will enable students to work on more complicated problems of concepts already learned in ID 065, Draft 073, CA 075, or Arch 070 and to study advanced topics in AutoCad. The course emphasis will be advanced topics in the construction of both 2D and 3D drawings and solid modeling. This course is A.A./A.S. degree and certificate applicable. It is dual listed with DRAFT 075. Credit/No Credit Option.

70 ADVANCED GRAPHIC TECHNIQUES
3 units  Lecture 2 hours; lab 3 hours
Prerequisite: ID 30, and 40, may be taken concurrently.
Recommended preparation: 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. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
75 LIGHTING DESIGN
3 units Lecture 3 hours
Prerequisite: ID 15, and 20 or concurrently.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers the theory and practice of lighting design and development of plans with light-fixture specifications. Credit/No Credit Option.

80 ADVANCED COMMERCIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours; lab 4 hours by arrangement.
Prerequisite: ID 60, 70
Recommended preparation: Math 902
Acceptable for credit: California State University.
Advanced Commercial Design: This course involves the study of commercial interior design via projects of increased size and complexity and of diverse use. Credit/No Credit Option.

85 DESIGN DETAILING
3 units
Lecture 2 hours; lab 3 hours; lab 2 hours by arrangement.
Prerequisite: ID 60, Arch 30.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers the development of the design process and skills as applied to custom interior detailing and furniture design. Credit/No Credit Option.

90 INTERNSHIP
3-4 units Hours by arrangement: 9-12 per week
Prerequisite: ID 5, 10, 15.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course is intended to provide students with professional experience working in the profession of Interior Design. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Recommended preparation: Math 103/103R
Acceptable for credit: California State University.
Independent work of special interest to the student related to but not included in regular Interior Design courses offered by the college. Credit/No Credit Option.

95 PORTFOLIO DEVELOPMENT AND PRESENTATION
3 units Lecture 2 hours; lab 3 hours
Prerequisite: ID 80 or concurrent.
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course offers students the opportunity to prepare a professional portfolio. Program development, schematic studies, working drawings, and specifications of past projects are reviewed, reworked, and included in the portfolio. Resume writing, letters of introduction, and interviewing techniques are explored. Credit/No Credit Option.

International Trade
See Community Education Schedule

Italian

1A BEGINNING ITALIAN
5 units Lecture 5 hours
Corequisite: Italian 11A.
Acceptable for credit: University of California, California State University.
The students will learn the fundamentals of Italian grammar and pronunciation, how to converse on a limited scale about everyday topics, and how to write and understand Italian within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed upon communication, and students will be exposed to some of the culture of Italy. Credit/No Credit Option.

1B BEGINNING ITALIAN
5 units Lecture 5 hours
Prerequisite: Italian 1A or 2 years of high school Italian.
Corequisite: Italian 11B.
Acceptable for credit: University of California, California State University.
Students will continue their development of speaking, reading and writing skills and increase their vocabulary and knowledge of basic Italian grammar. More emphasis will be placed on oral communication and the culture of Italy. Credit/No Credit Option.

2A,B INTERMEDIATE ITALIAN
5 units each Lecture 5 hours each course
Prerequisite: Italian 1B or three years of high school Italian; 2A for 2B.
Acceptable for credit: University of California, California State University.
An intermediate course. Review of grammar, emphasizing structural analysis and practice in writing. Intensive oral and written drills. Selected readings from representative works of contemporary Italian authors. Credit/No Credit Option.

11A ITALIAN LABORATORY
.5 unit
Laboratory 1.5 hours weekly by arrangement
Recommended preparation: Italian 1A concurrently
Acceptable for credit: California State University.
This is a separate course, offered by arrangement at the student’s convenience, which aims to present the culture of the Italian-speaking world through a variety of media. The student will review the customs and culture of Italian-speaking countries through slides, flipstrips, tapes, films and current publications. Tapes and programs providing Italian language and pronunciation drills are also available. The course provides an excellent supplement to Italian 1A. Credit/No Credit Option.
51B INTERMEDIATE ITALIAN CONVERSATION AND CULTURE
3 units  Lecture 3 hours
Prerequisite: Italian 51A.
Acceptable for credit: California State University.
Continuation of Italian 51A. Emphasis on conversation, vocabulary acquisition and idiomatic expressions. Review of basic grammar principles and discussion based on topics chosen from current newspaper and magazine articles. Credit/No Credit Option.

58A ITALIAN IMMERSION
3 units  Lecture 2 hours; Lab by arrangement 3 hours
This course is designed to give students the opportunity to be in an Italian speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Italian. This course is West Valley College Certificate applicable and is transferrable to CSU. This course may be repeated once. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours per week by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University.
Individual work in fundamentals of grammar and pronunciation and further development of language skills. Some exposure to the customs and culture of Italy through discussions and reading selections. Credit/No Credit Option.

Japanese
1A, B BEGINNING JAPANESE
5 units each
Lecture 5 hours each course
Prerequisite: 1A is prerequisite to 1B.
Acceptable for credit: University of California, California State University.
The student will learn the fundamentals of Japanese grammar and pronunciation and be able to converse on a limited scale about topics of everyday importance. He/she will be able to record this same information in writing and will be able to understand written and spoken Japanese within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to various aspects of the culture of the Japanese speaking world. Credit/No Credit Option.

2A INTERMEDIATE JAPANESE
5 units  Lecture 5 hours
Prerequisite: Japanese 1B.
Acceptable for credit: University of California, California State University.
The student will review basic grammar and learn new structures and vocabulary while increasing his/her knowledge of the customs and culture of Japan. Conversation and written drills will be emphasized as well as practice in written composition Credit/No Credit Option.

2B INTERMEDIATE JAPANESE
5 units  Lecture 5 hours
Prerequisite: Japanese 2A.
Acceptable for credit: University of California, California State University.
The course will continue the grammar and vocabulary of Japanese 2A, and it will introduce new material about the culture of Japan. Conversation and written drills will be emphasized as well as practice in written composition Credit/No Credit Option.
11A JAPANESE LABORATORY
.5 unit Lab 1.5 hours by arrangement
Recommended preparation: Japanese 1A concurrently
Acceptable for Credit: California State University
Japanese 011A is a separate course offered by arrangement for the student’s convenience. It aims to present the culture of the Japanese speaking people through a variety of media. The student will review the Japanese culture through slides, filmstrips, film, cassettes and current publications. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with Japanese 001A. This course may be repeated once. It will be A.A./A.S. Degree applicable. Credit/No Credit Option.

11B JAPANESE LABORATORY
.5 unit Lab 1.5 hours by arrangement
Recommended preparation: Japanese 1B concurrently
Acceptable for Credit: California State University
Japanese 011B is a continuation of JPNS 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the Japanese speaking people and their culture through further use of tapes, slides, filmstrips, and current publications. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with JPNS 001B. This course may be repeated once. It will be A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

50A, B BASIC JAPANESE CONVERSATION AND CULTURE
3 units each Lecture 3 hours each course
Prerequisite: 50A is prerequisite to 50B.
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. Credit/No Credit Option.

50A JAPANESE IMMERSION
3 units Lecture 3 hours
Acceptable for credit: California State University.
Prior to the three-day Immersion Weekend retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Japanese. This course is West Valley College A.A. and A.S. Degree and Certificate applicable. It may be repeated once. Credit/No Credit Option.

51A INTERMEDIATE JAPANESE CONVERSATION AND CULTURE
3 units Lecture 3 hours
Prerequisite: Jpns 50B OR 1A.
Acceptable for credit: California State University.
Designed for those desiring an intermediate, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities will permit active use of the language. Cultural topics will center on everyday life in Japan today (food, customs, traditions, government, etc.). A variety of audio visual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Credit/No Credit Option.

51B INTERMEDIATE JAPANESE CONVERSATION AND CULTURE
3 units Lecture 3 hours
Prerequisite: Jpns 51A
Acceptable for credit: California State University.
Designed for those desiring an intermediate, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary building with a minimum of grammar. A variety of classroom activities will permit the student to use the language while studying it. Cultural topics will center on everyday life in Japan today. A variety of audio visual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Credit/No Credit Option.
1C LEGAL ASPECTS OF COMMUNICATION
1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Acceptable for credit: University of California, California State University.
This is the third part of a three-segment course in mass communication in society. Section C (Legal Aspects of Communication) discusses communication legal issues, including libel, privacy, obscenity, access to information, and copyright as they apply to mass communications and multimedia. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

3 INTRODUCTION TO PHOTO COMMUNICATION
3 units
Lecture 3 hours;
Acceptable for credit: California State University.
A visually-oriented study of photography as an art effective means of communication, to narrate, to document, to interpret, to illustrate; of the need for perception, coordination, continuity; or editing for impact. (Not offered each year.)

5 INTRODUCTION TO RADIO-TELEVISION BROADCASTING
3 units
Lecture 3 hours;
Acceptable for credit: California State University.
A comprehensive study of the radio-television broadcasting industry, its origin, development, operation, regulation, social-political-economic significance, and basic production techniques. (Not offered each year.)

20A NEWS STORY ORGANIZATION
1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Recommended preparation: English 905
Acceptable for credit: California State University.
This is the first part of a three-segment course in beginning news writing principles, where clear, concise and accurate written communication is emphasized. Section A (News Story Organization) focuses on writing for the mass media (including multimedia), with special emphasis on lead paragraph writing and inverted pyramid story organization. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

20B NEWS GATHERING
1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Recommended preparation: English 905
Acceptable for credit: California State University.
This is the second part of a three-segment course in beginning news writing principles, where clear, concise and accurate written communication is emphasized. Section B (News Gathering) focuses on news and information gathering techniques for newswriting and multimedia projects. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

20C NEWS WRITING PRACTICE
1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Prerequisite: JOURN 20A and JOURN 20B
Recommended preparation: English 905
Acceptable for credit: California State University.
This is the third part of a three-segment course in beginning news writing principles, where clear, concise and accurate written communication is emphasized. Section C (Newswriting Practice) focuses on putting news gathering and news writing principles together with controlled newswriting and multimedia writing exercises. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

21A BEGINNING NEWSWRITING
1 unit
Lecture 3 hours;
Recommended preparation: English 905
Acceptable for credit: California State University.
The first part of a two-semester sequence course of lecture and laboratory in newswriting principles. Clear, concise, accurate communication is emphasized. Preparation of news features, human-interest features, editorials and opinion columns. Also includes greater emphasis on copy editing and advanced reporting techniques, including how to cover speeches, meetings, etc. The course is designed to satisfy, in part, the basic newswriting requirements for baccalaureate programs in journalism. (Not offered each year.)

21B ADVANCED NEWSWRITING
3 units
Lecture 3 hours;
Prerequisite: Journalism 21A
Recommended preparation: English 905
Acceptable for credit: California State University.
The second part of a two-semester sequence course of lecture and laboratory in newswriting principles. Clear, concise, accurate communication is emphasized. Preparation of news stories that are more complex and require greater detail, including multi-element stories, news features, human-interest features, editorials and opinion columns. Also includes greater emphasis on copy editing and advanced reporting techniques, including how to cover speeches, meetings, etc. The course is designed to satisfy, in part, the basic newswriting requirements for baccalaureate programs in journalism. (Not offered each year.)

30 INTERNET FOR JOURNALISM
.5 unit
Lecture 1.5 hours; lab by arrangement 3.5 hours (6 weeks)
This course will provide a basic introduction to the World Wide Web and the resources found therein for journalism media related subjects. Students will have the opportunity to access the Internet to research trends in media use of the World Wide Web. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit only.

35 ZINES AND NEWSLETTERS
1 unit
Lecture 3 hours; lab by arrangement 2 hours (6 weeks)
Recommended preparation: CA 73, Internet, Hands-On :-)
Acceptable for credit: California State University.
This course will provide a basic introduction to presenting news and information on the Internet in the form of ‘zine format (a multimedia magazine format intended only for electronic distribution) and electronic newsletter format. This course is West Valley College Certificate and AA/AS Degree applicable. Credit/No Credit only.
53 NEWSPAPER ARTICLE WRITING
2 units
Lecture 1 hour; lab 2 hours plus 2 hours by arrangement
Recommended preparation: English 905
Acceptable for credit: California State University.
A one-semester lecture and lab course in newspaper article writing techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Stories are assigned, students conduct interviews and gather information for stories, stories are written onto a computer, where they are edited by student editors. During the process, discussions are held as appropriate on ethical, legal, and other responsibilities and writing styles and techniques. The cycle is repeated to the number of issues in the term. Credit/No Credit Option.

54AB NEWSPAPER ARTICLE WRITING
1 unit each
Lecture 1 hour; lab 2 hours plus 2 hours by arrangement (9 weeks)
Recommended preparation: English 905
Acceptable for credit: California State University.
A nine-week lecture and lab course in newspaper article writing techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Stories are assigned, students conduct interviews and gather information for stories, stories are written onto a computer, where they are edited by student editors. During the process, discussions are held as appropriate on ethical, legal, and other responsibilities and writing styles and techniques. The cycle is repeated to the number of issues in the term. Credit/No Credit Option.

55 NEWSPAPER PRODUCTION
2 units
Lecture 1 hour; lab 2 hours plus 2 hours by arrangement
Recommended preparation: English 905
Acceptable for credit: California State University.
A one-semester lecture and lab course in newspaper production techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Stories are assigned, students conduct interviews and gather information for stories, stories are written onto a computer, where they are edited by student editors. During the process, discussions are held as appropriate on ethical, legal, and other responsibilities and writing styles and techniques. The cycle is repeated to the number of issues in the term. Credit/No Credit Option.

56AB NEWSPAPER PRODUCTION
1 unit each
Lecture 1 hour; lab 2 hours plus 2 hours by arrangement (9 weeks)
Recommended preparation: English 905
Acceptable for credit: California State University.
A nine-week lecture and lab course in newspaper production techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Stories prepared by the class are checked for completeness and lack of technical errors. Class members and student editors review possible page designs. Students paginate (lay out) pages on a computer, place stories, artwork, photographs and other graphic images on the page, print out and assemble the page to be sent to a commercial printer. During the process, discussions are held as appropriate on ethical, legal, and other responsibilities, and graphic arts techniques. The cycle is repeated to the number of issues in the term. Credit/No Credit Option.

57 NEWSPAPER PHOTOGRAPHY
2 units
Lecture 1 hour; lab 2 hours plus 2 hours by arrangement
Recommended preparation: Photo 1
Acceptable for credit: California State University.
A one-semester lecture and lab course in newspaper photojournalism techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Photo assignments are made, students shoot the photos and gather information for cutlines, film is processed and photos are printed, cutlines are written, photos are scaled and cropped for the printer. During the process, discussions are held as appropriate on ethical, legal and other responsibilities, and photographic and graphic styles and techniques. The cycle is repeated to the number of issues in the term. Credit/No Credit Option.

58AB NEWSPAPER PHOTOGRAPHY
1 unit each
Lecture 1 hour; lab 2 hours plus 2 hours by arrangement (9 weeks)
Recommended Preparation: Photo 1
Acceptable for credit: California State University.
A nine-week lecture and lab course in newspaper photojournalism techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Photo assignments are made, students shoot the photos and gather information for cutlines, film is processed and photos are printed, cutlines are written, photos are scaled and cropped for the printer. During the process, discussions are held as appropriate on ethical, legal and other responsibilities, and photographic and graphic styles and techniques. The cycle is repeated to the number of issues in the term. Credit/No Credit Option.

61 EDITORIAL BOARD
1 unit
Lecture 1 hour; 1/2 arranged hour
Corequisite: Journ 53, 55, or 57
Recommended preparation: Be a major editor of the NORSEMAN
Acceptable for credit: California State University.
Enrollment in this course is limited to major editors of the school newspaper, the NORSEMAN. The Board interprets established policy and supervises production of the student newspaper. Credit/No Credit Option.

100 SPECIAL TOPICS
1/2-3 units
Lecture and/or lab 1 to 9 hours
Recommended Basic Skills Level: none required:
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.
Landscape Architecture
(See also Architecture)

THE FACULTY
Edward Janke
Michael Lorimer

20 INTRODUCTION TO LANDSCAPE ARCHITECTURE
3 units Lecture 3 hours
Acceptable for credit: University of California; California State University.
An introductory survey of landscape history, landscape architectural profession and the different processes involved from small-space design to regional planning. Traces the development of early gardens to the contemporary scene. Gives an overview of the profession and its component discipline. Credit/No Credit Option.

21A LANDSCAPE SITE ANALYSIS AND DEVELOPMENT
3 units Lecture 2 hours; lab 4 hours
Acceptable for credit: University of California, California State University.
The introduction and application of site analysis techniques on various-sized projects. Awareness of how analysis will influence design solutions. Development of landscape material construction details.

21B LANDSCAPE SITE ANALYSIS AND DEVELOPMENT
3 units Lecture 2 hours; lab 4 hours
Acceptable for credit: California State University.
The principles of landscape materials and construction as they relate to site development design. Introduction to general office procedures, client and legal responsibilities.

22 LANDSCAPE TECHNICAL APPLICATIONS
3 units Lecture 2 hours; lab 4 hours
Recommended preparation: Math 103/103R
An introduction to landscape architecture implementation with an emphasis on basic principles of site layout, grading and drainage, earthwork computations, irrigation systems, construction materials and details. This course is West Valley College Degree and Certificate applicable. Grade Only.

38 PLANT COMPOSITION
2 units Lecture 1 hour; lab 3 hours
Prerequisite: Landscape Architecture 39A, B or concurrent enrollment in 39B.
Acceptable for credit: University of California, California State University.
The design placement of ornamental trees, shrubs, vines and groundcovers in the landscape. Stresses the aesthetic and functional relationship of plant combinations, forms and scale of plants to structures and outdoor spaces. Consideration of forms and habits of plant material as they relate to existing and man-made topography.

39A,B LANDSCAPE PLANTS
3 units each Lecture 2 hours; lab 4 hours, each course
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
The identification of ornamental trees, shrubs, vines and groundcovers. Emphasis placed on growth habits, cultural requirements, plant care and maintenance, suitability for landscape uses and ecology of plant communities. Credit/No Credit Option.

38 PLANT COMPOSITION
2 units Lecture 1 hour; lab 3 hours
Prerequisite: Landscape Architecture 39A, B or concurrent enrollment in 39B.
Acceptable for credit: University of California, California State University.
The design placement of ornamental trees, shrubs, vines and groundcovers in the landscape. Stresses the aesthetic and functional relationship of plant combinations, forms and scale of plants to structures and outdoor spaces. Consideration of forms and habits of plant material as they relate to existing and man-made topography.

39A,B LANDSCAPE PLANTS
3 units each Lecture 2 hours; lab 4 hours, each course
Recommended preparation: Math 103/103R
Acceptable for credit: University of California, California State University.
The identification of ornamental trees, shrubs, vines and groundcovers. Emphasis placed on growth habits, cultural requirements, plant care and maintenance, suitability for landscape uses and ecology of plant communities. Credit/No Credit Option.

50A GRAMMAR, STRUCTURE AND ROMAN CULTURE
3 units Lecture 3 hours; Lab by arrangement 3 hours
This course is designed for students who wish to improve their understanding of foreign language, English, and the literature of ancient writers of Latin. The classroom activities consist of learning grammar, vocabulary, reading, and translating original passages in Latin classical literature. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option.

Latin

Languages
(See specific language)
Leadership

20A INTRODUCTION TO DEVELOPING LEADERSHIP SKILLS-A WILDERNESS FIELD COURSE
2 units
Lecture 16 hours for 1 week; Lab 48 hours for 1 week.
Acceptable for credit: California State University.
This innovative course is the foundation to an interdisciplinary program intended to provide students with the opportunity to develop leadership skills by first learning more about themselves and secondly working within a small team. In this course the student will be challenged emotionally, intellectually and physically in a wilderness environment. The student will discover the need for a strong self and learn the dynamics that make teams work. This course is approved for West Valley College General Education pattern under Lifelong Understanding and Development. Credit/No Credit Only.

20B INTRODUCTION TO DEVELOPING LEADERSHIP SKILLS-FOLLOW-UP TO THE WILDERNESS FIELD COURSE
1 unit Lecture 3 hours. (6 weeks)
Prerequisite: Lead 20A
This course is a follow-up to the Wilderness Field Course (Leadership 20A). It will reunite the participants in a seminar setting to review, reflect on, refine, and reinforce the skills and techniques introduced in the field. Credit/No Credit Option.

30A TRANSITION TO LEADERSHIP
3 units Lecture 3 hours.
The conventional view of leadership emphasizes positional power and conspicuous accomplishment. Leadership 30A questions this concept and challenges students to determine what their leadership styles are and to arrive at a personally workable definition of leadership. It examines applying ethics to leadership, articulating a vision, initiating change, and leading by serving.

Library Skills

THE FACULTY
Janice Bonnet
Yanghee Kim
Bill Proudfoot
Betsy Sandford

1 LIBRARY RESEARCH SKILLS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
The objective of this course is to develop skills in retrieving information, analyzing research materials and evaluating the appropriate sources in order to meet coursework assignments. Emphasis will be on specialized research tools such as reference books, periodical indexes, and audiovisual materials. Credit/No Credit Option.

4 INFORMATION RETRIEVAL
1 unit Laboratory 9 hours by arrangement (6 weeks)
Acceptable for Credit: California State University.
This library skills course is designed to enhance the student’s ability to recognize the need for information, identify the location of information, evaluate and organize the information and present the information effectively. This 1-unit course is an independent study. Course assignments are designed to promote a hands-on approach to printed and electronic information resources. Credit/No Credit Option.

5 BASIC INFORMATION SKILLS
1 unit Lecture 3 hours (6 weeks)
Students will have the opportunity to learn and practice skills necessary to use basic information resources. Emphasis will be on accessing information using current retrieval tools, such as computerized academic or employment setting. Credit/No Credit Only.

6 USING THE INTERNET FOR RESEARCH
1 unit Lecture 3 hours; lab 3 hours by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70
Students will have the opportunity to learn to identify when it is appropriate to use the Internet for research and will practice using various tools to find and retrieve information. The course will include practice evaluating and documenting the information found. This course is West Valley College Degree applicable. Credit/No Credit Only

Literature
(See English)

Management and Supervision
(See Business)
Marketing and Sales

THE FACULTY
James Goss
Dr. Kenneth R. Schock

SALES STRATEGIES
3 units
Lecture 3 hours; lab 1.5 hours by arr.
(Also offered as a television course.)
Acceptable for credit: California State University.
This course includes the nature and concept of sales principles and strategies; careers in selling including manufacturer's representatives, wholesale salespersons, retail salespersons, specialty salespersons and sales engineers; each category is explored in depth; issues on how to approach a prospect, how to prospect, qualify, make an effective sales presentation by using the stimulus-response method, the formula method, and the needs-satisfaction method are explored. Students taking this class will learn how to succeed in sales regardless of their chosen field. Motivation of the customer, handling customer objections and complaints, closing the sale, and follow up procedures are explored in depth. Computer simulations and sales compensation methods using the computer will be explored. Students will be expected to explore various software packages that are used in today's world of selling. There will be a two track system—one system will help the beginning student with little or no knowledge of computers and the second system will help the advanced student who has a working knowledge of computers. Credit/No Credit Option.

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

56 MARKETING PRINCIPLES
3 units; Lecture 3 hours; lab 1.5 hours by arr. (Also offered as a television course.)
Acceptable for credit: California State University.
The student enrolling in this course will study the areas and various activities involved in the transfer of goods from producer to the customer. Retail, wholesale and industrial marketing channels and institutions are investigated. Discussion of marketing concepts, promotional strategies, pricing policies, and international marketing are incorporated. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option.

Mathematics

THE FACULTY
Greg Allen
Joane Anderson
Birgit Aquilonius
Stan Benkoski
Steve Blasberg
Denny Burzynski
Doug Campbell
Brad Chin
Wade Ellis, Jr.
Larry Handa
Joe Kenstowicz
Anya Kroth
Kim Pham
Cathy Van Hook
Fred Virdelh
Betty Weiss
Jim Wilczak
Rebecca Wong

TRIGONOMETRY
3 units
Lecture 3 hours
Prerequisite: Math 106 or 106R or one year of high school algebra II and Math 104 or one year of high school geometry.
Acceptable for credit: California State University.
The student will study and demonstrate knowledge and understanding of trigonometric functions including applications to right triangles, circular functions, radian measure, graphs, trigonometric identities, inverse trigonometric functions, vectors and complex numbers.
(CAN MATH 8)

G MATHEMATICS FOR THE LIBERAL ARTS STUDENT
4 units
Lecture 4 hours
Prerequisite: Math 106 or 106R, or 107 or one year high school algebra II.
Acceptable for credit: California State University.
This course fulfills the quantitative reasoning course requirement for transfer to California State Universities. It introduces students to creative mathematical thinking and problem solving. Topics include logic, geometry, applications to exponential and logarithmic functions, and the mathematics for probability and statistics. It is intended to provide a survey of current mathematical techniques for the non-specialist.
1 PRE-CALCULUS ALGEBRA
3 units  Lecture 3 hours
Prerequisite: Math 106 or 106R or one year of high school algebra II. Acceptable for credit: University of California, California State University.
This course is designed to adequately prepare students for the calculus sequence. Its contents include real and complex number systems, polynomials, algebraic fractions, exponents and radicals, linear and quadratic equations, simultaneous equations, matrices and determinants, inequalities, functions, theory of equations, exponential and logarithmic equations, sequences and series, induction and binomial theorem.

2 PRE-CALCULUS ALGEBRA AND TRIGONOMETRY
5 units  Lecture 5 hours
Prerequisite: Math 106 or 106R or one year of high school algebra II and Math 104 or one yr of HS geometry. Acceptable for credit: University of California (4 units only), California State University.
This is an intensive course covering those topics traditionally found in the separate courses of pre-calculus algebra and trigonometry. This course is designed for the honor student in mathematics who desires to fulfill the requirements of Math D and Math 1 in one semester. Note: Completion of Math 3A, 3B and 4A is equivalent to San Jose State University sequence of Math 29, 30, 31 and 32, although the order of topics presented is different. Students who are planning to complete the sequence are advised to take all three courses at one college.

3A CALCULUS AND ANALYTICAL GEOMETRY
5 units  Lecture 5 hours; lab by arrangement 1 hour
Prerequisite: Math 1 and Math D or Math 2. Acceptable for credit: University of California, California State University. The course covers basic linear algebra and its application. Topics will include systems of linear equations and Gaussian elimination, determinants, matrices, vector spaces, transformations, eigenvalues and eigenvectors.

3B ANALYTIC GEOMETRY AND CALCULUS
5 units  Lecture 5 hours
Prerequisite: Math 3A
Acceptable for credit: University of California, California State University. The course covers the derivative and integral for logarithmic, exponential, trigonometric, inverse trigonometric, hyperbolic functions, as well as their applications to conic sections, and polar coordinates; also infinite series. (CAN MATH 20)

4A INTERMEDIATE CALCULUS
4 units  Lecture 4 hours
Prerequisite: Math 3B.
Acceptable for credit: University of California, California State University. The course covers vectors in two- and three-dimensional space, calculus of functions of several variables, infinite series, differentials, gradients, Laprange Multipliers, multiple integrals, line integrals, and an introduction to Green's Theorem, Divergence Theorem, and Stokes' Theorem. (CAN MATH 22)

4B DIFFERENTIAL EQUATIONS
4 units  Lecture 4 hours
Prerequisite: Math 3B.
Acceptable for credit: University of California, California State University. The course covers ordinary differential equations with emphasis on linear equations. Many standard methods are examined including Laplace Transforms, and power series and numerical solutions. Applications are considered. (CAN MATH 24)

4C LINEAR ALGEBRA
4 units  Lecture 4 hours
Prerequisite: Math 3B.
Acceptable for credit: University of California, California State University. The course covers basic linear algebra and its application. Topics will include systems of linear equations and Gaussian elimination, determinants, matrices, vector spaces, transformations, eigenvalues and eigenvectors. (CAN MATH 26)

8 FINITE MATHEMATICS
3 units  Lecture 3 hours
Prerequisite: Math 106 or 106R or one year of high school algebra II. Acceptable for credit: University of California, California State University. The course covers linear equations, systems of equations and inequalities, linear programming, set theory, elements of probability, mathematics of finance, Markov chains, and game theory. Particular emphasis will be placed on applications. (CAN MATH 12)

10 ELEMENTARY STATISTICS
3 units  Lecture 3 hours
Prerequisite: Math 106 or 106R or one year of high school algebra II. Acceptable for credit: University of California, California State University. The course will cover descriptive and inferential statistics including data analysis, correlation and linear regression, probability, probability distributions and assorted hypothesis testing. Particular emphasis will be placed on applications. Current statistical computer packages will be used. (CAN STAT 2)

12 CALCULUS FOR BUSINESS MAJORS
4 units  Lecture 4 hours
Prerequisite: Math 106 or 106R or one year of high school algebra II. Acceptable for credit: University of California, California State University. The course covers simple techniques of differential and integral calculus and their most common applications. This course handles the limit concept intuitively and is suitable for business, social science and life science majors. It is not equivalent to Math 3A. (CAN MATH 34)

14 MATH FOR ELEMENTARY SCHOOL TEACHERS
3 units  Lecture 3 hours
Prerequisite: Math 106R or Math 107 with C or better
Acceptable for credit: California State University. This course is designed to fulfill the lower division mathematics requirements for students planning to enter a multiple subject teaching credential program. Topics include the real number system, numeration systems, elementary number theory, and problem solving. Technology and hands-on experiences will be integrated throughout the course. This course is A.A./A.S. degree applicable.

18 MATHEMATICAL PROBLEM SOLVING
3 units  Lecture 3 hours; lab 1 hour by arrangement
Prerequisite: Math 106 or 106R or one year of high school algebra II. Acceptable for credit: California State University. No credit will be given at the University of California after summer, 1997. This course introduces students to a variety of mathematical problem-solving strategies used in both theoretical and practical applications. The course uses microcomputers to reinforce concepts, and applications may be drawn from mathematics, computer science, the physical sciences, the life sciences, and/or behavioral sciences. No computer background is assumed or required.
19 DISCRETE MATHEMATICS
4 units  Lecture 4 hours
Prerequisite: Math 1 or Math 2.
Acceptable for credit: University of California, California State University.
The course will cover discrete mathematics appropriate for computer applications. Topics will be drawn from graphs, sets, logic, mathematical induction, functions and relations, sequences and series, matrices, combinatorics, Boolean algebra, and algebraic structures such as groups, rings, and fields.

902 ARITHMETIC FUNCTIONS
3 units  Lecture 3 hours (Formerly Math 102)
A review and practice in fundamental arithmetic skills, problem analysis, problem solving, and practical applications. This course provides a good background for students who wish to take elementary algebra. Credit earned in this course does not apply to the Associate Degree. Credit/No Credit Option.

902L APPLICATIONS IN ARITHMETIC
0 unit  Lab 1 hour by arrangement
This course helps students enhance their basic arithmetic skills through the use of computer-assisted instruction, peer tutoring, and collaborative learning assignments. The course is designed for two groups of students: 1) students concurrently enrolled in MATH 902 who want additional academic support in mastering topics covered in the course and 2) students who want to review specific basic arithmetic skills (based on diagnostic testing) before enrolling in elementary algebra for job needs. This course may be repeated two times. Credit/No Credit Only.

902P PRE ALGEBRA
3 units  Lecture 3 hours (Formerly Math 102P)
This course is designed for students who have a solid foundation in arithmetic skills, but who need to develop further skills before taking elementary algebra. This course is intended to serve as a bridge between arithmetic functions and elementary algebra. Topics include operations with signed numbers, evaluating algebraic expressions, operations with polynomials, solving and graphing linear equations, and developing problem-solving skills. An emphasis will be placed on developing concrete representations for abstract algebraic concepts. This course is West Valley College non degree applicable. Credit/No Credit Option.

103 ELEMENTARY ALGEBRA
5 units  Lecture 5 hours
Prerequisite: Math 102.
The basic operations (addition, subtraction, multiplication, and division) involving real numbers. Other topics include products and factors, first degree equations and inequalities, simultaneous systems of linear equations, quadratic equations, graphing, radical expressions, rational expressions, and applications. The course is designed for the student who has had no previous instruction in algebra, or who has had difficulty with algebra.

103 APPLICATIONS IN ELEMENTARY ARITHMETIC
0 unit  Lab 1 hour by arrangement
In this course, students will enhance their understanding of topics covered in elementary algebra through the use of computer-assisted instruction, peer tutoring, and collaborative learning. This course is designed for several groups of students: 1) students concurrently enrolled in MATH 103 who would like additional academic support to understand topics covered in their elementary algebra course, 2) students who have previously successfully taken MATH 103 who would like to review specific elementary algebra topics before enrolling or reenrolling in MATH 103. This course may be repeated two times. Credit/No Credit Only.

103R ELEMENTARY ALGEBRA
3 units  Lecture 3 hours
Prerequisite: Math 102.
The content of this course is identical to that of Math 103. However, this course should be taken by students who have had previous instruction in algebra or are strong math students.

104 PLANE GEOMETRY
4 units  Lecture 4 hours
Prerequisite: Math 103 or 103R or 1 year of high school algebra.
The student will study and demonstrate knowledge of the basic concepts of plane geometry, emphasizing deductive reasoning, and including lines, planes, angles, triangles, circles, congruence, similarity, parallelism, perpendicularity, lengths, areas and volumes.

105 STATISTICS FOR EVERYDAY LIFE
3 units  Lecture 3 hours
Prerequisite: Math 103 or 103R or one year of high school algebra.
This is a hands-on course to introduce probability and statistics to students who have low confidence in their mathematical ability. Instruction will be given in theoretical and estimated probability, simulation, descriptive statistics, and sampling. The Macintosh computer will be used as a tool in studying hypothesis-testing: t-tests, Chi-square, ANOVA, correlation and regression analysis.

106 INTERMEDIATE ALGEBRA
5 units  Lecture 5 hours
Prerequisite: Math 103 or 103R or one year of high school algebra.
The student will review and greatly extend knowledge of topics from elementary algebra. Functions, including logarithmic and exponential, and complex numbers will be covered. The course is designed for the student who has not studied intermediate algebra, or has had difficulty with the subject.

106L APPLICATIONS IN INTERMEDIATE ARITHMETIC
0 unit  Lab 1 hour by arrangement
In this course, students will enhance their understanding of topics covered in intermediate algebra through the use of computer-assisted instruction, peer tutoring, and collaborative learning. This course is designed for several groups of students: 1) students concurrently enrolled in MATH 106 who would like additional academic support to understand topics covered in class, 2) students who have previously successfully taken MATH 106 who would like to review specific intermediate algebra topics before enrolling or reenrolling in MATH 106. This course may be repeated two times. Credit/No Credit Only.

106R INTERMEDIATE ALGEBRA
4 units  Lecture 4 hours
Prerequisite: Math 103 or 103R or one year of high school algebra.
The content of this course is identical to that of Math 106. However, this course should be taken by students who have had previous instruction in intermediate algebra or are strong math students.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND Reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
107 ALGEBRA AND GEOMETRY FOR EVERYDAY LIFE
5 units Lecture 5 hours
Prerequisite: Math 103 or 103R.
This is a practical course which includes topics from intermediate algebra, geometry, and trigonometry using the Macintosh computer and hands-on constructions. This course may be substituted for Math 106/106R by students who want an Associate degree and transfer students who require Math G.

110 PREPARATION FOR THE ELM
1 unit Lecture 1 hour; Lab by arrangement 1 hour
This course will prepare students to successfully take the Entry Level Mathematics Examination (ELM). It involves analysis and review of geometry and algebra, including expanding and factoring rational expressions and solving word problems. This course is West Valley College Non A.A./A.S. Degree applicable. This course may be repeated once. Credit/No Credit Only.

91, 92, 93 DIRECTED STUDIES
1-3 units Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University.
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 45)

Military Science
(R.O.T.C. and A.F.R.O.T.C.)

THE FACULTY
Professor, Lt Col Alvin T. Odom
Assistant Professors,
Capt Joseph Riley
Capt Christina Fekkes

West Valley College students can enroll in lower division Army ROTC classes taught by the Department of Military Science, Santa Clara University. The courses acquaint students with the fundamentals of national security and military history, introduce the principles and techniques of modern warfare, and develop leadership and management skills. Taking Army ROTC can ultimately result in becoming an Army officer in the active Army, Army Reserve or National Guard. Students register for classes at West Valley College and attend them at Santa Clara University. For more information contact the Professor of Military Science at (408) 554-4454.

Prerequisite: Math 103 or 103R.

Lower Division Courses
Army ROTC

MILSC 001A, 001B - (BASIC SKILLS)
2 Units Lecture 2 hours.
This course includes lecture and practical training in fundamentals of US Army and ROTC. The topics covered are leadership, management, weapons, tactics, and survival. There is no military obligation.

MILSC 002A 002B - (ADVANCED SKILLS)
2 Units Lecture 2 hours.
This course offers continued training in leadership and management skills.

Air Force ROTC

ROTC 001A 001B - AIR FORCE TODAY
1 Unit
This course introduces the student to the United States Air Force and Air Force Reserve Officer Training corps. Topics include mission and organization of the air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, and communication skills. Leadership Laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.

ROTC 002A 002B - THE DEVELOPMENT OF AIR POWER
1 unit
This course examines the general aspects of air and space power from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War using a historical perspective. It explores the development of today’s USAF Air and space power capabilities (competencies) and missions (functions). Further, it examines the 1Principles of War and Tenets of Air and Space Power. As a whole, the course gives the student a knowledge level understanding of air and space power and its employment. In addition, the student will continue to discuss Air Force core values and develop communication skills. Leadership laboratory is mandatory for AFROTC cadets and complements this course by providing cadets with followership experiences.
Music

THE FACULTY
George W. Champion
Joe E. Davis
Kathryn Dougherty
Fred J. Gandel

1 MUSIC LITERATURE
3 units Lecture 3 hours; lab 1 hour by arrangement
Acceptable for credit: University of California, California State University.
An historically oriented and chronological study of music from early origins to 1750 with emphasis on stylistic concepts as shown by intensive study of representative works. The added hour by arrangement is for the real number of extra performances given.

2 MUSIC LITERATURE
3 units Lecture 3 hours; lab 1 hour by arrangement
Acceptable for credit: University of California, California State University.
An historically oriented and chronological study of music from 1750 to the present with emphasis on stylistic concepts as shown by intensive study of representative works. The added hour by arrangement is for the real number of extra performances given.

3A, B MUSICIANSHP
4 units each Lecture 4 hours; lab 1 hour
Acceptable for credit: University of California, California State University.
A course for music majors/minors in the technical aspects of music: scales, intervals, triads and their inversions, harmonization of melodies and basses, sight singing with syllables and numbers, rhythm, and beginning analysis; melodic, harmonic, and rhythmic dictation (ear training); harmonization, using principal and secondary triads in root position and 1st and 2nd inversions; elementary keyboard harmony. (3B is CAN MUS 4)

4A, B HARMONY
4 units each Lecture 4 hours; lab 1 hour
Recommended preparation: Music 3A or 3B for 4A; 3A or 3B or 4A for 4B.
Acceptable for credit: University of California, California State University.
The study of more advanced harmonic, rhythmic and melodic material, with emphasis on chromatic harmony, modulation, survey and analysis of musical styles and period techniques, including those of the 20th century. Four-part writing using secondary dominants, the Neapolitan, French, German and Italian sixths. Advanced sight singing in one and two parts. Melodic and harmonic dictation in the treble, alto and bass clefs, using more chromatic materials. Laboratory work in keyboard harmony.

5 FUNDAMENTALS OF MUSIC
4 units Lecture 3 hours; lab 2 hours
Acceptable for credit: University of California, California State University.
A beginning course in the fundamentals of music for the general college student and education major at elementary level. Study of components of music: rhythm, notation, music reading, scales, intervals, chords, music periods, the orchestra, melody writing, guided listening to various types of music. Class instruction in elementary piano technical techniques.

7 COUNTERPOINT
3 units Lecture 3 hours
Recommended preparation: Music 3A or 3B.
Acceptable for credit: University of California, California State University.
An introductory course for the music student in the devices and materials of counterpoint from the 18th through the 20th centuries, using tonal counterpoint. The various forms and styles from these periods will serve as models for original work by the student.

9 JAZZ - PAST AND PRESENT
3 units Lecture 3 hours; lab 1 hour by arrangement
Acceptable for credit: University of California, California State University.
The development and evolution of jazz in the United States. Analysis of the elements of jazz with attention to stylistic differences throughout its history (1890 to present). The added hour by arrangement is for the real number of extra performances given.

10 MUSIC APPRECIATION
3 units Lecture 3 hours; lab 1 hour by arrangement
Acceptable for credit: University of California, California State University.
Basic introductory course for the student without previous training in music listening or performance. Development of enjoyment and appreciation through active and guided listening to such musical forms as symphony, opera, tone poem, ballet, and concerto from early times to the present. Pre-Baroque (to 1600); Baroque (1600-1750); Classic (1750-1825); Romantic age (1825-1900); Modernism; Modern (Folk, Jazz, Popular, Electronic Music). The added hour by arrangement is for the real number of extra performances given. This course is also taught in a distance learning format.

11 INTRODUCTION TO MUSIC
2 units Lecture 2 hours
Acceptable for credit: University of California, California State University.
A basic course in the components of music designed for the general college student who wishes a background in the essentials of music on a broader and less technical basis than Music 5 or 3A. The study of notation, music reading, time elements, melody writing, harmony, tonalities, texture, dynamics and the simpler musical forms; use of chords and chord structures in melody accompaniments. Credit/No Credit Option.

12 FORM AND ANALYSIS
3 units Lecture 3 hours
Recommended preparation: Music 3A or 3B.
Acceptable for credit: University of California, California State University.
A course for the music student providing an examination of traditional techniques of musical structure and their application in historical and contemporary styles.

14 ORCHESTRATION
2 units Lecture 2 hours
Recommended preparation: Music 3A or 3B.
Acceptable for credit: University of California, California State University.
A course for the music student in writing and arranging of keyboard and ensemble music for band and orchestra in all styles.

20 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 3AB and 4AB, this laboratory will provide much more time to concentrate on the difficulties many students experience at this stage in music study, apart from the written and keyboard aspects of their formal study. Credit/No Credit Option.

22 COLLEGE CHAMBER ENSEMBLE
1.5 units Lecture 1 hour; lab 2 hours
Prerequisite: Music 42.
Acceptable for credit: University of California, California State University.
A vocal-instrument ensemble performing the literature of Renaissance and Baroque periods and other chamber music. Enrollment in the ensemble by audition. Credit/No Credit Option.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
27 INTRODUCTION TO JAZZ PIANO
1 unit
Lecture 1 hour; lab 2 hours by arrangement; lab 1 hour
Recommended preparation: Music 30A or 30B.
Acceptable for credit: University of California, California State University.
A study of basic harmonies and voicings at the keyboard as applied to jazz and "popular music." An in-depth analysis of chord progressions, substitutions, "comping" techniques and solo improvisational playing. Credit/No Credit Option. The change from 2 hours per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. The actual number of hours is 2 for an increase of 2.

30A, B BEGINNING PIANO
1 unit each
Lecture 1 hour; lab 1 hour, lab 2 hours by arrangement
Recommended preparation: Music 30A before 30B.
Acceptable for credit: University of California, California State University.
A beginning keyboard study for students with no previous training in piano. Study of note reading, the clefs, simple pieces, scales, arpeggios, and exercises. The change from 1 hour per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. The actual number of extra performances scheduled. The actual number of hours is 2 for an increase of 1.

31A, B INTERMEDIATE PIANO
1 unit each
Lecture 1 hour; lab 1 hour, lab 2 hours by arrangement
Recommended preparation: Music 30A before 30A; 31A or 30B before 31B.
Acceptable for credit: University of California, California State University.
A continuation of 30A and 30B. 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. The change from 1 hour per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. The actual number of extra performances scheduled. The actual number of hours is 2 for an increase of 1.

32A, B BEGINNING VOICE
1 unit each
Lecture 1 hour; lab 1 hour, lab 2 hours by arrangement
Recommended preparation: Music 32A before 32B.
Acceptable for credit: University of California, California State University.
The elements of vocal production: breathing, diction, tone production. Basic music theory for singers. Development of a free tone through exercise, vocalization, and learning a simple song repertoire. The change from 1 hour per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. The actual number of extra performances scheduled. The actual number of hours is 2 for an increase of 1.

33A, B INTERMEDIATE VOICE
1 unit each
Lecture 1 hour; lab 1 hour, lab 2 hours by arrangement
Recommended preparation: Music 32A or 32B before 33A; 33A is recommended before 33B.
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. The change from 1 hour per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. The actual number of extra performances scheduled. The actual number of hours is 2 for an increase of 1.

34 FUNDAMENTALS OF SINGING
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University.
To provide vocal students, with little or no previous musical training, with a chance to explore and improve their singing voices; to help them to refine their singing and become better musicians by emphasizing basic music theory as it relates to singing and learning songs, and to give them a chance to enjoy and to learn to perform simple songs of several different styles. The change from 1 hour per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. The actual number of extra performances scheduled. The actual number of hours is 2 for an increase of 1.

36 GUITAR
1 unit
Lecture 1 hour; lab 1 hour, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
A beginning course in guitar. Emphasis on music reading, playing in first position, scales, chords and major and minor keys. The change from 1 hour per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. The actual number of hours is 2 for an increase of 1.

40 CONCERT CHOIR
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Recommended preparation: The ability to read music at the beginning level and to sing an assigned part in an ensemble.
Acceptable for credit: University of California, California State University.
A large singing group open to all students by audition. The choir performs throughout the year at concerts and festivals. A wide range of musical styles is performed.

41 MIXED CHORUS
1 unit
Lecture 1 hour; lab 1 hour
Acceptable for credit: University of California, California State University.
A singing group of mixed voices open primarily to those with some previous experience in group singing. Part songs, motets, anthems, and other types of choral music will be learned. Music reading will be covered as well as the basic elements of music. Credit/No Credit Option.

42 COLLEGE CHORALE
1 unit
Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to be a self-sufficient singer in a small ensemble.
Acceptable for credit: University of California, California State University.
A choral chamber ensemble open by audition when space is limited. Traditional choral repertoire representing a broad cross-section of style periods is performed in concert(s).
43A, B TECHNIQUES OF JAZZ IMPROVISATION
2 units each
Lecture 2 hours; lab 1 hour; lab 2 hours by arrangement
Recommended preparation: Music 43A before 43B.
Acceptable for credit: University of California, California State University.
A study of jazz harmony, melody, and rhythm, found in contemporary jazz music, designed to provide knowledge of basic materials and practices necessary for performing in the jazz idiom. Credit/No Credit Option. The change from 2 hours per week of lab by arrangement reflects what we are truly requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. The actual number of hours by arrangement is 3 for an increase of 3.

48 SYMPHONY ORCHESTRA
1 unit
Lecture 1 hour; lab 3 hours; lab 3 hours by arrangement
Recommended preparation: Ability to play a standard symphonic instrument.
Acceptable for credit: University of California, California State University.
This course includes the study and performance of symphonic band repertoire of all styles and periods. Emphasis is on participation and public performance. Attendance at all scheduled performances required. The change from 2 hours per week of lab by arrangement reflects what we are truly requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled.

49 SYMPHONIC BAND
1 unit
Lecture 1 hour; lab 2 hours; lab 4 hours by arrangement
Recommended preparation: Ability to play a standard band instrument.
Acceptable for credit: University of California, California State University.
This course focuses on the study and performance of symphonic band repertoire of all styles and periods. Emphasis is on group participation and public performance. Attendance at all scheduled performances required. The change from 2 hours per week of lab by arrangement reflects what we are truly requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled.

51 JAZZ ENSEMBLE
2 units
Lecture 1 hour; lab 3 hours; lab 4 hours by arrangement
Recommended preparation: Ability to play a jazz band instrument; e.g., drums, bass, guitar, piano, saxophone, trumpet, or trombone
Acceptable for credit: University of California, California State University.
Performance of music for large jazz ensemble with attention to stylistic differences utilized in modern jazz composition. It is open by audition to all qualified students. This ensemble continues the exploration of jazz as a unique cultural art-form within an accurate historical and contemporary framework. Credit/No Credit Option. The change from 2 hours per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled.

53 CHAMBER ENSEMBLE
1 unit
Lecture 1 hour; lab 2 hours; lab 4 hours by arrangement
Recommended preparation: Ability to play a standard symphonic instrument.
Acceptable for credit: University of California, California State University.
Performing ensemble presenting one major program each semester. Instrumentation is standard classical chamber music grouping. Limited to a maximum of 20 students. Credit/No Credit Option.

60 MASTERWORKS CHORALE
1 unit Lecture 1 hour; lab 2 hours
Recommended preparation: Ability to sing in a choral group.
Acceptable for credit: University of California, California State University.
A performing choral ensemble, open to advanced students with previous choral experience, which performs masterworks representing different style periods. Students will increase their aesthetic sensitivity through the performance of monumental choral works representing the major contributions of Western Man to world culture. Credit/No Credit Option.

61 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.

63A ELECTRONIC MUSIC
3 units Lecture 2 hours; lab 3 hours
Recommended preparation: Music 5 or 3A or 3B.
Acceptable for credit: California State University.
A project based course providing specific training in MIDI performance techniques. The course covers computer based sequencing, signal processing, and recording and score editing with computer-related instruments in a standard MIDI environment.

63B ELECTRONIC MUSIC
3 units Lecture 2 hours; lab 3 hours
Recommended preparation: Music 63A.
Acceptable for credit: California State University.
A project based course providing appropriate training in intermediate-advanced MIDI performance techniques. The course covers intermediate-advanced computer based sequencing, original processing, recording and score editing with computer-related instruments in a intermediate-advanced MIDI environment.

64 SOUND DESIGN
3 units Lecture 2 hours; lab 2 hours; lab 1 hour by arrangement
This course is an introductory survey of sound types, techniques and the methods of their application for appropriate accompaniment to Computer Animation and Multi Media presentations. This course is West Valley College Certificate applicable. It may be repeated two times. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES
1-3 units
Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University.
Individual work on special topics in music by arrangement. Credit/No Credit Option.

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

THE FACULTY

Wendy Bowers-Gachesa

1 NUTRITION IN HEALTH
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This is an introductory nutrition course for liberal arts students and for students interested in nutrition-related fields such as paramedicine, physical therapy, physician's assistance, child care, restaurant management, and others. Diet selection, body use of nutrients, and food-related problems of the more affluent Western world will be discussed using simple chemical and biological concepts. Students will be guided to understand scientific method and to use this understanding in interpreting nutritional claims. Each student will have the opportunity to do several diet assessments. No science background is required. (CAN H EC 2) Credit/No Credit Option.

2 NUTRITION AND CONSUMER HEALTH ISSUES
3 units Lecture 3 hours (Offered as a television course.)
Acceptable for credit: California State University.
This course is designed to help maintain good health by stressing prevention. Consumer health issues will be presented with emphasis on the nutritional relationship. The telecourse Here’s to Your Health will be used. Credit/No Credit Option.

15 HUMAN NUTRITION
3 units
Lecture 3 hours; 1 lab hour by arrangement (Also offered as a television course.)
Acceptable for credit: University of California, California State University.
Basic scientific principles as they apply to human nutrition in maintaining health and preventing disease are discussed. Concentration is on the nutrient requirements of the human body throughout life. Biochemical functions and interrelationships of nutrients are examined. Current nutritional controversies are evaluated. Students gain practical experience in evaluating nutritional data by completing a self-study project. This course is designed for the student who has no science background. This course meets the nutrition requirement for nursing majors at San Jose State University. Credit/No Credit Option.

Oceanography

THE FACULTY

Richard G. Rose

1 GENERAL OCEANOGRAPHY
3 units
Lecture 3 hours (Also offered as a television course.)
Acceptable for credit: University of California, California State University.
A general study of the physical, chemical, biological and geological properties of the oceans with emphasis on the impact between humans and the seas.

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

Office Administration

(See Business)
Paralegal

THE FACULTY
Yvonne Ekern

18 Legal Analysis
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is dedicated to the art of legal analysis. It is designed to take students systematically through cases to identify: procedural history, critical facts, issues, holdings, rationale, and dicta and to assimilate these components into a brief. The course explores some basic principles of logic and implements these principles by comparing cases and statutes. It enables students to understand how lawyers and courts receive and present legal arguments. This course is West Valley College Degree and Certificate applicable.

19 INTRODUCTION TO PARALEGALISM
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides a basic introduction to the paralegal profession and serves as a basis upon which all other course work in the program is built.

21 INTRODUCTION TO AMERICAN LAW
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides an overview of the major substantive areas of American law. It includes a history of the legal system plus an introduction to the United States Constitution, federal statutes and procedures, Federal Agency Representation, law of corporations, civil rights procedures, criminal law and procedures, and patent and trademark law. Credit/No Credit Option.

22 CIVIL LITIGATION PROCEDURES
3 units Lecture 3 hours
Prerequisite: PARA 19.
Acceptable for credit: California State University.
An introduction to law office procedures, investigatory procedures and preparation of civil litigation cases. Practical exercises to learn to assist an attorney as a litigation paralegal.

23 LEGAL RESEARCH AND WRITING
3 units Lecture 3 hours
Prerequisite: PARA 19.
Acceptable for credit: California State University.
Study of various skills needed by the paralegal in the general practice law office, including how to do research and legal writing under the supervision of an attorney with primary emphasis on finding applicable code and case law. Drafting of legal documents, including memos, letters and pleadings.

24 ADVANCED LEGAL RESEARCH AND WRITING
3 units Lecture 3 hours
Prerequisite: PARA 23.
Acceptable for credit: California State University.
This course involves advanced use of the law library and familiarization with sophisticated legal research tools.

25 LEGAL ETHICS AND PROFESSIONAL RESPONSIBILITY
1.5 units Lecture 3 hours for 9 weeks
Acceptable for credit: California State University.
This course provides the student with the ethical rules and regulations of the legal profession and provides a basis for an ethical way of thinking and acting based on the student’s active participation in the learning process.

26 COMPUTERS IN THE LAW OFFICE
3 units Lecture 3 hours; Lab by arrangement 1 hour
Acceptable for credit: California State University.
This course introduces the paralegal student to the technology used in a law office.

27 CORPORATE LAW
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course offers an in-depth study of the relevant legal considerations involved in corporate transactions. It provides step-by-step guidance through corporate practice dealing systematically with issues that integrate corporate law, securities law and tax considerations at each stage of the transaction. This course is West Valley College Degree and Certificate applicable.

28 ADMINISTRATIVE LAW
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course presents basic concepts of administrative law and procedure in federal and state agencies, with emphasis on the paralegal’s role in the administrative process. Paralegal students learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics include administrative delegation of power, rule making, agency discretionary powers, remedies, and judicial review. Procedural topics include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. This course is West Valley College Degree and Certificate applicable.

29 INTERNSHIP
3 units Lecture 1 hour, 120 hours by arrangement per semester
Prerequisite: PARA 22 and 23; Engl 1A
Acceptable for credit: California State University.
The student applies knowledge/skills learned in the paralegal program through an internship in a law office or legal department under the supervision of a member of the California Bar Association. The course provides a forum to discuss various aspects of paralegal employment, legal ethics and share practical experience. Credit/No Credit Only.

30 PARALEGAL PROCEDURES IN BUSINESS/CONTRACT LAW
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is designed to introduce and instruct the student in the procedures commonly performed by the paralegal including a study of the nature of sole proprietorship and partnership formation, operation and dissolution of partnerships including limited partnerships. The nature and formation of corporations, types of corporations, operation, reorganization and dissolution of corporations including statutory aspects close of corporations are covered. Securities regulations, contracts, remedies, contracts for sale of goods and standard clauses and common business transactions are introduced.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also require a math course prior to enrollment. See individual course descriptions for math recommendations.
32 FAMILY LAW
3 units Lecture 3 hours
Acceptable for credit: California State University.
A study of dissolution, annulment and legal separation including jurisdiction and grounds, initial interview, and outline of procedure. Preparation of petitions and other documents: T.R.O., O.S.C., notice of motions, declarations, and use of schedules. Study includes discovery, and dissolution procedures. Laws governing community versus separate property, mediation, adoptions, and guardianship of minors are reviewed and parent-child legal relationships are examined.

33 PARALEGAL PROCEDURES IN REAL ESTATE LAW
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course introduces and instructs the student in the procedures commonly performed by the paralegal including a study of the area of substantive law of real property and leasehold interests and the rights and duties of landlords and tenants. The course includes instruction in contracts and agency as applicable to real property transactions and related matters including recordation and promises.

34 BANKRUPTCY LAW AND PROCEDURES
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides an introduction to bankruptcy law and procedure, office procedures and interviewing skills, and preparation of bankruptcy forms for court and trustee filing.

35 INTRODUCTION TO PROBATE
3 units Lecture 3 hours
Acceptable for credit: California State University.
A study of basic legal concepts of after death procedures and probate and non-probate procedures. The student studies the statutory requirements and reasons for the requirements; preparation of forms and documents relating to probate matters. Credit/No Credit Option.

36 WILL DRAFTING AND BASIC ESTATE PLANNING
3 units Lecture 3 hours
Acceptable for credit: California State University.
A study of basic will drafting and estate planning. Study of terminology and fact situations, as well as applicable statutes and case law. Practical study through drafting wills and other relevant basic estate planning documents. Credit/No Credit Option.

37 INTELLECTUAL PROPERTY LAW
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course introduces the student to the law of copyright, patent, trademark and trade secrets. It provides an in-depth study of procedural and substantive laws involved in intellectual property.

38 CONSTITUTIONAL LAW
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides a solid grounding in Constitutional law, the framework of our legal system. There is an in-depth study of the United States Constitution and United States Supreme Court decisions.

39 PARALEGAL INTERVIEWING AND INVESTIGATION
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides an in-depth study of principles, methods and investigative techniques utilized to locate, gather, document and disseminate information in a law office. The emphasis is on developing interviewing and investigating skills intended to prepare paralegals to communicate effectively while recognizing ethical problems.

40 ADVANCED CIVIL LITIGATION
3 units Lecture 3 hours
Prerequisite: PARA 22.
Acceptable for credit: California State University.
Study of complex litigation, focusing on document organization, deposition summaries, trial preparation, case management, preparation of discovery documents, drafting of motions, and implementation of procedures from pretrial to resolution.

41 TORTS
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides a basic overview of tort law and injuries to persons and property.

42 CRIMINAL TRIAL TECHNIQUES FOR THE PARALEGAL
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides the paralegal student with an overview of techniques used in the prosecution and defense of clients during a criminal trial.

43 LAW OFFICE MANAGEMENT
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course provides an overview of the structure of a law office and the systems used therein. It includes an in-depth review of various time keeping, accounting and records management systems. In addition, it explores the use of various types of computers and other business machines found in a law office and the different types of software that are utilized. This includes a study of the ethical and professional regulations that drive the need for these systems.

44 COMPUTERIZED LEGAL RESEARCH
3 units Lecture 3 hours; lab 2 hours by arrangement
Prerequisites: PARA 23
Acceptable for credit: California State University.
This course provides the students with the opportunity of an advanced study of legal research using the on-line LEXIS service, the material contained therein, and the utilization of this service to facilitate legal research. Credit/No Credit Only.

45 CONTEMPORARY LEGAL ISSUES
3 units Lecture 3 hours; lab by arrangement 2 hours
Prerequisite: PARA 24
Acceptable for credit: California State University.
This course addresses contemporary legal issues including, but not limited to: justice, fourth amendment, second amendment, right-to-die, alternative dispute resolution, and sex discrimination. It analyzes the law in many formats and confront today’s issues with an in-depth study of the forces that create and control today’s justice system and its impact on our culture. Students are expected to research, discuss and write about the issues. This course is West Valley College Certificate and AA/AS Degree applicable.

46 MEDICAL RECORD REVIEW FOR THE PARALEGAL
3 units Lecture 3 hours; lab by arrangement 2 hours
Acceptable for credit: California State University.
This course provides an introduction into medical terminology, pathology, pharmacology and physiological status. It assists the student in understanding the nature of medical records and provides a model upon which to build a summary of a medical claim. This course is West Valley College Certificate and AA/AS Degree applicable.
47 TRADEMARK LAW
3 units Lecture 3 hours
Recommended Preparation: PARA 037
This course offers a practical approach to Trademark Law for paralegals. The procedures by which an applicant secures federal trademark registration are covered. The Lanham Act, as modified by the Trademark law Revision Act of 1988, is explored in detail. An overview of certification, collective and service marks are included in this course. Trademark infringement and remedies for infringement are covered. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable.

48 COPYRIGHT LAW
3 units Lecture 3 hours
Recommended Preparation: PARA 037
This course introduces the foundations of copyright protection. Topics include the subject matter of copyright, fair use and ownership. The United States Copyright Act and the Berne Convention for the Protection of Literary and Artistic Works are introduced. The concept of originality and the originality requirement are explored. The formal requirements of registration and notice are explained and practiced. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable.

49 SECURITIES REGULATION
3 units Lecture 3 hours
Recommended Preparation: PARA 037
This course introduces Federal and California Securities law. Students learn the basic legal principles involved in securities regulation. The most common transactions are presented and practiced. Students learn to prepare the documentation associated with securities regulation. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable.

50 PARALEGAL FIELD EXPERIENCE
3 units Lecture 3 hours
Acceptable for credit: California State University. This course provides a first hand experience for the Paralegal student to view the legal environment, via trips and tours of the major public and private law firms in the area plus the various legal agencies and courts. In addition, there will be lectures on current topics by guest speakers.

65A WORD PROCESSING FOR THE LAW OFFICE
3 units Lecture 3 hours; lab 2 hours by arrangement
Prerequisite: CA 32A (formerly CA 61B)
Acceptable for credit: California State University. Students learn to utilize Word Processing features that apply to the Law Office. Features covered include document preparation, time management, desk management, electronic mail and importing information from other sources, such as fax, spreadsheets, databases, CD-ROM, Internet. Credit/No Credit Option.

65B WORD PROCESSING FOR THE LAW OFFICE
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparations in Basic Skills:

66 LEGAL RESOURCES ON THE INTERNET
.5 unit Lecture 3 hours; lab 2 hours by arrangement
This course provides an introduction to the World Wide Web and the resources found therein for performing legal research. This course is West Valley College Degree and Certificate applicable.

67 PUBLIC RECORDS RESEARCH
.5 unit Lecture 3 hours; lab 2 hours by arrangement
This course provides an introduction to the various search engines and web sites that can be used to obtain public records. The student is offered a "hands-on" opportunity to perform public records research on the Internet. This course is West Valley College Degree and Certificate applicable, Credit/No Credit Only. (dual listed with CA 77)

68 COMPUTORIZED LITIGATION DOCUMENT MANAGEMENT
.5 unit Lecture 3 hours; lab by arrangement 6 hours
This course offers the student the opportunity to learn to operate litigation database software. It introduces the student to the basic, unique characteristics of the software and demonstrates many features that are available for complex litigation searches, indexes and document management. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable. Credit/No Credit Only.

80 (A-Z) CURRENT LEGAL TOPICS
.5 unit Lecture 3 hours (6 weeks)
This course will explore topics related to the legal profession and is applicable for approval for UC and CSU. This course may be repeated three times. Credit/No Credit Only.

81 (A-Z) CURRENT LEGAL TOPICS
1 unit Lecture 3 hours (6 weeks)
This course will explore topics related to the legal profession and will be offered as needed. Topics will include, but are not limited to: How to Read a Case, Shephards, Unlawful Detainer, Small Claims Court, Legislation Tracking, and Government Tort Liability. Please see the class schedule for specific topic being offered. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable.

82 (A-Z) CURRENT LEGAL TOPICS
2 units Lecture 3 hours (12 weeks)
This course will explore topics related to the legal profession and will be offered as needed. Topics will include, but are not limited to: How to Read a Case, Shephards, Unlawful Detainer, Small Claims Court, Legislation Tracking, and Government Tort Liability. Please see the class schedule for specific topic being offered. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable.
Park Management

THE FACULTY
Kim Aufhauser
Christopher Cruz

10 INTRODUCTION TO PARK MANAGEMENT
3 units Lecture 3 hours
Acceptable for credit: California State University. History of Parks and Recreation development in the United States with special attention given to the formation of the National Park Service, United States Forest Service and other governmental agencies. Open to Park Management Technician majors.

11 PARK COMMUNICATIONS
2 units Lecture 2 hours
Acceptable for credit: California State University. The course is designed to present the student with methods of outlining, drafting, and writing of park communication and methods of leadership and communications as they apply to outdoor recreation facilities.

12A BASIC OUTDOOR SKILLS
3 units Lecture 2 hours; lab 3 hours by arrangement.
Acceptable for credit: California State University. A course designed to acquaint the student with those skills necessary to camp and backpack using environmentally sensitive methods. Includes: equipment evaluation and use, backcountry first aid and those skills necessary for the back-country traveler. Three-day back-packing trip required.

12B INTERMEDIATE OUTDOOR SKILLS FOR THE PARK RANGER
3 units Lecture 2 hours; lab 4.5 hours by arrangement. 
Prerequisite: Park Mgt 12A.
Acceptable for credit: California State University. This course is divided into two different skill areas. The first half is designed to provide the student with the basic skills needed to travel safely in the backcountry in winter. These skills include choosing appropriate methods of travel, using various techniques to stay warm and dry, constructing snow shelters, and assessing avalanche risk. The second half of the course provides the student with the basic skills necessary to rock climb and perform a basic rescue. Skills include understanding how to use climbing

12C ADVANCED OUTDOOR SKILLS FOR THE PARK RANGER
3 units Lecture 2 hours; lab 3 hours
Prerequisites: PKMGT 12B
This course is designed to review and then advance existing outdoor skills typical of those needed by rangers working in the underdeveloped and remote settings. Emphasis will be placed on self-survival skills, technical rescue, extended medical care, independent critical thinking and teamwork. Special fees and equipment will be required.

13 FIRE SUPPRESSION AND USE
2 units Lecture 2 hours
Acceptable for credit: California State University. Forest fire behavior, ignition and spread of forest fires, factors by which they are influenced, methods of fire prevention and suppression, forest fire control organizations and equipment, and prescribed burning will be covered.

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

15A DUTIES OF THE RANGER
3 units Lecture 2 hours; lab 3 hours.
Prerequisite: PKMGT 10, 13, 14
Acceptable for credit: California State University. A course designed to cover the principles and practices of the park ranger which are conducive to proper park management. Included in the course will be skills in lower-level law enforcement, resource management, search and rescue techniques, visitor safety and park security, and budgeting.

15B INTERPRETIVE SKILLS
3 units Lecture 2 hours; lab 3 hours.
Prerequisite: PKMGT 10
Acceptable for credit: California State University. The techniques and practical application of interpretive skills as they relate to parks, both natural and historical. Use of simple audiovisual devices. Some specific skills in management will be covered.

83 (A-Z) CURRENT LEGAL TOPICS
3 units Lecture 3 hours
This course will provide an overview of the legal issues arising out of the use of online resources. The topics to be covered are (1) Freedom, Censorship, and control of the Online System, (2) Contracts and commercial Arrangements, (3) Owning and Using Online Property, (4) Dangers and Responsibilities in the Online World, (5) Privacy, (6) Crime and the Online System, (7) Searches and Seizures, and (8) Adult Materials and Themes. Credit/No Credit Option.

84 CAREER EXPLORATION IN THE LEGAL FIELDS
.5 units Lecture 1 hour per week (9 weeks)
This introductory course provides an overview of careers in legal fields, such as law enforcement, legal secretary, medical transcription, court reporting, paralegal, and park ranger, explores career opportunities in these fields and highlights their emerging employment opportunities. This course will be dual listed with AJ 084, CTR 084, and PKMGT 084. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Only.

91, 92, 93 DIRECTED STUDIES
1-3 units
91 Lab by arrangement 3 hours 1 unit
92 Lab by arrangement 6 hours 2 units
93 Lab by arrangement 9 hours 3 units
Acceptable for credit: California State University. These courses will allow for special projects to be undertaken by the Paralegal student which are related to but not included in regular courses offered by the College. Registration by contact with the instructor. Credit/No Credit Option. These classes can be repeated for a maximum of six units.

PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information. Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
RECOMMENDED preparations are ADVISORY.
15C INTRODUCTION TO PARK MAINTENANCE SKILLS
3 units Lecture 1 hour; lab 6 hours.
Acceptable for credit: California State University.
An introduction to basic construction skills and safety procedures as they pertain to park maintenance operation, including care and selection of tools and equipment, basic construction methods, water and sanitation systems. This course can be repeated once.

16 SURVEYING, DESIGNING AND PLANNING FACILITIES
3 units Lecture 2 hours; lab 3 hours
Prerequisite: PKMGT 10
Acceptable for credit: California State University.
An introduction to park planning, this course will provide students with the expertise to execute effective layout work and make precise, neat and expressive freehand and architectural drawings of recreational facilities and park designs. The student will experience the use of various surveying instruments as tools in the planning process.

16A INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS AND GLOBAL POSITONING SYSTEMS
3 units Lecture 3 hours; lab 3 hours by arrangement
Acceptable for credit: California State University.
This course will examine the theory behind Geographic Information Systems (GIS) and Global Positioning Systems (GPS) and their application to spatial data. Students will use ArcView GIS software and Pathfinder Office software to find solutions and develop methods to solve problems using spatial data. Students will collect data with Trimble GPS units and convert that data for use with ArcView GIS software. Credit/No Credit Option.

17 BASIC HORTICULTURE FOR PARKS
3 units Lecture 3 hours
Prerequisite: Prerequisite: PKMGT 10, 13, 14
Acceptable for credit: California State University.
A course designed for Park Management Technician majors containing studies in horticulture. The course is such that the student will receive a familiarity with various aspects of producing and tending lawns, shrubs and trees as it applies to recreational facilities.

20A, B PARK INTERNSHIP SEMINAR
3 units each
Lecture 1 hour; lab 6 hours by arrangement
Prerequisite 20A: PKMGT 10, 13, 14, 15B, 15C
Prerequisite 20B: PKMGT 10, 13, 14, 15B, 15C, 16
Prerequisite: Concurrent enrollment in work experience
Acceptable for credit: California State University.
The student will apply knowledge/skills learned in the program through an internship at a selected park. The student, the park supervisor, and the faculty will agree upon and establish objectives that the student will accomplish during this practical experience in park operations. Three objectives will be selected. One hundred hours/semester is required.

21A, B PARK OPERATIONS LABORATORY
1 unit each Laboratory 4 hours
Prerequisite for 21A: PKMGT 10, 13, 14, 15C or conc.
Prerequisite for 21B: PKMGT 10, 13, 14, 15C or conc.
Acceptable for credit: California State University.
A course in park operations in such county parks as Sanborn/Skyline and Stevens Creek. Student will experience, under supervision, ranger maintenance and interpretive specialized instruction from county park personnel. Special term assignments and self-instructional units are required.

22 PRINCIPLES OF PARK MAINTENANCE
2 units Lecture 2 hours
Prerequisite: PKMGT15C or Conc
Acceptable for credit: California State University.
An introduction to the principles of park maintenance, including planning and organizing of park maintenance, records and record-keeping, scheduling and estimating costs, maintenance standards, preventive maintenance, budgeting, contracts and bids, and employee and public safety.

30A SUCCESS STRATEGIES
3 units Lecture 3 hours
This course is designed to help students succeed both academically and in the workplace. Students’ interests, skills and abilities will be discussed in relation to industry and workplace expectations in their specific career program area. A variety of exercises involving communication, teamwork, and problem solving skills will be incorporated in order to prepare students for the requirements of the modern workplace. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable. This course will be dual listed with CHS 030A, ID 030A, PARA 030A, HTECH 030A and FD 030A. This course may be repeated twice. Credit/No Credit Only.

84 CAREER EXPLORATION IN THE LEGAL FIELDS
.5 unit Lecture 1 hour (9 weeks)
This introductory course provides an overview of careers in legal fields, such as law enforcement, legal secretary, medical transcription, court reporting, paralegal, and park ranger; explores career opportunities in these fields and highlights their emerging employment opportunities. This class will be dual listed with AJ 084, CTR 084, and PARA 084. This course is A.A./A.S. Degree and Certificate applicable.

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

110 RANGER IN-SERVICE TRAINING
1 unit Lecture 18 hours (1 week)
This modular training program is intended to provide update in-service training for field personnel with patrol responsibilities. Topics will be current, relevant and include (but not limited to): legal update, current required topics, patrol procedures, tactics and strategies, and supervised field scenarios. This course can be repeated three times. Credit/No Credit Option.

111 UNITED STATES FOREST SERVICES (USFS)
2 units Lecture 36 hours (1 week)
This outdoor recreation training course is tailored to the United States Forest Service with their unique responsibilities to land stewardship. The focus remains outdoor recreation while the topics will shift to accommodate the agency’s needs. General areas that will be addressed in all training sessions include (but are not limited to): agency and employee liability, supervision, contemporary resource management issues, employee safety, handling emergencies and communication skills. The format will encourage exchange of ideas between participants.

113 FIRE TRAINING
1 unit Lecture 18 hours (1 week)
This course provides local park agencies with a short refresher course in wild land firefighting. Topics in this course will be fire behavior, weather, size-up, fireline construction, use of agency equipment and calling up local fire suppression resources. This course can be repeated three times. Credit/No Credit Only.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
**130 PARK MANAGERS PROFESSIONAL TRAINING**
1 unit  Lecture 18 hours (1 week)
This professional growth and development course is intended to assist mid- and upper-level managers in improving their individual work output, reduce job-related stress, enhance efficiency and effectiveness working as a member of a management team. This 3-day course will emphasize topics of contemporary importance. Among them are (but are not limited to): time management, managing change, team building, communication skills, worker’s compensation issues (the law and fraud). This course can be repeated three times. Credit/No Credit Option.

**150F MOUNTAIN MEDICINE**
1 unit  Lecture 18 hours in 2.5 days.
Prerequisite: Must provide current proof of first aid and CPR Training at first class meeting.
Review of common injuries and illnesses encountered in the wilderness and outdoor setting. Emphasis on patient assessment, scene management, field stabilization, use of improvised materials, and prolonged care of the patient. Course includes discussion of common maladies, proper nutrition and hydration, and psychological emergencies in wilderness settings. Credit/No Credit Option.

**150G BASIC RESPONSE TO EMERGENCIES**
.5 units  Lecture 9 hours (1 week)
This is an entry level course that provides the student with the basic information mandated by FEMA and OSHA. This will include the Standard Emergency Mangement System (SEMS) on campus and workplace violence. Additionally, this course will include basic information needed to respond to a medical emergency at the workplace. Credit/No Credit Option.

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**Philosophy**

**THE FACULTY**

Don Ciraulo
Sandra A. LaFave

**1 INTRODUCTION TO PHILOSOPHY**
3 units  Lecture 3 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? Are human acts free or determined? What, if anything, makes an act right or wrong? (CAN PHIL 2) Credit/No Credit Option.

**2 INTRODUCTION TO LOGIC**
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course is an introduction to the problems and techniques of traditional and modern logic comprising both deductive and inductive inference. The student will learn how to distinguish arguments from non-arguments, to identify and avoid common fallacies in reasoning, to test for validity both truth functional arguments and categorical syllogisms, to construct simple formal proofs of validity in truth-functional logic, and to understand the nature of inductive reasoning and its relationship to the sciences. This course fulfills the California State University requirement for Critical Thinking. (CAN PHIL 6) Credit/No Credit Option.

**3 INTRODUCTION TO PROBLEMS IN ETHICS**
3 units  Lecture 3 hours
Prerequisite: Engli 1A.
Acceptable for credit: University of California, California State University.
This course examines philosophical 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 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 skills. This course satisfies the IGETC requirement for Critical Thinking/English Composition. (CAN PHIL 4) Credit/No Credit Option.

**4 PATTERNS IN COMPARATIVE RELIGIONS**
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course is an introduction to the critical, comparative study of religion. The student will be introduced to the responses offered by the major Western and non-Western religions to perennial problems of human life. Major topics include: characterization of the religious vs the secular point of view; arguments in favor of the religious stance; arguments in opposition to the religious stance; the relationship of religion to science, ethics, and philosophy; the nature and validity of religious knowledge; the beliefs of major world religions and how these beliefs are expressed; how different religious beliefs affect the culture and history of European, Arabic, and Asian peoples. Credit/No Credit Option.

**6 INTRODUCTION TO THE PHILOSOPHY OF THE PERSON**
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course explores modern and contemporary philosophical views on human nature and institutions. It is particularly concerned with philosophical questions arising as a result of modern movements such as Marxism, psychoanalysis, behaviorism, sociobiology, feminism, Third World liberation movements, environmentalism, the sexual revolution, and the “global village” phenomenon. Writings by mostly modern and contemporary philosophers on freedom, gender, the family, self-respect, work, spirituality, sexuality, love, commitment, and community will be examined. An interdisciplinary approach will be used, when appropriate. Credit/No Credit Option.

**8 INTRODUCTION TO ASIAN PHILOSOPHY**
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course is an introductory survey of the main philosophical currents of the thought of India, China, and Japan. The student will be encouraged to explore the answers offered by Asian philosophers to such questions as: What is ultimate reality? What is the self? How is personal freedom to be achieved? This course will be of particular interest to students who encounter elements of Asian thought in business, art, music, history and other disciplines and who are interested in understanding the intellectual forces which have shaped the cultures of Asia. Credit/No Credit Option.

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**PREREQUISITES AND COREQUISITES are MANDATORY.** See page 35 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
**RECOMMENDED** preparations are ADVISORY.
9 INTRODUCTION TO SYMBOLIC LOGIC
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course is an introduction to the concepts and methods of modern symbolic logic, both sentential and quantificational. The student will learn to do truth value analysis of statements, translate complex natural-language arguments into both truth sentential and quantificational logic, and explore the meta-logical issues of consistency and completeness of formal systems. The relevance of symbolic logic to areas such as set theory and computer science will also be explored. Credit/No Credit Option.

12 INTRODUCTION TO ENVIRONMENTAL ETHICS
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course is a philosophical survey of the moral issues that arise as a result of human interaction with, and exploitation of, nature. The views of traditional and contemporary Western and Eastern philosophers will be examined. The student will be invited to explore such questions as: What is the relationship of human beings to the rest of nature? What does it mean to live in harmony with nature? Are humans more valuable than animals? Do animals have rights? If so, to what extent? What, if anything, is the value of wilderness and wild animals? To what extent are we morally bound to use technology in an ecologically responsible manner? The answers to such questions will be related to specific contemporary issues such as abortion, contraception, genetic engineering, famine, animal experimentation, hunting and trapping, nuclear technology, and pollution. Credit/No Credit Option

16 RELIGIOUS PLURALISM IN THE UNITED STATES
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course examines religious pluralism in the United States, including such topics as: the philosophic background of the idea of religious pluralism, the role of religion in personal and social identity, conflicts between religions and religious violence, the role of religion in cultural imperialism, interactions between religious traditions and the impact of foreign religions on American philosophers. By means of this survey, students will become familiar with the major themes in Religious Studies. The course will examine both those religions which were introduced to the Americas and those which arose within the context of American culture. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

17 LOGIC AND CRITICAL REASONING
3 units  Lecture 3 hours
Prerequisite: Engl 1A.
Acceptable for credit: University of California, California State University.
This course is an introduction to critical thinking and critical writing. The student will learn techniques of practical reasoning and argumentation, with emphasis on application of these techniques in the writing of a sequence of argumentative essays. Topics include critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluating evidence, logical correctness vs. factual correctness, and common mistakes in reasoning (formal and informal fallacies). Critical writing strategies are emphasized. Sample arguments for analysis are drawn from readings in philosophy and from culturally diverse sources in other fields. This course satisfies the IGETC Critical Thinking/English Composition requirement. Credit/No Credit Option.

21 WORLD PHILOSOPHERS ON DEATH
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course explores major philosophical questions about death and the meaning of life from an American multi-cultural perspective. The effects of class, gender, and ethnicity on conceptions of death and death rituals will be analyzed. The following issues will also be explored: the possibility of disembodied existence, the nature of consciousness, the nature and significance of individuality and personal identity, concepts of reincarnation or transmigration of souls as these appear in American religious traditions, the nature and significance of so-called “paranormal” experiences, and the meaning of salvation or liberation or transcendence in American religious traditions (concepts of heaven, nirvana, moksha, satori, etc.). Required readings will be taken from classic texts of Western and non-Western philosophy and religion, as well as contemporary American feminist philosophy, and African, aboriginal, and native American sources. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES
1-3 units  Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University.
Individual work on special topics in philosophy by arrangement.

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

THE FACULTY
Maxwell Crumley
Michael Leary

1 BASIC PHOTOGRAPHY (LECTURE)
3 units Lecture 2 hours
Corequisite: Photo 1L and Photo 49B
Acceptable for credit: University of California, California State University.
The study of the basic theory of photography including radiant energy, basic optics, camera exposure and filters, artificial light, photochemistry and the history of photography. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section.

1L BASIC PHOTOGRAPHY (LABORATORY)
0 unit
Laboratory 3 hours, lab 1 1/2 hours by arrangement
Prerequisite: Students must supply adjustable (F-stop and shutter speed) camera.
Corequisite: Photo 1.
The application of the basic theory of photography including camera techniques, composition, film developing and printing. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

2 INTERMEDIATE PHOTOGRAPHY (LECTURE)
3 units Lecture 2 hours
Prerequisite: Photo 1 and 1L.
Corequisite: Photo 2L and Photo 49B.
Acceptable for credit: California State University.
The study of the advanced theory of photography including special camera techniques, perspective control, color photography, silver and non-silver systems. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section.

2L INTERMEDIATE PHOTOGRAPHY (LABORATORY)
0 units
Laboratory 3 hours, lab 11/2 hours by arrangement.
Prerequisite: Photo 1 and 1L.
Corequisite: Photo 2.
The application of the advanced theory of photography including special camera techniques, perspective control and color photography. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

2A STUDIO PHOTOGRAPHY (PORTRAITURE)
2 units
Lecture 1 hour; lab 3 hours, lab 1 1/2 hours by arrangement.
Prerequisite: Photo 1 and 1L.
Acceptable for credit: California State University.
A studio portraiture course. Studio lighting arrangements will be demonstrated and used by the student to complete projects. The theory of color balance and corrective filtration will be covered as well as the use of selective aids to improve on the quality of the portrait. The student must supply own non-automatic focus and exposure camera, and all expendable photographic materials used in the course.

20A STUDIO PHOTOGRAPHY (PORTRAITURE)
2 units
Lecture 1 hour; lab 3 hours, lab 1 1/2 hours by arrangement.
Prerequisite: Photo 1 and 1L.
Acceptable for credit: California State University.
A studio portraiture course. Studio lighting arrangements will be demonstrated and used by the student to complete projects. The theory of color balance and corrective filtration will be covered as well as the use of selective aids to improve on the quality of the portrait. The student must supply their own non-automatic focus and exposure camera, and all expendable photographic materials used in the course.

20B INTERMEDIATE STUDIO PHOTOGRAPHY (PORTRAITURE)
2 units
Lecture 1 hour; lab 3 hours, lab 1 1/2 hours by arrangement.
Prerequisite: Photo 1 and 1L and 20A.
Acceptable for credit: California State University.
This course will build upon the skills and techniques taught in Photo 20A and will offer new concepts such as in-camera masking for backgrounds, producing color backgrounds, using drop-out backgrounds for catalog shots, “floating” products on backgrounds, photographing video screens and digital displays, using special effects such as motion, studio fog, multiple-exposure, and using the view camera for control of shape and sharpness. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

21A STUDIO PHOTOGRAPHY - PRODUCT LIGHTING
2 units
Lecture 1 hour; lab 3 hours, lab 1 1/2 hours by arrangement.
Prerequisite: Photo 1 and 1L.
Acceptable for credit: California State University.
Studio lighting arrangements for product photography will be demonstrated and used by the student to complete projects. The theory of color correction and black and white filters will be demonstrated as well as different auxiliary lenses will be stressed. The student must supply his own non-automatic focus and exposure camera, and all expendable photographic materials used in the course.

21B INTERMEDIATE STUDIO PHOTOGRAPHY PRODUCT LIGHTING
2 units
Lecture 1 hour; lab 3 hours, lab 1 1/2 hours by arrangement.
Prerequisite: Photo 21A.
Acceptable for credit: California State University.
This course will build upon the skills and techniques taught in Photo 21A and also cover new concepts such as in-camera masking for backgrounds, producing color backgrounds, using drop-out backgrounds for catalog shots, “floating” products on backgrounds, photographing video screens and digital displays, using special effects such as motion, studio fog, multiple-exposure, and using the view camera for control of shape and sharpness. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

22 STUDIO PHOTOGRAPHY-DIGITAL
2 units Lecture 1 hour; lab 4 hours.
Prerequisite: Photo 001.
This course will introduce the principles and procedures for producing commercial product illustrations, portraits and advertising images suitable for inclusion in page layout applications and multimedia presentations. This course is West Valley College Degree and Certificate applicable.

30 COLOR PHOTOGRAPHY
4 units
Lecture 2 hours; lab 6 hours; 2 lab hours by arrangement.
Prerequisite: Photo 001.
Acceptable for credit: California State University.
Basic color theory and processing of prints from negatives will be presented. Color slides will also be processed. Students not attending the first meeting of class will be dropped from the course. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.
45A, B, C FIELD STUDIES
1 units each
Lecture 16 hours; lab 5 hours for the course.
Photo 45A is a prerequisite for 45B, and 45B is a prerequisite for 45C.
Acceptable for credit: California State University.
A field trip format course with content varying depending on the destination of the field trip. A preliminary on-campus meeting will be followed by an off-campus field trip. A critique of photo work from the field trip will complete the course. Students must supply their own photographic equipment and supplies, transportation, and lodging while on the trip. Subjects to be included are camera techniques, exposure, composition, filter use, macro and micro photography, use of artificial light, special equipment, and special film to fit the need of the field trip. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

49A, B DARKROOM APPARATUS AND TECHNIQUE
1 unit each
Laboratory 3 hours by arrangement each course.
Photo 49A corequisite: Photo 1, 1L.
Photo 49B prerequisite: Photo 1, 1L.
Photo 49B corequisite: Photo 2, 2L.
Acceptable for credit: California State University. Primarily for well-qualified photo students desiring extra laboratory time to complete additional projects in areas such as advanced printmaking, darkroom theory, photographic chemistry, optics, filter control, artificial light and use of specialized photographic equipment. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

50 PHOTOGRAPHIC EXPRESSION
2 units
Laboratory 2 hours by arrangement (offered as a television course)
Recommended Preparation: Photo 1.
Acceptable for credit: California State University. This course includes twenty 30-minute video tapes which will be broadcast by West Valley College. The tapes contain material on the art and composition of great photographers. The supplemental text will present material on the technical aspects of photography and both of these elements will be covered in workbook assignments and tests. Credit/No Credit Option.

60 INTRODUCTION TO ELECTRONIC IMAGING
3 units
Lecture 2 hours; lab 3 hours; lab 1.5 hours by arrangement
Prerequisite: Photo 001
Acceptable for credit: California State University. This course is the introductory course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. A three unit introduction to the theory and practical application of Adobe Photoshop in the field of electronic imaging. Photoshop in a box will be used as the working software and text. Lecture will include the theory of the digital (both original and scanned) image.

61 INTERMEDIATE ELECTRONIC IMAGING
2 units
Lecture 1 hour; lab 3 hours; lab 1.5 hours by arrangement
Prerequisite: Photo 60.
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 60, 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.

62 ADVANCED ELECTRONIC IMAGING
2 units
Lecture 1 hour; lab 3 hours; lab 1.5 hours by arrangement
Prerequisite: Photo 61.
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.

64 DIGITAL CAMERA OPERATION
1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Prerequisite: CA 020 and Photo 001 or Photo 076
This course will introduce the principles of operation of digital cameras in the production of images for multimedia application. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Option.

65 CURRENT TRENDS AND ISSUES IN IMAGING
2 units
Lecture 2 hours; lab 1 hour by arrangement
Prerequisite: CA 20 and Photo 001 or Photo 076. (CA 020 and Photo 001 required for photo majors.)
This course explores current styles, trends and issues in the digital imaging field. Utilizing Internet access to Photography archives and galleries, the student will explore and critique a cross-section of digital images produced both for commercial applications and fine art. The class will be offered with an optional distance learning component for those wishing to participate from off-campus locations. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Option.

68 CD IMAGE STORING
1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Prerequisite: CA 20, Photo 65 and Photo 001 or Photo 76. (CA 020 and Photo 001 required for photo majors.)
This course addresses the procedures and concepts of preparing and maintaining a digital image library for multimedia applications. Issues of filing, copyright protection and image retrieval will also be covered. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Option.

70 KODALITH TECHNIQUES
1 unit
Lecture 3 hours; (6 weeks)
Prerequisite: Photo 1 and 1L.
Acceptable for credit: California State University. This course provides an introduction to the use of high-contrast film as a means for image manipulation, making of title slides, tone line images, in-camera masking and sabotile images. It is a creative technique applicable to photographers with limited darkroom facilities. It is and deal project for school art and photography classes. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.
71 SLIDE Duplication

1 units
Lecture 3 hours; (6 weeks)
Prerequisite: Photo 1 and 1L.
Acceptable for credit: California State University.
This course is an introduction to tsimple tech-
tiques of making duplicate slides from original
35mm transparencies utilizing a minimum of
special equipment. It is a course designed
to make special application to the classroom
instructor's needs for visuals for instructional
application. Students must supply their own
adjustable focus and exposure camera and all
expendable photographic supplies used in the
course. Credit/No Credit Option.

72 EnvironmenTal PortraIts

1 units
Lecture 3 hours; (6 weeks)
Prerequisite: Photo 1 and 1L.
Acceptable for credit: California State University.
This course will teach the use of natural light
inroducing beautiful portraits in outdoor set-
tings. Techniques of posing, camera operation
and accessories and the use of light control
equipment will be a part of the information
provided. Students must supply their own
adjustable focus and exposure camera and all
expendable photographic supplies used in the
course. Credit/No Credit Option.

73 Photographing Your Art

1 units
Lecture 3 hours; (6 weeks)
Prerequisite: Photo 1 and 1L.
Acceptable for credit: California State University.
This course will providee photographers with
information on the simplest methods for pho-
tographing their artwork for either inventory
records, portfolio presentations or publication.
It will cover the different techniques required
for drawings, paintings, sculpture and othe
media. Students must supply their own adjust-
able focus and exposure camera and all
expendable photographic supplies used in the
course. Credit/No Credit Option.

74 close-up photography

1 units
Lecture 3 hours; (6 weeks)
Prerequisite: Photo 1 and 1L.
Acceptable for credit: California State University.
This course is designed to introduce the prin-
ciples 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 nontechnical with emphasis onthe ease
with which modern equipment will allow this
application of the photographic medium. Stu-
dents must supply their own adjustable focus
and exposure camera and all expendable
photographic supplies used in the course.
Credit/No Credit Option.

75 photo projects for the instructor

1 units
Lecture 3 hours; (6 weeks)
Prerequisite: Photo 1 and 1L.
Acceptable for credit: California State University.
This course is designed to provide the teach-
er of a non-photography class with some crative
ideas for photography projects that can be
none with a minimum of experience,
equipment and cost. These projects will
allow the teacher to use these projects to
relate the areas of science, art and social
studies. Students must supply their own adjust-
able focus and exposure camera and all
expendable photographic supplies used in the
course. Credit/No Credit Option.

76 Visual Communication

1 unit
Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Acceptable for credit: California State University.
This one-unit photography-based class is
designed to provide visual communication
skills directed to the needs of individuals work-
ing in the fields of public relations, multimedia,
journalism and desktop publications. Students
will be expected to provide their own 35 mm
camera system for assignments to be com-
pleted on transparency (slide) film. This course
is West Valley College Degree and Certificate
Applicable. Students must supply their own
adjustable focus and exposure camera and all
expendable photographic supplies used in the
course. Students must supply their own
adjustable focus and exposure camera and all
expendable photographic supplies used in the
course. Credit/No Credit Only.

91, 92, 93 directed Studies

1-3 units Laboratory 3, 6, 9 hours by arrangement.
Prerequisite: Interview with instructor to deter-
mine objectives and write a contract for the
course.
Acceptable for credit: California State University.
Advanced work in a specialized field of Photo-
ography as selected by the student and
approved by the instructor. Students must
supply their own adjustable focus and expo-
sure camera and all expendable photographic
supplies used in the course. Credit/No Credit
Option.

100 special Topics

1/2-3 units Lecture and/or lab 1/2 to 9 hours.
This course will explore topics related to
this discipline and will be offered as needed.
See the class schedule for current offerings.
Credit/No Credit Option.
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.

1.02 ADAPTED PHYSICAL EDUCATION

1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
The adapted physical education program is handled by a specialist who designs physical education programs for the disabled and offers an individual program geared to meet each student's need.

1.03 ADAPTED PHYSICAL EDUCATION

.5 unit Laboratory 3 hours (9 weeks)
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
The adapted physical education program is handled by a specialist who designs physical education programs for the disabled and offers an individual program geared to meet each student's need.

1.08 ADAPTED PHYSICAL EDUCATION—GENERAL FITNESS

1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course is designed to satisfy the need for daily cardiovascular activity, flexibility, and general training. The use of bicycles, the treadmill, and the track will be alternated as activities.

1.09 ADAPTED PHYSICAL EDUCATION—GENERAL FITNESS

.5 unit Laboratory 3 hours (9 weeks)
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course is designed to teach skills needed for daily cardiovascular activity, flexibility, and general training. The use of bicycles, the treadmill, and the track will be alternated as activities.

1.10 ADAPTED PHYSICAL EDUCATION PERCEPTUAL MOTOR DEVELOPMENT

1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course explores the different components of perceptual motor learning through the auditory, visual, tactile, and kinesthetic senses. Simple to complex motor movement activities will be introduced and experienced.

1.12 ADAPTED PHYSICAL EDUCATION RHYTHMIC AEROBICS

1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course is designed to teach skills needed for daily cardiovascular activity through the use of rhythmic aerobic exercises. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.

1.13 ADAPTED PHYSICAL EDUCATION RHYTHMIC AEROBICS

.5 unit Laboratory 3 hours (9 weeks)
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course is designed to teach skills needed for daily cardiovascular activity through the use of rhythmic aerobic exercises. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.

1.14 ADAPTED SPORTS CONDITIONING: AQUA TRAINING

1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This class is designed for the physically disabled student who wants to develop a highly conditioned body in the areas of strength, flexibility, and endurance, using the medium of water.
1.16 SPORTS CONDITIONING: WEIGHT TRAINING
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This class is designed for the physically disabled student who wants to develop a highly conditioned body in the areas of strength, flexibility, and endurance so they can complete in a variety of athletic events.

1.18 ADAPTED STRETCH AND FLEX
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course will explore the purposes and techniques of acquiring body flexibility through stretching exercises. Particular attention will be devoted to back care and how to reduce stress with muscle-relaxation techniques.

1.20 WALK, WHEEL AND ROW AEROBICS
1 unit Laboratory 3 hours
Emphasis is for those with a temporary or permanent disability.
This class is designed to satisfy the need for cardiovascular activity as well as develop and maintain fitness through the use of the continuous rhythmic movements of walking, pushing a wheelchair, or using the row cycle around the track. Nutrition, weight control and stress reduction will be emphasized.

1.24 ADAPTED PHYSICAL EDUCATION WATER EXERCISE AND SWIM
1 unit Laboratory 3 hours
Emphasis is for those with a temporary or permanent disability.
This course presents exercises that use specific muscles while the body is submerged in water. The course aids the student in conditioning, strengthening muscles, and cardiovascular endurance.

1.25 ADAPTED PHYSICAL EDUCATION WATER EXERCISE AND SWIM
.5 unit Laboratory 3 hours (9 weeks)
Emphasis is for those with a temporary or permanent disability.
This course presents exercises that use specific muscles while the body is submerged in water. The course aids the student in conditioning, strengthening muscles, and cardiovascular endurance.

1.26 ADAPTED PHYSICAL EDUCATION—WEIGHT TRAINING
1 unit Laboratory 3 hours
Emphasis is for those with a temporary or permanent disability.
This course presents weight-training techniques used to increase strength. In addition, the student will learn to assess and improve his or her own physical capabilities and limitations.

1.27 ADAPTED PHYSICAL EDUCATION—WEIGHT TRAINING
.5 unit Laboratory 3 hours (9 weeks)
Emphasis is for those with a temporary or permanent disability.
This course presents weight-training techniques used to increase strength. In addition, the student will learn to assess and improve his or her own physical capabilities and limitations.

Aquatic Sports

2.01 WATER POLO
1 unit Laboratory 3 hours
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.

2.02 LIFEGUARDING
1 unit Laboratory 3 hours
Prerequisite: PE 2.05.
This course provides the individual with the knowledge and skills designed to save his/her own life and the life of another in the event of an emergency. Certification is through the American Red Cross.

2.03 SPRINGBOARD DIVING
1 unit Laboratory 3 hours
This course is designed for students in beginning, intermediate, and advanced springboard diving. The basic dives in all five categories, single and multiple somersaults in each group, and twisting dives will be presented. The principles of gravity, momentum, rotation, and kinetic energy will be studied. Techniques of judging competitive diving also will be presented.

2.04 SWIMMING—BEGINNING
1 unit Laboratory 3 hours
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.

2.05 SWIMMING—INTERMEDIATE
1 unit Laboratory 3 hours
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.

2.06 SWIMMING—ADVANCED
1 unit Laboratory 3 hours
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.

2.07 MASTER’S SWIMMING
1 unit Laboratory 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

3.01 AFRO—JAZZ DANCE
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
African dance will include dance forms of black peoples of West Africa, the Caribbean Islands of Haiti, Trinidad and Carriacou, and Brazil. Technical and creative dance skills will be developed, and dance will be learned in the context of its African heritage.

3.02 BALLET—BEGINNING
1 unit Laboratory 3 hours
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.

3.04 BALLET—INTERMEDIATE
1 unit Laboratory 3 hours
Recommended: PE 3.02.
This course is designed to introduce students to the discipline, aesthetic, traditions and historical backgrounds of classical ballet at the intermediate level.

PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
RECOMMENDED preparations are ADVISORY.


### 3.05 CHOREOGRAPHY FOR MODERN AND JAZZ DANCE

2 units  Laboratory 4 hours, 1 hour by arrangement

The student will be introduced to the skills of making dances and will participate in class, college, and community performances. This course includes an overview of the field of choreography, a study of the elements of dance (time, shape, space, and energy), composition, presentation, and critique of movement problems.

### 3.06 BEGINNING COUNTRY WESTERN DANCE

1 unit  Laboratory 3 hours

This course is designed to acquaint the student with the basic forms of Country Western dance and social practice as related to this dance form and to help students become proficient in the steps and style of Country Western Dance.

### 3.07 INTERMEDIATE COUNTRY WESTERN DANCE

1 unit Laboratory 3 hours

Recommended: PE 3.06.

Acceptable for credit: California State University

This is an intermediate level Country Western Dance course designed to increase the student’s skills and techniques. Proficiency in the steps, dances and styling of Country Western Dance will be enhanced.

### 3.08 THE FLAMENCO DANCE OF SPAIN

1 unit  Laboratory 3 hours

The flamenco dance is the most popular of Spanish theatrical dance forms. Its folkloric influences include the dance cultures of the East Indians, the Moors and the Andalusians. This course is designed to introduce the student to the movement vocabulary of the Flamenco Dance, its music, and its origins.

### 3.09 BALKAN/ISRAELI FOLK DANCE

1 unit  Laboratory 3 hours

This course is designed to teach the folk dances and styles unique to modern-day Israel and the Balkan states/countries. The study of these dances will help the student develop an appreciation of the culture and folk arts of these areas. Israeli dance will include dances influenced by Yemenite, Chassidic and Arabic styles. Balkan dances will be taught from the following areas: Serbia, Macedonia, Croatia and other Yugoslav areas, Greece, Romania, and Bulgaria.

### 3.10 INTERNATIONAL FOLK DANCE—BEGINNING

1 unit  Laboratory 3 hours

This course in folk dance for beginning students is designed to include opportunities to learn the basic skills of folk dance, to develop an appreciation for cultural styles and dance patterns from many countries, and to give the student knowledge which he/she may carry on in many varied recreational situations.

### 3.11 INTERNATIONAL FOLK DANCE—INTERMEDIATE

1 unit  Laboratory 3 hours

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

Recommended: PE 3.10.

This course is designed for the intermediate student and includes opportunities to learn the basic skills of folk dance, to develop an appreciation for cultural styles and dance patterns from many countries, and to give the student knowledge which he/she may carry on in many varied recreational situations.

### 3.12 JAZZ DANCE—BEGINNING 1

1 unit  Laboratory 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, improvisations, and composition.

### 3.13 JAZZ DANCE—INTERMEDIATE

1 unit  Laboratory 3 hours

Recommended: PE 3.12

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

This intermediate level course is designed to increase the student’s skill and understanding in the varied theories, styles and techniques of the jazz idiom.

### 3.14 INTERNATIONAL FOLK DANCE

1 unit  Laboratory 3 hours

Recommended: PE 3.15

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

This is a course for beginning students in modern dance. It will provide the knowledge and practice necessary for gaining personal skills and experience in technique and composition commensurate with the achievement level of beginning dance students.

### 3.15 MODERN DANCE—BEGINNING 1

1 unit  Laboratory 3 hours

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

This is a course for beginning students in modern dance. It will provide the knowledge and practice necessary for gaining personal skills and experience in technique and composition commensurate with the achievement level of beginning dance students.

### 3.16 MODERN DANCE—INTERMEDIATE

1 unit  Laboratory 3 hours

Recommended: PE 3.20.

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.

### 3.17 DANCE WORKSHOP

1 unit  Laboratory 3 hours

Recommended: Beginning level or equivalent dance skills in the area of emphasis: PE 3.06, 3.08, 3.12, 3.15, 3.20 or 3.23.

This course is designed to provide students with an opportunity to work intensively on their technique and performance skills in a specific dance area.

### 3.18 SOCIAL DANCE—BEGINNING 1

1 unit Laboratory 3 hours; 5 lab hour by arrangement

This course is designed to acquaint the student with the basic forms of social dance and social practice as related to dance experiences, and to help students become proficient in their basic dance forms.

### 3.19 REHEARSAL AND PERFORMANCE IN DANCE

2 units  Laboratory 6 hours; 1 hour by arrangement

This course is designed to give the student an opportunity to rehearse and perform dances in an informal setting at the college and at various locations in the West Valley community. Emphasis will be on group participation in all areas of dance production. The course will include dance warm-ups and techniques, improvisational studies, choreographic studies, group and solo rehearsals of finished dances; class, college and community performances.

### 3.20 SOCIAL DANCE—INTERMEDIATE

1 unit Laboratory 3 hours; 5 lab hour by arrangement

This course is designed to acquaint the student with the basic forms of social dance and social practice as related to dance experiences, and to help students become proficient in their basic dance forms.

### 3.21 INTERMEDIATE TAP DANCE

1 unit Laboratory 3 hours

This course is designed to teach the beginner basic tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

### 3.22 TAP DANCE—BEGINNING 1

1 unit  Laboratory 3 hours

This course is designed to teach the beginner basic tap dance skills as well as tap dance technique, style, structure, improvisation and composition.
3.24 TAP DANCE—BEGINNING 2
1 unit Laboratory 3 hours
Recommended: PE 3.23.
This course is designed to teach the advanced beginner tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

3.26 BEGINNING COUNTRY WESTERN LINE DANCE
1 unit Laboratory 3 hours
Acceptable for Credit: University of California
This course is designed to acquaint the student with the basic forms and social practice of Country Western Line Dancing and to help students become proficient in the steps and style of Country Western Dance.

3.27 INTERMEDIATE COUNTRY WESTERN LINE DANCE
1 unit Laboratory 3 hours
Acceptable for Credit: University of California
This course for intermediate level Country Western Line Dancing students is designed to increase the student’s skill in technique and help them become more proficient in the steps, dances, and styling of Country Western line dance.

3.28 DANCE REPERTORY (A–F)
1 unit Laboratory 3 hours
Recommended preparations: PE 3.06, Beginning Country Western Dance, or PE 3.09, Balkan/Israel Folk Dance, or PE 3.12, Jazz Dance—Beginning I, or PE 3.15, Modern Dance—Beginning I, or PE 3.20, Social Dance—Beginning I, or PE 3.23, Tap Dance—Beginning I.
Acceptable for Credit: University of California
This course is designed to provide students with an opportunity to expand and develop their repertoire (of dances) in a specific dance area (A–F). They can then draw on this repertoire for performances on campus and in the community. The area of emphasis for each section of this course will be different: A. Ethnic, B. Tap, C. Jazz, D. Modern, E. Country Western, F. Ballroom.

3.29 REHEARSAL AND PERFORMANCE IN DANCE
1 unit Laboratory 3 hours
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.

3.30 Dance: BEGINNING HIPHOP
1 unit Laboratory 3 hours
This course will introduce the students to the fundamentals of hip hop/street funk. Students will learn general patterns as well as the basics of creating routines using individual style. Information describing the history and cultural development of hip hop as a dance form will be presented. This course may be repeated three times.

3.31 DANCE: INTERMEDIATE HIPHOP
1 unit Laboratory 3 hours
This course will introduce the students to the intermediate styles and choreography of hip hop/street funk. Students will have the opportunity to learn and practice challenging and complex routines. Students will choreograph and present a hip hop routine reflecting individual styles and interpretation. This course may be repeated three times.

3.32 BEGINNING LINDY HOP AND SWING
1 unit Laboratory 3 hours
This course will focus on steps, patterns, and style. Credit/No Credit Option.

Fitness
All fitness classes are designed to help the student develop positive attitudes and skills in one or more of the following aspects of fitness: improved cardiovascular conditioning, increased muscular endurance, greater joint flexibility, and the ability to obtain total relaxation.

4.03 FITNESS, AEROBICS
1 unit Laboratory 3 hours
This course is designed to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises.

4.05 FITNESS, AQUA AEROBICS
1 unit Laboratory 3 hours
This course will improve the student’s cardiovascular efficiency; increase muscular strength and endurance and further develop joint flexibility through the use of continuous, vigorous water activities and exercises.

4.06 FITNESS, DEEP WATER JOGGING
1 unit Laboratory 3 hours
This course will give the students who enjoy the water environment an opportunity to improve and maintain cardiovascular fitness without risk of injury to joints. It also affords an excellent means of rehabilitation after injury. This course will improve the student’s cardiovascular efficiency, increase muscular strength and endurance and further develop joint flexibility through the use of continuous water exercise and activities.

4.07 FITNESS, COMPETITIVE ATHLETE
1 unit Laboratory 3 hours; 5 lab hour by arrangement
This course is designed to develop a highly conditioned body for strength, flexibility and endurance for the competing varsity athlete.

4.12 FITNESS, STRETCHING AND FLEXIBILITY
1 unit Laboratory 3 hours (Also offered as a television course)
This course will explore the purposes and techniques of acquiring body flexibility through stretching exercise. Particular attention is devoted to back care and muscle relaxation techniques.

4.13 FITNESS, WALKING
1 unit Laboratory 3 hours
Students are exposed to the benefits of exercise through fitness walking and to the principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tension.

4.14 FITNESS, WATER EXERCISE
1 unit Laboratory 3 hours
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.

4.16 FITNESS, WEIGHT TRAINING
1 unit Laboratory 3 hours
This course will emphasize conditioning needs/skills of men and women through a program of progressive weight training using external weights designed to increase muscular strength and endurance and general overall conditioning.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
4.18 PERSONAL FITNESS APPRAISAL
.5 unit Lecture .5 hour; lab 1.5 hours (9 weeks)
This course is designed to provide an increased awareness of personal fitness levels and fitness concepts through lecture and laboratory testing of physical fitness components (cardiovascular, muscular, flexibility and body fat, including underwater weighing). Exercise prescription for an ongoing training program will be provided with a monitoring of progress throughout the instructional period. This course is not acceptable for credit at the University of California.

4.22 FITNESS, STEP
1 unit Laboratory 3 hours
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.

4.24 FITNESS, TOTAL - MEN
1 unit Laboratory 3 hours
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.

4.25 FITNESS, TOTAL - WOMEN
1 unit Laboratory 3 hours
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.

4.26 GET FIT LAB
1 unit Laboratory 3 hours
This course offers the opportunity for participation in an assortment of exercise programs to improve cardiovascular endurance, local muscular endurance, muscular strength, and joint mobility. Selected field and laboratory tests of physical fitness are administered before, during, and after participation in an exercise program. This course will focus on safe and sane approaches to diet and exercise, information on cardiac risk, stress management, and guidelines for weight control.

4.27 YOGA FOR HEALTH
1 unit Lab 3 hours
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.

4.28 FITNESS JOGGING
1 unit Lab 3 hours
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.

4.29 BODY SCULPTING
1 unit Lab 3 hours
This course will provide students with the opportunity to gain improved muscular strength and endurance through the use of free weights and resistive types of exercises. The workout is structured and the movements are set to music. Credit/No Credit Option.

Combatives and Martial Arts

6.02 KARATE—BEGINNING
1 unit Laboratory 3 hours; .5 lab hour by arrangement
This course introduces the student to the basic skills of Karate.

6.03 SELF-DEFENSE
1 unit Laboratory 3 hours
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.

6.05 TECHNIQUES OF AMATEUR WRESTLING
1 unit Laboratory 3 hours; .5 lab hour by arrangement
This course presents an introduction to amateur wrestling that will provide vigorous activity and basic skills including rules and procedures related to the conduct of matches. Emphasis on needs/skills of men.

6.06 KARATE—INTERMEDIATE
1 unit Lab 3 hours; .5 lab hour by arrangement
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.

6.07 KICK BOXING: COED
1 unit Lab 3 hours
This course will present the skills (kicks, punches, blocks, and stances) used in competitive kick boxing. Training will include conditioning and flexibility exercises. Sparring drills, bag work, timing and focus training will be presented. Self-defense techniques will also be introduced.

6.08 FITNESS BOXING: COED
1 unit Lab 3 hours
This course will provide cardiovascular fitness, strength, and flexibility through boxing techniques. Stances, punching, combinations, blocks, and sparring drills will be presented. The rules of sport boxing will be covered. Emphasis will be on training techniques. Non-contact sparring will be practiced. This course may be repeated three times.

6.09 CARDIO KICKBOXING
1 unit Lab 3 hours
This course will provide the student with the opportunity to gain improved cardio-respiratory fitness, flexibility, and muscle strength while learning kickboxing skills.

Lifetime Sports

Lifetime sports classes are designed to teach skills in sports activities in which the student can experience lifelong participation.

7.02 BADMINTON—BEGINNING
1 unit Laboratory 3 hours
This course will introduce the fundamentals of the game of badminton and the strategies of badminton to the student.

7.03 BADMINTON—INTERMEDIATE
1 unit Laboratory 3 hours
Recommended preparations: PE 7.02.
This course provides students with the opportunity to master individual skills and strategies of badminton at the intermediate level.

7.04 INTRO TO SPORT CLIMBING/ROCK CLIMBING
1 unit Lecture 1 hour; lab 2 hours
This course is designed to offer the novice/beginner student the opportunity to learn to climb efficiently and safely, to learn proper techniques of climbing, belaying, and rope management. Students will have the opportunity to learn about local climbing-related opportunities in the South Bay. Students must provide their own instructor-approved harnesses.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
7.05 INTRODUCTION TO CYCLING
1 unit Laboratory 3 hours
Acceptable for credit: California State University
This course is designed to offer the novice/beginning road cyclist the opportunity to learn to ride efficiently and safely, to learn general bike maintenance and to experience riding some of the bike lanes and bike paths in the South Bay Area. Students must provide bicycle and helmet.

7.06 INTRODUCTION TO OFF ROAD CYCLING
1 unit Laboratory 3 hours
Acceptable for credit: California State University
This course is designed to offer the novice/beginning road cyclist the opportunity to learn to ride efficiently and safely, to learn general bike maintenance and to experience riding some of the off road riding trails available in the Bay Area. Students must provide bicycle and helmet.

7.07 FENCING—BEGINNING
1 unit Laboratory 3 hours
This course is for the beginning fencer. Emphasis is placed on learning basic movement skills, officiating skills, and beginning boutting.

7.08 FENCING—INTERMEDIATE
1 unit Laboratory 3 hours
Prerequisite: PE 7.07
This course provides students with the opportunity for mastery of fencing skills and techniques at the intermediate level. Students will gain a better understanding of the rules of fencing while practicing with an adversary. They will develop a personal technique of movement patterns. There will also be an opportunity for competition, and practice in judging, scoring and directing.

7.09 FENCING—ADVANCED
1 unit Laboratory 3 hours
Prerequisite: PE 7.07 or 7.08
This course provides the students with the opportunity to master specific fencing skills and techniques at the advanced level in standard and electrical foil.

7.10 GOLF—BEGINNING
1 unit Laboratory 3 hours
This course is designed to teach the novice beginning golf skills and knowledge needed to play golf.

7.11 GOLF—INTERMEDIATE
1 unit Laboratory 3 hours
Recommended preparations: PE 7.10
This course is designed to help intermediate golfers develop more advanced skills in the game of golf. A greater emphasis is placed on the technical aspects of the swing.

7.12 GOLF—ADVANCED
2 units Laboratory 4 hours
Recommended preparations: PE 7.11
This is a high-level sequential course designed to help develop advanced techniques in a practical realistic atmosphere. Most sessions will be presented at the golf course. Some emphasis is on the social values of the game and an introduction to various scoring methods and types of tournament play.

7.13 ALPINE SKIING
1 unit Laboratory 9 hours, six of which are by arrangement (6 weeks)
This course introduces the basic beginning skills of snow skiing. Instructions and practice are conducted at a local ski resort. Instruction in equipment care and selection, conditioning exercises, rules and courtesy, and trip preparations are conducted on campus.

7.14 CROSS COUNTRY SKIING
1 unit Laboratory 9 hours, six of which are by arrangement (6 weeks)
This course introduces the basic skills of cross-country skiing, including technique, selection and care of equipment, waxing techniques, and conditioning. Opportunities for on-snow practice are provided through scheduled field trips.

7.15 BEGINNING TENNIS
1 unit Laboratory 3 hours
Recommended preparations: PE 7.18
This course is designed to teach the basic fundamentals of tennis to the student to increase the student’s enjoyment of the game’s value as a lifelong, leisure-time activity. Mastery of these skills will enable the student to progress to another level of tennis.

7.16 ADVANCED BEGINNER TENNIS
1 unit Laboratory 3 hours
Recommended preparations: PE 7.19
This course is designed to further enhance the student’s proficiency and confidence in tennis through a series of more advanced beginner learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.

7.17 TOURNAMENT TENNIS
1 unit Laboratory 3 hours
Recommended preparations: PE 7.20
This course provides the opportunity for further mastery of specific tennis skills and strategies at an advanced level.

7.18 ADVANCED TENNIS
1 unit Laboratory 3 hours
Recommended preparations: PE 7.21
This course is designed for the student who has played or desires to play tournament tennis. Advanced skills and strategy will be reviewed and practiced to further enhance the student’s tennis knowledge and techniques.

7.19 INTERMEDIATE TENNIS
1 unit Laboratory 3 hours
Recommended preparations: PE 7.22
This course is designed to offer the student further learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.

7.20 ADVANCED BEGINNER TENNIS
1 unit Laboratory 3 hours
Recommended preparations: PE 7.23
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.

7.21 TOURNAMENT TENNIS
1 unit Laboratory 3 hours
Recommended preparations: PE 7.24
This course provides the opportunity for further mastery of specific tennis skills and strategies at an advanced level.

7.22 ADVANCED TENNIS
1 unit Laboratory 3 hours
Recommended preparations: PE 7.25
This course is designed for the student who has played or desires to play tournament tennis. Advanced skills and strategy will be reviewed and practiced to further enhance the student’s tennis knowledge and techniques.

7.23 SCUBA DIVING
2 units
Lecture 1.5 hours; laboratory 1.5 hour by arrangement; 1 lab by arrangement
Students will learn the skills associated with becoming a safe, competent skin and scuba diver (PADI/YMCA certification). All students completing the field trip will qualify for certification. Advanced and rescue certification will be available.

7.24 SCUBA DIVING—ADVANCED
2 units
Lecture 1.5 hour; lab 1.5 hours (18 weeks)
Prerequisite: PE 7.23, or equivalent certification from another agency
This course will present advanced skills of SCUBA and aquatic technology. Students will gain knowledge of diverse SCUBA environments to increase safety and competency. Students completing the field trip will qualify for Advanced and Rescue SCUBA certification.

- PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
- Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
- RECOMMENDED preparations are ADVISORY.
Team Sports

8.01 ARENA FOOTBALL
1 unit Laboratory 3 hours
This course is designed to teach basic skills and techniques of football. The game is modified by using an indoor area for play.

8.03 BASEBALL—ADVANCED
1 unit Laboratory 3 hours
Recommended preparations: Prior participation in interscholastic competition or club baseball program.
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.

8.04 BASKETBALL, MEN
1 unit Laboratory 3 hours
This course is designed to teach the basic skills, techniques, and knowledge of the game of men's basketball.

8.07 ADVANCED TECHNIQUES OF FOOTBALL
1 unit Laboratory 3 hours
Recommended preparations: Prior participation in interscholastic competition or club football program.
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.

8.08 SOCCER—BEGINNING, MEN
1 unit Laboratory 3 hours
This course is designed to teach basic skills, offenses and defenses of men's soccer at the beginning level.

8.09 SOCCER—ADVANCED, MEN
2 units Laboratory 6 hours
Recommended preparations: PE 8.08.
This is an advanced course in soccer designed to develop advanced individual skills which can be incorporated into a relatively high level of team participation.

8.10 SOCCER—WOMEN
1 unit Laboratory 3 hours
This course emphasizes the development of a practical and working knowledge of the skills, strategy, and knowledge associated with the game of women's soccer.

8.12 SOFTBALL—BEGINNING
1 unit Laboratory 3 hours
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.

8.13 SOFTBALL—INTERMEDIATE
1 unit Laboratory 3 hours
Recommended preparations: PE 8.12.
This course emphasizes the development of intermediate softball skills, including competitive team-play opportunities.

8.14 TRACK AND FIELD FUNDAMENTALS—ADVANCED
1 unit Laboratory 3 hours
A course designed to teach individual skills in track and field. Includes sprints, hurdles, middle and distance running, weight events, and jumping events.

8.15 VOLLEYBALL—BEGINNING SKILLS
1 unit Laboratory 3 hours
This course is designed to teach the novice beginning volleyball skills for recreational pleasure and value as a worthy leisure-time activity.

8.16 VOLLEYBALL—INTERMEDIATE SKILLS
1 unit Laboratory 3 hours
Recommended preparations: PE 8.15.
This course is designed to explore further the game of volleyball and help the student master intermediate volleyball skills.

8.17 VOLLEYBALL—ADVANCED SKILLS
1 unit Laboratory 3 hours
Recommended preparations: PE 8.16.
This course provides the serious student of volleyball with the opportunity to master individual skills and team strategies at the advanced level.

8.18 VOLLEYBALL—OUTDOOR SAND AND GRASS DOUBLES
1 unit Laboratory 3 hours
Recommended preparations: PE 8.15.
This course is designed to teach the skills, strategies and techniques of doubles sand and grass volleyball.

8.19 VOLLEYBALL—ADULT CAMP
1 unit Laboratory 3 hours
Recommended preparations: PE 8.16 or 8.17.
This course is designed to offer the intermediate and advanced player the skills to train for and compete in tournament play.

Intercollegiate Athletics
West Valley College is a member of the Coast-Conference of the California Community and Junior College Association. The college competes in conference competition for both men and women. A refundable equipment deposit is required in each sport.

9.01 INTERCOLLEGIATE BASEBALL—MEN
2 units Laboratory 10 hours Corequisite: PE 4.07
Recommended preparations: PE 8.03 or interscholastic h.s. or club participation.
This course provides intercollegiate competition to meet needs and skills of men.

9.02 INTERCOLLEGIATE BASKETBALL—MEN
1 unit Laboratory 10 hours (9 weeks) Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition in basketball designed to meet needs and skills of men.

9.03 INTERCOLLEGIATE BASKETBALL—WOMEN
1 unit Laboratory 10 hours (9 weeks) Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition in basketball designed to meet needs and skills of women.

9.04 INTERCOLLEGIATE CROSS COUNTRY—MEN
2 units Laboratory 10 hours Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition for men in cross country.

9.05 INTERCOLLEGIATE CROSS COUNTRY—WOMEN
2 units Laboratory 10 hours Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition for women in cross country.

9.06 INTERCOLLEGIATE FOOTBALL—MEN
2 units Laboratory 10 hours Corequisite: PE 4.07
Recommended preparations: PE 8.07 or interscholastic h.s. or club participation.
This course provides intercollegiate competition for men in football.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
9.07 INTERCOLLEGIATE SOCCER—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.09 or interscholastic h.s. or club participation.
This course provides intercollegiate competition in soccer designed to meet needs and skills of men.

9.08 INTERCOLLEGIATE SOCCER—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.14 or interscholastic h.s. or club participation.
This course provides intercollegiate competition in soccer designed to meet needs and skills of women.

9.09 INTERCOLLEGIATE SOFTBALL—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 2.06 or interscholastic h.s. or club participation.
Intercollegiate competition in softball designed to meet needs and skills of women.

9.10 INTERCOLLEGIATE SWIMMING—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 2.06 or interscholastic h.s. or club participation.
This course provides intercollegiate competition for men in swimming.

9.11 INTERCOLLEGIATE SWIMMING—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 2.06 or interscholastic h.s. or club participation.
This course provides intercollegiate competition for women in swimming.

9.12 INTERCOLLEGIATE TRACK—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.14 or interscholastic h.s. or club participation.
This course provides intercollegiate competition for men in track and field.

9.13 INTERCOLLEGIATE TRACK—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.14 or interscholastic h.s. or club participation.
This course provides intercollegiate competition for women in track and field.

9.14 INTERCOLLEGIATE VOLLEYBALL—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.17 or interscholastic h.s. or club participation.
This course provides intercollegiate competition in volleyball designed to meet needs and skills of women.

9.15 INTERCOLLEGIATE VOLLEYBALL—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.17 or interscholastic h.s. or club participation.
This course provides intercollegiate competition in volleyball designed to meet needs and skills of men.

9.16 INTERCOLLEGIATE WATER POLO—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition for women in water polo.

9.17 INTERCOLLEGIATE WATER POLO—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition for men in water polo.

9.18 INTERCOLLEGIATE WRESTLING—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 6.05 or interscholastic h.s. or club participation.
This course provides intercollegiate wrestling competition for men.

9.19 INTERCOLLEGIATE WRESTLING—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate wrestling competition for women.

9.20 INTERCOLLEGIATE WATER POLO—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition for women in water polo.

9.21 INTERCOLLEGIATE WATER POLO—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition for men in water polo.

9.22 INTERCOLLEGIATE SOFTBALL—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 2.06 or interscholastic h.s. or club participation.
This course provides intercollegiate competition for men in softball designed to meet needs and skills of men.

9.23 INTERCOLLEGIATE SOFTBALL—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 2.06 or interscholastic h.s. or club participation.
This course provides intercollegiate competition for women in softball designed to meet needs and skills of women.

9.24 INTERCOLLEGIATE SOCCER—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.09 or interscholastic h.s. or club participation.
This course provides intercollegiate competition in soccer designed to meet needs and skills of men.

9.25 INTERCOLLEGIATE SOCCER—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.14 or interscholastic h.s. or club participation.
This course provides intercollegiate competition in soccer designed to meet needs and skills of women.

9.26 INTERCOLLEGIATE TRACK—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.14 or interscholastic h.s. or club participation.
This course provides intercollegiate competition for men in track and field.

9.27 INTERCOLLEGIATE TRACK—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.14 or interscholastic h.s. or club participation.
This course provides intercollegiate competition for women in track and field.

9.28 INTERCOLLEGIATE VOLLEYBALL—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.17 or interscholastic h.s. or club participation.
This course provides intercollegiate competition in volleyball designed to meet needs and skills of women.

9.29 INTERCOLLEGIATE VOLLEYBALL—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.17 or interscholastic h.s. or club participation.
This course provides intercollegiate competition in volleyball designed to meet needs and skills of men.

9.30 INTERCOLLEGIATE WATER POLO—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition for women in water polo.

9.31 INTERCOLLEGIATE WATER POLO—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition for men in water polo.

9.32 INTERCOLLEGIATE WRESTLING—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 6.05 or interscholastic h.s. or club participation.
This course provides intercollegiate wrestling competition for men.

9.33 INTERCOLLEGIATE WRESTLING—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate wrestling competition for women.

9.34 INTERCOLLEGIATE WATER POLO—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition for women in water polo.

9.35 INTERCOLLEGIATE WATER POLO—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
This course provides intercollegiate competition for men in water polo.

10.06 INTRAMURALS—VOLLEYBALL
1 unit Laboratory 3 hours
This class provides recreational participation in low-key volleyball competition.

10.07 INTRAMURALS—FLAG FOOTBALL
1 unit Laboratory 3 hours
This class provides recreational participation in low-key flag football competition.

10.08 INTRAMURALS—BASEBALL
1 unit Laboratory 3 hours
This class provides recreational participation in low-key baseball competition.

10.09 INTRAMURALS—GOLF
1 unit Laboratory 3 hours
This class provides recreational participation in low-key golf competition.

10.10 INTRAMURALS—TEAM TENNIS
1 unit Laboratory 3 hours
Recommended: PE 7.22.
This course will provide a high level of competition for those students who seek competitive aspect of the sport but do not have the skills and/or desire for intercollegiate competition.

10.11 INTRAMURALS—SOCCER
1 unit Laboratory 3 hours
This class provides recreational participation in low-key soccer competition.

Intramurals

10.01 INTRAMURALS—BADMINTON
1 unit Laboratory 3 hours
This class provides recreational participation in low-key badminton competition.

10.02 INTRAMURALS—BASKETBALL, MEN
1 unit Laboratory 3 hours
This class provides recreational participation in low-key basketball competition for men.

10.03 INTRAMURALS—SWIMMING
1 unit Laboratory 3 hours
This class provides recreational participation in low-key swimming competition.

10.04 INTRAMURALS—TENNIS
1 unit Laboratory 3 hours
This class provides recreational participation in low-key tennis competition.

10.05 INTRAMURALS—OFFENSIVE HITTING
1 unit Laboratory 3 hours
This class provides recreational participation in low-key offensive hitting.

10.06 INTRAMURALS—TEAM TENNIS
1 unit Laboratory 3 hours
This class provides recreational participation in low-key team tennis.

10.07 INTRAMURALS—FLAG FOOTBALL
1 unit Laboratory 3 hours
This class provides recreational participation in low-key flag football.

10.08 INTRAMURALS—BASEBALL
1 unit Laboratory 3 hours
This class provides recreational participation in low-key baseball.

10.09 INTRAMURALS—GOLF
1 unit Laboratory 3 hours
This class provides recreational participation in low-key golf.

10.10 INTRAMURALS—TEAM TENNIS
1 unit Laboratory 3 hours
Recommended: PE 7.22.
This course will provide a high level of competition for those students who seek competitive aspect of the sport but do not have the skills and/or desire for intercollegiate competition.

10.11 INTRAMURALS—SOCCER
1 unit Laboratory 3 hours
This class provides recreational participation in low-key soccer.

10.12 INTRAMURALS—BADMINTON
1 unit Laboratory 3 hours
This class provides recreational participation in low-key badminton.

10.13 INTRAMURALS—BASKETBALL, MEN
1 unit Laboratory 3 hours
This class provides recreational participation in low-key basketball competition for men.

10.14 INTRAMURALS—SWIMMING
1 unit Laboratory 3 hours
This class provides recreational participation in low-key swimming competition.

10.15 INTRAMURALS—TENNIS
1 unit Laboratory 3 hours
This class provides recreational participation in low-key tennis competition.
30 INTRODUCTION TO PHYSICAL EDUCATION

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.

34 WATER SAFETY INSTRUCTOR

This course provides the individual with the knowledge and skills designed to save his/her own life or the life of another and to be able to teach others these skills. Certification is through the American Red Cross. The Introduction to Health Services Education Certificate is also included as part of the course. Credit/No Credit Option.

37 CONCEPTS OF COACHING

This course is designed to assist high school coaches meet State Certification requirements, as well as enhance coaching backgrounds at the youth level. Credit/No Credit Option.

38A INTRODUCTION TO SPORTS MEDICINE

This course introduces the student to concepts of athletic training; care and prevention of sports injuries; recognition, evaluation, management, and rehabilitation of injuries; techniques of adhesive strapping and protective padding and bracing. Credit/No Credit Option, Acceptable for credit: University of California, California State University.

38B ADVANCED ASSESSMENT OF SPORTS INJURIES

This course provides the student with an opportunity to expand his/her knowledge in athletic injury assessment. Injury evaluation and rehabilitation of sports injuries is emphasized as well as advanced techniques of adhesive strapping. Credit/No Credit Option.

39A SPORTS INJURY MANAGEMENT AND REHABILITATION

This course provides the student with exposure to basic sports medicine techniques, athletic training room operation, immediate recognition and treatment of injuries unique to fall sports, particularly the "non-contact" sports such as cross country, volleyball, water polo and soccer. Credit/No Credit Option.

39B SPORTS INJURY MANAGEMENT AND REHABILITATION

This course provides the student with exposure to basic sports medicine techniques, immediate recognition and treatment of injuries unique to spring sports, particularly the "non-contact" sports such as track and field goal kicking, and kick off. Credit/No Credit Option.

39C SPORTS INJURY MANAGEMENT AND REHABILITATION

This course provides the student with exposure to advanced sports medicine techniques, immediate recognition and treatment of injuries unique to fall "contact" sports such as football, wrestling and basketball. Rehabilitation of injuries and the use of therapeutic modalities will be emphasized. Credit/No Credit Option.

39D SPORTS INJURY MANAGEMENT AND REHABILITATION

This course provides students with exposure to basic sports medicine techniques, to immediate recognition and to treatment of injuries unique to spring collision sports such as baseball and softball. Specific sports conditioning and evaluation will be emphasized. Credit/No Credit Option.

40 INTRODUCTION TO ADAPTED PHYSICAL EDUCATION

Recommended preparations:  First Aid/CPR certificate or H ED 5. May be taken concurrently. Acceptable for credit: California State University. This course is designed for students interested in fields relating to physically limited individuals. Competencies are developed in identification, and individualized exercise development. Credit/No Credit Option.

45 THEORY AND TECHNIQUE OF OFFENSIVE AND DEFENSIVE FOOTBALL

Recommended preparations:  PE 8.07 or inter-scholastic h.s. or club participation. Acceptable for credit: University of California, California State University. This course will introduce to the student the theory and principles of offensive and defensive intercollegiate football, including punt and punt return, point after touchdown, field goal kicking, and kick off. Credit/No Credit Option.

46 THEORY AND TECHNIQUE OF OFFENSIVE AND DEFENSIVE BASEBALL

Recommended preparations:  PE 8.03 or inter-scholastic h.s. or club participation. Acceptable for credit: University of California, California State University. This course will introduce the theory and principles of offensive and defensive intercollegiate baseball. All aspects of offense and defense including the knowledge and understanding of the rules of baseball relative to batting are covered. Credit/No Credit Option.
47 THEORY AND TECHNIQUE OF OFFENSIVE AND DEFENSIVE BASKETBALL
3 units Lecture 2 hours; lab 3 hours
Recommended preparations: PE 8.04 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University.
This course will introduce the theory and principles of offensive and defensive intercollegiate basketball. Knowledge and understanding of the rules of basketball will also be included. Credit/No Credit Option.

50 INTRODUCTION TO DANCE
1 unit Lecture 1 hour; lab 1 hour and 1 hour by arrangement
Acceptable for credit: University of California, California State University.
This course provides the beginning dancer with movement experiences in a variety of dance styles. It will also offer the opportunity to experience the creative process at work. Group discussions and opportunities to watch videos and attend live dance performances will be included. Credit/No Credit Option.

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

60 AEROBIC LEADERSHIP TRAINING
2 units Lecture 2 hours; lab 1 hour by arrangement
Acceptable for credit: California State University.
This is an introductory course to train the aspiring fitness professional. Participants in the program will be expected to understand practical anatomy and physiology, first aid, immediate health care and nutrition. They will be assisted in learning proper exercise procedures applicable for special groups, choreography of exercises, and leading large groups of students. Visitations and critiques of other classes will be encouraged. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES
1-3 units Lecture/lab 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University.
This course allows independent work of special interest to the student related to, but not included in, regular courses offered by the physical education department. Credit/No Credit Option.

Physical Science

10 PHYSICAL SCIENCE SURVEY
3 units Lecture 3 hours
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
Study of the major concepts in the fields of astronomy, chemistry, geology, and physics. Designed to introduce the student to the methods of data-collecting and data-analysis in reasoning to theories as to how the physical world around us operates.

20 WEATHER AND CLIMATE
3 units Lecture 3 hours
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
A study of the atmospheric processes responsible for changing weather patterns. Surface weather maps and upper-air charts will be used to illustrate these processes to the layman. World climate will be analyzed with special emphasis on Bay Area and urban climatic conditions. Atmospheric pollution and its effects on local and worldwide weather and climate will also be studied.

30 DESCRIPTIVE ENVIRONMENTAL SCIENCE
3 units Lecture 3 hours
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
Study of energy consumption, population growth and pollution (air, water, solid, and noise) from the viewpoint of Physical Science. Experience and field studies in methods of pollution measurement and control are included.

100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hour
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.
1 INTRODUCTION TO PHYSICS PROBLEM SOLVING
3 units Lecture 3 hours
Prerequisite: Math D or high school trigonometry. (May be taken concurrently).
Acceptable for credit: University of California, California State University.
A course designed specifically to prepare students for Physics 2A and 2B or Physics 4A, 4B, and 4C. Emphasis on problem solving in kinematics, forces, energy, momentum, fluids, and optics.

2A GENERAL PHYSICS
5 units
Lecture 3 hours; recitation 1 hour; lab 3 hours
Prerequisite: Math D or high school trigonometry
Recommended preparation: HS Trigonometry; Physic 1 or HS Physics
Acceptable for credit: University of California, California State University.
A first course in physics for majors in subjects other than engineering or the physical sciences. Discussion of force equilibrium, dynamics of rigid bodies, concepts of potential and kinetic energy, momentum, the thermodynamics, hydrodynamics, hydrostatics, and wave motion in sound. Special relativity, general relativity and black holes. Concepts and problem solution are emphasized. (CAN PHYS 2)

2B GENERAL PHYSICS
5 units
Lecture 3 hours; recitation 1 hour; lab 3 hours
Prerequisite: Physics 2A.
Acceptable for credit: University of California, California State University.
A continuation of 2A with the study of electricity and magnetism, optics, atomic, and nuclear physics. (CAN PHYS 4)

4A ENGINEERING PHYSICS MECHANICS
5 units Lecture 4 hours; lab 3 hours
Prerequisite: Math 3A and Math 3B (may be taken concurrently).
Recommended Preparation: Physics 1 or high school Physics.
Acceptable for credit: University of California, California State University.
Mechanics is the first of the series of engineering physics. It provides the student with an understanding of vectors. Vectors are utilized in the application of forces in both static and dynamic conditions. The vector nature of velocity and acceleration are applied in the study of kinematics. The principles of conservation of energy and momentum are studied in moving and interacting systems. Additional topics that will be studied will include: rotational mechanics; simple harmonic motion, gravitation, special relativity, mechanical properties of matter, and fluid statics and dynamics. Problem solutions are emphasized using calculus. (CAN PHYS 8)

4B ENGINEERING PHYSICS ELECTRICITY AND MAGNETISM
5 units Lecture 4 hours; lab 3 hours
Prerequisite: Phys 4A and Math 3B and Math 4A or (may be taken concurrently).
Acceptable for credit: University of California, California State University.
Electricity and magnetism is the second in the engineering physics series. Topics to be studied include charge and matter, the electric field, Gauss’s Law, electric potential, capacitors and dielectrics, current and resistance, electromagnetic force and circuits, magnetic fields, applications of Ampere’s Law, inductance and Faraday’s Law of Induction, magnetic properties of matter, and alternating currents. Problem solutions are emphasized using calculus. (CAN PHYS 12)

4C ENGINEERING PHYSICS LIGHT AND HEAT
5 units Lecture 4 hours; lab 3 hours
Prerequisite: Phys 4A and Math 3B; and Math 4A (may be taken concurrently).
Acceptable for credit: University of California, California State University.
Light and Heat is the third course in the engineering physics series. Topics to be studied include heat and thermodynamics utilizing the first and second laws of thermodynamics and the concept of entropy, the nature and propagation of light including the laws of reflection and refraction for plane and spherical waves, interference and diffraction, and the study of light and quantum physics including waves and particles. Other topics in modern physics may also be included. Problem solutions using the calculus is emphasized.

10 INTRODUCTION TO PHYSICS
4 units Lecture 3 hours; lab 3 hours
Acceptable for credit: University of California, California State University.
A descriptive approach to physics as applied to natural phenomena, life and social issues. Topics include mechanics, waves, electricity, magnetism, heat, light and atomic and nuclear phenomena. Arithmetic skills are required.
Political Science

THE FACULTY
Patricia Andrews
Frederick G. Barnikel
Daniel G. Varty
William E. Whitney

1 AMERICAN GOVERNMENT: SEX DISCRIMINATION AND THE LAW
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course covers the structure and functions of the American national state and local governments. Emphasis is placed on the development of democratic institutions through historical and contemporary studies. Students will have an opportunity to understand what has shaped the United States Constitution, its amendments, major court interpretations, the operation of and one's role in democratic government. This course may be used to meet the Social Science I or II requirement in the General Education Pattern for transfer to the California State University system. Credit/No Credit Option.

2 COMPARATIVE GOVERNMENTS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Political Science 2 explores the government and politics of some of the major world powers as well as developing nations. Structures, functions and policies are compared with each other and with the U.S. government. Particular consideration is given to contemporary world problems. Political Science 2 may be used to meet Social Science Series I or II requirements in the General Education pattern for transfer to the California State University system. Credit/No Credit Option.

3 INTRODUCTION TO POLITICAL SCIENCE
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Political Science 3 is an introduction to political theory. The course analyzes the ideological origins of nation-states from direct democracy to totalitarian forms of government. Political Science 3 may be used to meet Social Science Series I or II requirements in the General Education pattern for transfer to the California State University system. Credit/No Credit Option.

4 INTERNATIONAL RELATIONS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Political Science 4 is a survey of the ways and means by which the contemporary international scene has developed. Included will be consideration of such subjects as nationalism, imperialism, war, the world economy, the environment and developing nations. The student should gain a fuller understanding of the political, social and economic relationships among nation-states. Particular emphasis is given to the foreign policies of the U.S. and their relationship to foreign powers. Political Science 4 may be used to meet Social Science Series I or II requirements in the General Education pattern for transfer to the California State University system. Credit/No Credit Option.

5 AMERICAN IDEALS AND INSTITUTIONS, A MULTICULTURAL APPROACH
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
American Ideals and Institutions, a Multi-Cultural Approach, studies great American political thinkers, leaders and activists who have significantly contributed toward shaping our democratic society. The course begins with the framers, comes up to the present day and represents the ideas of our diverse and richly multi-cultural society, including women, Afro-Americans, Hispanic and Asian Americans, along with Native Americans. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

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

Psychology

THE FACULTY
Michael D. Hughmanick
Sandra L. Ladd

1 GENERAL PSYCHOLOGY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Introduction to general psychology as a behavioral science. Course emphasis is placed upon the scientific foundations of psychology, including the history and origins of psychology, introductory statistical concepts, motivation, emotion, biological determinants of behavior, environmental and cultural factors in behavior, psychological tests and measurements, learning, and personality theory. (CAN PSYCH 2)

2 EXPERIMENTAL PSYCHOPHYSIOLOGY
4 units Lecture 2 hours; 3 lab hours by arrangement
Prerequisite: Psych 1
Corequisite: Math 10.
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.

7 PHYSIOLOGICAL PSYCHOLOGY
3 units Lecture 3 hours
Prerequisite: Psych 1 or concurrent enrollment
Acceptable for credit: University of California, California State University.
An introduction to the physiological substrates of behavior. Among the areas covered are neurophysiology, the functional nervous systems, the senses, emotion, motivation and learning. The course has value for behavioral science, paramedical, and premedical majors.
9 INTRODUCTION TO PSYCHOLOGY OF WOMEN
3 units Lecture 3 hours
Prerequisite: Psych 1 or concurrent enrollment
Acceptable for credit: University of California, California State University.
The course introduces the student to the gender-role development of women in terms of the biosocial and cultural factors involved in intellectual and personal-emotional functions. Examination of psychological research and theory will focus on multicultural factors; that is, gender as it relates to race, class, culture and ethnicity in United States society. This course will satisfy the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

12 HUMAN GROWTH AND DEVELOPMENT
3 units Lecture 3 hours
(Also offered as a television course.)
Prerequisite: Psych 1 or conc.
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. Credit/No Credit Option.

25 INTRODUCTION TO ABNORMAL PSYCHOLOGY
3 units Lecture 3 hours
Prerequisite: Psych 1.
Acceptable for credit: University of California, California State University.
This course deals with various categories as well as social criteria of "deviant" or "abnormal" behavior patterns. Course content deals with mildly maladaptive behavioral syndromes to grossly psychotic reactions, both functional and organic. Characterological or personality disorders, including sexually maladaptive behavior, are included in the course content together with behavioral dysfunctions from childhood to senility. The course is of value to students majoring in any area of behavioral science and to paraprofessional trainees in such areas as law enforcement, community health and social services. Credit/No Credit Option.

30 PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE
3 units Lecture 3 hours
Acceptable for credit: California State University.
An introduction to the physiological and psychological processes of addiction and how they relate to the abuse of legal and illegal substances. Credit/No Credit Option.

33 THE PSYCHOLOGY OF PERSONAL GROWTH
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is designed to facilitate insight into the self and to assist persons in exploring and maximizing potential. Through personal growth exercises, lectures and group interactions, it focuses on various theories of personality and approaches to mental health in an effort to help participants develop personal goals, interpersonal communication skills, and to evolve a unified approach to the psychology of living. Credit/No Credit Option.

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

990 READING FUNDAMENTALS
1 unit Lecture 3 hours (6 weeks)
Recommended preparation: Reading 160.
This course will enable students to reach optimum reading speeds and to improve comprehension of collegiate and technical materials, as well as to increase their enjoyment of recreational reading.
961 EFFECTIVE READING
(Formerly Read 161)
3 units Lecture 3 hours
Prerequisite: Reading 960.
This course is designed for the student who wishes to correct or improve basic reading skills. The content and objectives of the courses will vary somewhat to meet the student’s individual needs. Study skills are included. The student can expect improvement of reading comprehension, vocabulary, and the attainment of an efficient reading rate. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option.

962 CAREER SPELLING
(Formerly Read 162)
3 units Lecture 3 hours
This course is designed to assist students with spelling improvement. Common spelling generalizations and patterns are studied as well as their common exceptions. Students with extreme difficulties in hearing vowel and consonant differences should enroll in Reading 160. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option.

970 POWER READING
(Formerly Read 170)
3 units Lecture 3 hours
Prerequisite: Reading 961.
By focusing on critical comprehension, this course will enable students to improve their comprehension of collegiate materials and increase speed of reading. Emphasis is placed on comprehension of essays and other literary forms in preparation for English 1A. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option.

975A, B, C, D READING SKILLS
(Formerly Read 175 A,B,C,D)
.5 unit each Laboratory 3 hours by arrangement (9 weeks) each course.
The Reading Skills Lab will provide individualized instruction for any student, either instructor-referred or self-referred, in the following basic skills: comprehension; word-structure analysis; vocabulary development; auditory and visual discrimination; study skills; reading rate improvement. Auto-instructional materials, written as well as audiovisual, will be individually assigned, based on careful diagnostic testing and a conference with the lab instructor. Credit earned in this course does not apply to an associate degree. Credit/No Credit Only.

90 PRINCIPLES OF REAL ESTATE
3 units Lecture 3 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. This course applies 25 hours toward the state appraiser license educational requirements. Credit/No Credit Only.

92 REAL ESTATE ECONOMICS
3 units Lecture 3 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 socio-economic status of people, and what is considered a good or bad real estate investment. He/she will distinguish between general and specific government controls affecting real estate activity and will analyze the effect of local, state and federal taxes on real estate activity. The student will apply basic economic principles in solving the critical problems facing this community in providing adequate housing for its citizens. This course applies toward the educational requirements of both the California real estate broker’s and the California real estate salesperson’s license examination. Credit/No Credit Only.

10A BEGINNING RUSSIAN
5 units Lecture 5 hours
Prerequisite: Russian 1A
Recommended preparation: Russian 11A (may be taken concurrently)
Acceptable for credit: University of California, California State University.
Oral and written practice in the essentials of pronunciation, grammar and syntax as presented in Russian 1A. Readings from prose will be required. Credit/No Credit Option.

10B BEGINNING RUSSIAN
5 units Lecture 5 hours
Prerequisite: Russian 1A
Recommended preparation: Russian 11B (may be taken concurrently)
Acceptable for credit: University of California, California State University.
Continued oral and written practice in the essentials of pronunciation, grammar and syntax as presented in Russian 1A. Readings from prose will be required. Credit/No Credit Option.

11A RUSSIAN LABORATORY
.5 unit Lab 1.5 hours by arrangement
Acceptable for Credit: California State University RUSS 011A is a separate course offered by arrangement for the student’s convenience. It aims to present the culture of the Russian speaking people through a variety of media. The student will review the Russian culture through slides, filmstrips, film, cassettes, and current publications. The course provides an excellent supplement to Russian language classes and is usually taken in conjunction with RUSS 001A. This course may be repeated once. It will be A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

11B RUSSIAN LABORATORY
.5 unit Lab by 1.5 hours by arrangement
Acceptable for Credit: California State University RUSS 011B is a continuation of RUSS 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the Russian speaking people and their culture through further use of tapes, slides, filmstrips, and current publications. The course provides an excellent supplement to Russian language classes and is usually taken in conjunction with RUSS 001B. This course may be repeated once. It will be A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

94A REAL ESTATE APPRAISAL 1
3 units Lecture 3 hours; Lab by arrangement 1.5
This is an introductory real estate appraisal course. The student will have the opportunity to learn the skill of gathering facts in order to form an opinion, based on reasoned judgment, of the value of real estate, with a special emphasis on single-family residences. The student will have the opportunity to learn the purposes of appraisals and the three basic approaches in valuing various types of real property. This course applies toward the educational requirements of both the California real estate broker’s and the California real estate salesperson’s license examination. Credit/No Credit Only.

41A RUSSIAN LABORATORY
1.5 unit
Lab 1.5 hours by arrangement
Acceptable for Credit: California State University
Credit/No Credit Option (See Military Science)
50A BASIC RUSSIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Acceptable for credit: California State University.
Oral and written practice in the minimum essentials of pronunciation, grammar and syntax. Readings from simple prose will be required. Credit/No Credit Option.

50B BASIC RUSSIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Prerequisite: Russian 50A
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 50A. Readings from simple prose will be required. Credit/No Credit Option.

51A INTERMEDIATE RUSSIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Prerequisite: Russian 50B
Acceptable for credit: California State University.
Review and continuation of basic grammar studied in Russian 50AB, with increased conversation and discussion of the customs and culture of Russia and the implications for business and travel in Russia. Credit/No Credit Option.

51B RUSSIAN CONVERSATION & CULTURE
3 units Lecture 3 hours
Prerequisite: Russian 51A
This course is a continuation of Russian 51A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. This course will include cultural topics and a review of basic grammar principles, as well as the finer points of Russian grammar. This course is West Valley College Degree applicable, West Valley College GE applicable under Area C, Humanities; will be applied for approval for CSU, and can be repeated twice. Credit/No Credit Option.

58A RUSSIAN IMMERSION
3 units Lecture 2 hours; Lab by arrangement 3 hours
This course is designed to give students the opportunity to be in a Russian speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Russian. This course is West Valley College Certificate applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option.

Sales
(See Marketing and Sales)

Sign Language

60A, B AMERICAN SIGN LANGUAGE (AMESLAN)
3 units each Lecture 3 hours each course
Prerequisite: 60A with a grade of C or better is prerequisite to 60B.
Acceptable for credit: University of California, California State University.
A course in manual communication emphasizing the vocabulary and syntax, finger spelling and introduction to American Sign Language (AMESLAN) to equip the student to communicate with the deaf on a conversational level. Some stress placed on the educational, social, psychological, and economic problems of deafness. Credit/No Credit Option.

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

THE FACULTY
James D. Hansen
Donn B. Murphy

1 INTRODUCTION TO SOCIOLOGY

3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
Introduction to the field of sociology as a scientific discipline; an examination of human society from various sociological perspectives; analysis of the relationship between personality development and the sociocultural environment; the presentation of social institutions and possible influences on behavior. (CAN SOC 2) Credit/No Credit Option.

2 SOCIAL PROBLEMS

3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
An introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems will be explored. (CAN SOC 4) Credit/No Credit Option.

12 SOCIOLOGY OF CHICANISMO

3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
Sociological investigation into the experience of the Mexican-American from origins to present life in the United States. Special emphasis given to the life of the Mexican-American who resides in California. Credit/No Credit Option.

20 AMERICAN RACE RELATIONS

3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
A survey of the experiences, problems, and the contemporary way of life of the minority people in the United States. This course focuses on racial conflicts and intergroup tensions from a minority perspective. It is designed to create a context through which race harmony may be achieved. This course fulfills the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option.

40 MARRIAGE AND FAMILY

3 units  Lecture 3 hours (Also offered as a television course.)
Acceptable for credit: California State University.
A study of marriage in contemporary American society. Problems of mate choice and courtship and dating practices; adjustment to marriage; some aspects of parenthood and child training and investigation of some possible problem areas of marriage. Credit/No Credit Option.

43 SOCIOLOGY OF RELIGION

3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
An exploration into the interplay of religion and other spheres of social life; an analysis of the character of religious authority and leadership; the nature of religious movements in our social system; the effects of secularization on religion; the influence on the values, beliefs and practices of people; group-oriented religion and personal religion. Credit/No Credit Option.

45 SOCIOLOGY OF HUMAN SEXUALITY

3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
An examination of sexual attitudes and behavior in our society; research findings concerning the range of normality of human sexual functioning; sexual myths—some origins, who believes them and why. The institutionalization of sex in American society; the symbolic nature of sexual expression; teaching children regarding sexuality; the complexities of sexual orientation; impact of sexually transmitted diseases upon society. Credit/No Credit Option.

Spanish

1A BEGINNING SPANISH

5 units  Lecture 5 hours, supplemented by outside use of language laboratory.
Corequisite: 11A
Acceptable for credit: University of California, California State University.
The students will learn the fundamentals of grammar and pronunciation and be expected to converse on a limited scale about the topics of everyday importance. He/she will be able to record this same information in writing and will be able to understand written and spoken Spanish within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to various aspects of the culture of the Spanish-speaking world. Credit/No Credit Option.

1B BEGINNING SPANISH

5 units  Lecture 5 hours, supplemented by outside use of language laboratory.
Prerequisite: Spanish 1A or two years of high school Spanish.
Corequisite: 11B
Acceptable for credit: University of California, California State University.
In this course, the student will continue his/her development of speaking, reading and writing skills, and increase his/her vocabulary and knowledge of basic Spanish grammar. More emphasis will be placed on self-expression and readings from topics of general interest. Cultural topics will include further exploration of the geography of the Spanish-speaking world. Credit/No Credit Option.

2A INTERMEDIATE SPANISH

5 units  Lecture 5 hours
Prerequisite: Spanish 1B or three years of high school Spanish.
Acceptable for credit: University of California, California State University.
An intermediate course. Review of grammar, emphasizing structural analysis and practice in writing. Intensive oral and written drills. Selected readings from representative works of Spanish and Latin American writers. Credit/No Credit Option.

WEST VALLEY COLLEGE  2000 - 2001 CATALOG

PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
RECOMMENDED preparations are ADVISORY.
2B INTERMEDIATE SPANISH
5 units Lecture 5 hours
Prerequisite: Spanish 2A or four years of high school Spanish.
Acceptable for credit: University of California, California State University.
Continuation of Spanish 2A, grammar and idiom review. Stress on composition and oral participation. Conversation through discussion of reading assignments. Credit/No Credit Option.

3A, B ADVANCED SPANISH ORAL AND WRITTEN COMPOSITION
5 units each Lecture 5 hours each course
Prerequisite: Spanish 2B; 3A is prerequisite to 3B.
Acceptable for credit: University of California, California State University.
Review of grammar, discussion of grammatical features beyond the intermediate level. Intensive oral and written drills in idiomatic constructions. Composition, conversation and readings from prose and poetry. Credit/No Credit Option.

11A SPANISH LABORATORY
.5 unit Laboratory 1.5 hours per week by student's individual arrangement.
Recommended preparation: Spanish 1A concurrently.
Acceptable for credit: California State University.
This is a separate laboratory course, offered by arrangement at the student's convenience, which aims to present the culture of the Spanish-speaking world through a variety of media. The student will review the customs and cultures of Spanish-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing Spanish language and pronunciation drill are also available. The course provides an excellent supplement to Spanish 1A. Credit/No Credit Option.

11B SPANISH LABORATORY
.5 unit Laboratory 1.5 hours per week by student's individual arrangement.
Recommended preparation: Spanish 1B concurrently.
Acceptable for credit: California State University.
This course is a continuation of Spanish 11A, although 11A is not a prerequisite. The student will expand his/her knowledge of the cultures of Spanish-speaking people through further use of slides, tapes, filmstrips, films and current publications. Tapes and programs providing Spanish language and pronunciation drill are also available. The course provides an excellent supplement to Spanish language classes and is usually taken in conjunction with Spanish 1B. Credit/No Credit Option.

40A SPANISH FOR PUBLIC SAFETY & EMERGENCY PERSONNEL
3 units Lecture 3 hours; lab 2 hours by arrangement
This course is designed for pre service students and in service public personnel as well as emergency personnel who wish to be better culturally and orally more effective in serving their law enforcement agency and the Hispanic community. The class emphasis will be on basic communicative Spanish specifically designed for this environmental immediate safety needs. The student will be expected to successfully apply the language acquisition and culturally learned inferences to safety personnel needs. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated once. Credit/No Credit Option. (dual listed with AJ 038)

49 SPANISH FOR THE SPANISH-SPEAKING
3 units Lecture 3 hours
Recommended preparation: Fluent in speaking and understanding Spanish.
Acceptable for credit: University of California, California State University.
Spanish 49 is taught in Spanish and is intended for those Spanish-speakers who wish to become more skilled in Spanish in the specific areas of grammar, reading, and writing, as well as for those who wish to learn more about the Spanish and Hispanic culture. Credit/No Credit Option.

50A BASIC SPANISH CONVERSATION AND CULTURE
3 units Lecture 3 hours (Also offered as a television course.)
Prerequisite: Spanish 50A.
Acceptable for credit: California State University.
This course is a continuation of Spanish 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The cultures of Spanish-speaking countries will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Credit/No Credit Option.

50B BASIC SPANISH CONVERSATION AND CULTURE
3 units Lecture 3 hours (Also offered as a television course.)
Prerequisite: Spanish 50A.
Acceptable for credit: California State University.
This course is a continuation of Spanish 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The cultures of Spanish-speaking countries will be presented through newspaper and magazine articles as well as a variety of audiovisual materials. Credit/No Credit Option.

51A INTERMEDIATE SPANISH CONVERSATION AND CULTURE
3 units Lecture 3 hours (Also offered as a television course.)
Prerequisite: Spanish 51A.
Acceptable for credit: California State University.
This course is a continuation of Spanish 51A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles, as well as the finer points of Spanish grammar. Discussion topics will be chosen from current newspaper and magazine articles. Credit/No Credit Option.

51B INTERMEDIATE CONVERSATIONAL SPANISH AND CULTURE
3 units Lecture 3 hours (Also offered as a television course.)
Prerequisite: Spanish 51A.
Acceptable for credit: California State University.
This course is a continuation of Spanish 51A. Conversation will be emphasized, along with vocabulary acquisition and idiomatic expression. The course will include cultural topics and a review of basic grammar principles, as well as the finer points of Spanish grammar. Discussion topics will be chosen from current newspaper and magazine articles. Credit/No Credit Option.

52A, B BASIC MEDICAL SPANISH
3 units Lecture 3 hours each course
Prerequisite for 52A: None.
Prerequisite for 52B: 52A.
Acceptable for credit: California State University.
The course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic Spanish communication skills and a specialized vocabulary through intensive oral use and drills exercises. Upon its completion, the student should be capable of communicating effectively in his/her specific area with Spanish speakers. 52B is a continuation of 52A. Credit/No Credit Option.
52A1 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 1
1 unit Lecture 3 or 2 hours; 6 or 9 weeks
Acceptable for credit: California State University.
This course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option.

52A2 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 2
1 unit Lecture 3 or 2 hours; 6 or 9 weeks
Acceptable for credit: California State University.
This course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option.

52A3 SPECIAL STUDIES IN MEDICAL SPANISH, MODULE 3
1 unit Lecture 3 or 2 hours; 6 or 9 weeks
Acceptable for credit: California State University.
This course is directed to the needs of medical and hospital personnel. Emphasis will be placed on acquiring basic communication skills and a specialized vocabulary through intensive oral use and drilling exercises. Upon completion, students will be able to communicate with Spanish-speakers on a basic level in her/his specific area of medical service. Credit/No Credit Option.

55A, B, C, D ADVANCED ORAL PRACTICE IN SPANISH
1 unit each Lecture 1 hour; lab 2 hours
Prerequisite: Spanish 2A or 2B or 3A, or 3B or concurrent.
Acceptable for credit: University of California, California State University.
Students meet in small groups (2-6) with native speaker for intensive oral practice. Class sessions will include (1) directed discussion using prepared topics and selected vocabulary lists, (2) free, indirected conversations, (3) role-playing for specific activities such as, interviewing, making a banking transaction, or going to a restaurant. Credit/No Credit Option.

57A SPANISH FOR INTERNATIONAL BUSINESS
3 units Lecture 3 hours
Prerequisite: Spanish 1B.
Acceptable for credit: California State University.
This course is suitable for students in the following areas: business majors planning to deal with a rapidly growing number of Hispanic clients in the United States, international business or government majors, undergraduate liberal arts majors wishing to expand their awareness of the Spanish language or seeking positions with companies doing international business, and majors in science and technology fields planning to enter the expanding international business world opening up to American-based firms. This course is the first of a two-semester sequence at the second year level. Ideally these courses will interface with the International Business Department and be followed by an optional internship in Spain or Latin America or in a Silicon Valley plant with an international department which deals with Spain, Mexico or Latin America. This course is conducted exclusively in Spanish. Credit/No Credit Option.

57B SPANISH FOR INTERNATIONAL BUSINESS
3 units Lecture 3 hours
Prerequisite: Spanish 1B or 57A.
Acceptable for credit: California State University.
This course is suitable for students in the following areas: Business majors planning to deal with a rapidly growing number of Hispanic clients with the U.S.; International Business or Government majors; undergraduate Liberal Arts majors wishing to expand their awareness of the Spanish language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter the expanding international business world opening up to American-based firms. This course is the second of a two-semester sequence at the second year level. These courses will be valuable for students in the International Business Department. This course is conducted exclusively in Spanish. Credit/No Credit Option.

58A IMMERSION SPANISH
3 units Lecture 2 hours; lab 3 hours by arrangement
Recommended preparation: Spanish 1A. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement.
Acceptable for credit: California State University.
Spanish 58A is designed to give students the opportunity to be in a Spanish speaking environment for a prolonged period of time (i.e., Friday afternoon through Sunday afternoon) at an off-campus site that has appropriate facilities. Students pay West Valley College tuition and fees as well as an additional fee ($140-$160) to cover food, lodging and other extraordinary expenses. Each student must complete an independent study program appropriate to his/her level of knowledge prior to the Immersion Weekend and a post Weekend assignment as part of the hours by arrangement. There will be a mandatory Saturday or evening meeting early in the semester. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES
1-3 units Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University.
Directed studies are investigations of special interest to the student which are related to, but not included in, regular courses offered by the college. Credit/No Credit Option.

Speech Communication
(See Communication Studies)
Supported Education Programs

THE FACULTY
Judy Colson
Linda Gibson
Cheryl Miller
R. "Jim" Peck
Len Schreiblein
Sylvia Selleck
Joan Worley

The Supported Education Program provides classes and services to students with disabilities.

Adapted Physical Education
(See Physical Education)

SUPPORTED EDUCATION COMPUTER COURSES

100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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

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

901A ADAPTED COMPUTER-ASSISTED INSTRUCTION
(Formerly LS 101A)
1 unit Laboratory 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 not count toward the Associate Degree. Credit/No Credit Only.

901B ADAPTED COMPUTER-ASSISTED INSTRUCTION
(Formerly LS 101B)
.5 unit Laboratory 3 hours for 9 weeks
This class is designed to improve basic academic and/or productivity skills for students with disabilities. Units earned in this course not count toward the Associate Degree. Credit/No Credit Only.

902A ADAPTED COMPUTER ASSESSMENT
(Formerly LS 102A)
.5 unit Laboratory 3 hours by arrangement for 4 weeks
This course is designed to provide a means for evaluating a disabled student’s abilities, limitations and skills for the purpose of selecting appropriate adaptations for computer access. Likely participants in this course would include students who are physically disabled, have acquired brain injuries resulting in secondary orthopedic and/or visual disabilities, blind, visually impaired or other students recommended by the instructional staff. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

903A ADAPTED WORD PROCESSING
(Formerly LS 103A)
2 units Lecture 2 hours; lab 1 hour
This is an introductory word processing class that addresses the needs of students who may require more extensive training and/or the use of adaptive hardware and/or software to successfully use computers. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

906 ADAPTED INTERNET SKILLS
1 unit Lecture 1 hour; lab 2 hours (12 weeks)
Recommended preparations: LS 901A
This course is an introduction to the Internet designed to meet the educational needs of students with disabilities. Instructional methods and materials appropriate for individual disabilities will be used. The goal of this course is to prepare students to use the Internet at a basic skill level. This course may be repeated one time. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

907 INTRODUCTION TO SPREADSHEETS
1 unit Lecture 2 hours; lab 1 hour
Recommended preparations: LS 901A
This course is designed as an introduction to an industry standard spreadsheet program. It will meet the educational limitations of disabled students utilizing instructional methods and materials that are appropriate to each individual’s disability. The goal of this course is to prepare the student for a higher level college course teaching the use of spreadsheets and/or entry level employment using an industry standard spreadsheet. This course may be repeated one time. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

Supported Education—Learning Efficiency Assistance Program (LEAP)

930AB ASSESSMENT FOR LEARNING DISABILITIES
(Formerly LS 130A, B)
.5 unit each Lecture 1 hour for 9 weeks
The course is designed to assess learning abilities and to identify specific areas of disability which may require specialized instruction or support services. Appropriate recommendations and referrals will be made. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

931A EFFECTIVE LEARNING: READING LAB
(Formerly LS 932A)
.5 unit Laboratory 1 hour
This course is designed as a lab course in conjunction with course LS 932. The content of the course is dependent on the specific Individual Education Plan and instructional objectives in LS 132. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

930A ASSESSMENT FOR LEARNING DISABILITIES
(Formerly LS 130A, B)
.5 unit each Lecture 1 hour for 9 weeks
The course is designed to assess learning abilities and to identify specific areas of disability which may require specialized instruction or support services. Appropriate recommendations and referrals will be made. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

Supported Education—Learning Efficiency Assistance Program (LEAP)

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
931B EFFECTIVE LEARNING: MATH LAB
(Formerly LS 131B)
.5 unit Laboratory 1 hour
Highly recommended for students with learning disabilities or acquired brain injury. This course is designed to provide for specific application of mathematical strategies for Arithmetic and Algebraic course work. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

931C EFFECTIVE LEARNING: SPELLING LAB
(Formerly LS 131C)
.5 unit Laboratory 1 hour
This course is designed as a lab course in conjunction with course LS 934. The content of the course is dependent on the specific Individual Education Plan of the student and the instructional objectives of LS 134. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

931D EFFECTIVE LEARNING: WRITING LAB
(Formerly LS 131D)
.5 unit Laboratory 1 hour
Highly recommended for students with learning disabilities or acquired brain injury. This course is designed to provide for specific application of writing strategies for English course work. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

931E EFFECTIVE LEARNING: LEARNING STRATEGIES LAB
(Formerly LS 131E)
.5 unit Laboratory 1 hour
Highly recommended for students with learning disabilities or acquired brain injury. This course is designed to provide for specific application of course work from the Learning Strategies course. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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

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

933C ADVANCED PREPARATION FOR ALGEBRA
3 units Lecture 3 hours
Recommended preparations: LS 933B
The student will receive instruction in strategies to understand and remember algebraic functions. Course will cover the following basic algebraic concepts: solving word problems, solving equations with radical expressions, understanding graphing of linear equations and solving quadratic equations. Recommended: Completion of LS 133B or equivalent. Especially recommended for those who need modified pace or teaching method. Credit/No Credit Only. Credit does not apply to the associate degree.

933D PREPARATION FOR ALGEBRA
1 unit Lecture 3 hours (6 weeks)
Recommended preparation: LS 933A
This course is one of three short-term courses covering the material offered in LS 933B (Preparation for Algebra), a semester-long algebra preparatory course. It is recommended for students who need to review basic algebraic concepts: solving word problems, solving equations with radical expressions, understanding graphing of linear equations and solving quadratic equations. Recommended: Completion of LS 133B or equivalent. Especially recommended for those who need modified pace or teaching method. Credit/No Credit Only. Credit does not apply to the associate degree.

933E PREPARATION FOR ALGEBRA
1 unit Lecture 3 hours (6 weeks)
Recommended preparation: LS 933A
This course is the second of three short-term courses covering the material offered in LS 933B (Preparation for Algebra), a semester-long algebra preparatory course. It is recommended for students who need to review basic algebraic concepts: solving word problems, solving equations with radical expressions, understanding graphing of linear equations and solving quadratic equations. Recommended: Completion of LS 133B or equivalent. Especially recommended for those who need modified pace or teaching method. Credit/No Credit Only. Credit does not apply to the associate degree.

933F PREPARATION FOR ALGEBRA
1 unit Lecture 3 hours (6 weeks)
Recommended preparation: LS 933A
This course is the second of three short-term courses covering the material offered in LS 933B (Preparation for Algebra), a semester-long algebra preparatory course. It is recommended for students who need to review basic algebraic concepts: solving word problems, solving equations with radical expressions, understanding graphing of linear equations and solving quadratic equations. Recommended: Completion of LS 133B or equivalent. Especially recommended for those who need modified pace or teaching method. Credit/No Credit Only. Credit does not apply to the associate degree.

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

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Recommendations in Basic Skills: Level I

- **940A ASSESSMENT OF COMMUNICATION SKILLS**
  - Formerly LS 60 A,B
  - .5 unit each
  - Lecture 1 hour for 9 weeks
  - This course is designed to assess the level of communication ability and to identify specific areas of disability requiring specialized instruction or support services. These areas include speech and voice production, language comprehension, and verbal expression. Appropriate referrals and specific recommendations for instruction will be made. Units earned in this course do not count toward the Associate Degree.

- **961 SPEECH PRODUCTION SKILLS LEVEL I**
  - Formerly LS 61
  - 2 units
  - Lecture 2 hours; lab 1 hour
  - This course emphasizes the introduction and development of techniques or strategies to overcome or compensate for a student’s speech production problem. Specialized instruction is provided on an individual or small group basis in the areas of articulation, fluency and voice. Units earned in this course do not count toward the Associate Degree.

**Supported Education—Speech Development**

**937A LEARNING STYLES AND TIME MANAGEMENT MODULE**
- 1 unit
- Lecture 3 hours (6 weeks)
- This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the personal knowledge about their individual learning style(s) and time management skills that are necessary for college achievement. This course is non degree applicable. It may be repeated one time. Credit/No Credit Only.

**937B LISTENING STRATEGIES AND NOTE TAKING MODULE**
- 1 unit
- Lecture 3 hours (6 weeks)
- This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the listening and note taking skills that are necessary for college achievement. This course is non degree applicable. It may be repeated one time. Credit/No Credit Only.

**937C TEXTBOOK READING MODULE**
- 1 unit
- Lecture 3 hours (6 weeks)
- This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the textbook reading and memory skills that are necessary for college success. This course is non degree applicable. It may be repeated one time. Credit/No Credit Only.

**937D TEST TAKING MODULE**
- 1 unit
- Lecture 3 hours (6 weeks)
- This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students the test taking and stress management strategies that are necessary for college achievement. This course is non degree applicable. It may be repeated one time. Credit/No Credit Only.

**937E SURVEY OF WRITING**
- 1 unit
- Lecture 3 hours (6 weeks)
- This course is designed to increase and develop skills found to be essential to success in college. The goal of this course is to give students an overview of the writing skills necessary for college achievement. This course is non degree applicable. It may be repeated one time. Credit/No Credit Only.

**937G VOCABULARY DEVELOPMENT MODULE**
- 1 unit
- Lecture 3 hours (6 weeks)
- Improved vocabulary skills will increase student’s potential for academic success. This is a basic vocabulary improvement course designed for students with weak vocabulary skills due to a learning disability. Students develop vocabulary by using it in various contexts. Word parts, dictionary use, context clues and specialized vocabulary will also be addressed. This course may be repeated one time. Credit/No Credit Only.

**938 EFFECTIVE LEARNING: SPELLING**
- 3 units
- Lecture 3 hours
- This course is designed to teach basic spelling skills to students enrolled in the Supported Education Program. The content of this course includes phonics, visual/auditory perceptual training, basic spelling rules, and vocabulary development. This course is non degree applicable. It may be repeated one time. Credit/No Credit Only.

**941A EFFECTIVE SENTENCE SKILLS**
- Formerly LS 964B
- 2 units
- Lecture 2 hours; lab 1 hour
- This course is designed to meet the needs of students with learning disabilities who exhibit written language difficulties. Instruction focuses on improving language skills including vocabulary, word choice, punctuation/capitalization, and grammar and syntax skills. Particular emphasis is provided in the areas of compound and complex sentence structure. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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

Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
962 SPEECH PRODUCTION SKILLS  
LEVEL II  
3 units  Lecture 3 hours  
Prerequisite: LS 961  
This is a basic speech improvement course designed to meet the needs of students with acquired or congenital speech problems. It stresses the practical application of strategies to compensate for specific speech production difficulties. This course may be repeated three times. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

963 LANGUAGE COMPREHENSION AND EXPRESSION I  
(formerly LS 63)  
3 units  Lecture 3 hours  
This is a basic language skills class designed to meet the needs of students with acquired receptive and/or expressive language problems. It stresses the practical application of strategies to compensate for language comprehension and/or oral expression difficulties. This course may be repeated three times. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

964A LANGUAGE COMPREHENSION AND EXPRESSION II  
2 units  Lecture 2 hours; lab 1 hour (Formerly LS 64A)  
This course is designed to meet the needs of students with language comprehension or expression difficulties. Emphasis is on the introduction and development of techniques and strategies to compensate for comprehension and/or expression problems due to head injury, cerebral or other neurological impairments, learning disability or hearing deficits. Specialized small group instruction is provided to increase and develop auditory and reading comprehension as well as verbal and written expression skills. Course content includes increasing vocabulary and word finding skills, development of verbal reasoning skills, improvement of basic grammar skills, development of simple sentences using correct grammar, syntax and word choice. This course may be repeated one time. Credit/No Credit Only.

965 AUDITORY PERCEPTUAL SKILLS  
2 units  Lecture 2 hours; lab 1 hour  
This course emphasizes the introduction and development of techniques or strategies to overcome or compensate for a student’s auditory perceptual difficulties. Instruction is provided on a small group basis in the areas of auditory perception, auditory training, aural rehabilitation and listening skills. Auditory perceptual difficulties may be due to hearing defects, learning disabilities, aphasia, head injury, cerebral or other neurological impairments. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Option.

966 ADVANCED AUDITORY PERCEPTUAL SKILLS  
(Formerly LS 66)  
2 units  Lecture 2 hours; lab 1 hour  
This course emphasizes the further development of techniques and strategies to compensate for a student’s auditory perceptual difficulties. Instruction is provided on a small group basis specifically concentrating on the area of listening strategies, critical listening, and auditory memory. Auditory perceptual difficulties may be due to hearing deficits, speech/language disorders, learning disabilities, and/or acquired brain injury. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

967 ORAL COMMUNICATION SKILLS  
(Formerly LS 67)  
3 units  Lecture 3 hours  
Recommended for students with communication and learning disabilities.  
This course emphasizes the development of oral communication skills. Students will learn how to express ideas clearly and effectively in various speaking situations such as reports, interviews and small group discussions. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

968 INTRODUCTION TO SPEECH DEVELOPMENT  
(Formerly LS 68)  
1 unit  Lecture 1 hour  
Recommended for students with communication and learning disabilities.  
This course introduces students to ways of compensating for speech production problems. The students will have the opportunity to hear the difference between speech sounds, produce speech sounds, and develop strategies to improve speech skills. It may be repeated three times. Credit/No Credit Only.

969 COMPUTER LAB FOR SPEECH AND LANGUAGE DEVELOPMENT  
(Formerly LS 70)  
1 unit  Laboratory 3 hours  
Recommended for students with communication and learning disabilities. Keyboard accessibility.  
This course is designed to improve speech, language and/or cognitive processes through the use of appropriate software and computer technology. It is intended as a lab course in conjunction with Speech 63 and is dependent on the instructional objectives of Speech 63. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Option.

970 SUCCESSFUL STUDY SKILLS  
.5 unit  Lab 1.5 hours by arrangement  
This course provides individualized and group instruction to enhance academic and career skills. It provides a flexible individualized study plan designed to promote basic skills competency. Focus is on assessment of individual abilities and development of a program for remediation of academic or workplace related skills in one or more of the following areas: learning strategies; workplace skills; vocabulary enhancement; spelling; calculator review and practice; basic math review with applications; algebra review; critical reading/writing; research papers; math anxiety. This course may be repeated three times credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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

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

- **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 35 for specific information.  
- **Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.**  
- **RECOMMENDED preparations are ADVISORY.**
Theatre Arts

THE FACULTY
James Callner
Virginia Drake
Jack C. Senteney
Brad Weisberg

1 INTRODUCTION TO MEDIA ARTS
3 units Lecture 3 hours
Acceptable for credit: California State University.
A preview of theatre arts curriculum for non-
majors, and a basic survey for majors/minors
in stage, film and television. Theories and skills
of these performance arts are compared and
contrasted in practical application to career
or a vocational goals. Recommended for all
first-time students in Theatre Arts Department.
Credit/No Credit Option.

2A TECHNICAL PRODUCTION
3 units Lecture 4 hours
Acceptable for credit: University of California,
California State University.
Introduction and practical experience in all
technical phases of dramatic production.
Emphasis on scenery, lighting and costumes
required in all theatrical productions. Credit/No
Credit Option.

3A CONFIDENCE AND SELF-ESTEEM
BUILDING
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is designed to introduce the
student to the process of developing self
confidence, self esteem and self image in per-
formance and life situations. Lecture and dis-
cussion, plus individual/group exercises, are
combined to help the student acquire the
basics of good self confidence. Credit/No
Credit Option.

3B CONFIDENCE AND SELF-ESTEEM
BUILDING
3 units Lecture 3 hours
Recommended preparation: Theatre Arts 3A.
Acceptable for credit: California State University.
An accelerated course in techniques, tools
and philosophies needed to build self-
confidence and self-esteem in performance and
life situations. Theory and application will be
examined and practiced to develop self-confi-
dence. Credit/No Credit Option.

5A INTRODUCTION TO FILM MAKING
3 units Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California,
California State University.
A preview of theatre arts curriculum for non-
majors, and a basic survey for majors/minors
in stage, film and television. Theories and skills
of these performance arts are compared and
contrasted in practical application to career
or a vocational goals. Recommended for all
first-time students in Theatre Arts Department.
Credit/No Credit Option.

5B INTRODUCTION TO FILM MAKING
3 units Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California,
California State University.
This course is for the student who has com-
pleted Filmmaking 5A. Students will continue
developing skills and techniques used in film-
making. Lecture, discussion and individual/
group projects are combined to help the stu-
dent acquire a more advanced knowledge
of producing, directing and editing. Credit/No
Credit Option.

6A WRITING FOR FILM AND TELEVISION
3 units Lecture 3 hours
Acceptable for credit: California State University.
An introductory course in script writing for film
and television designed to provide students
with the skills needed to write various length
TV/Film scripts, including commercials, narra-
tive and educational screenplays. Credit/No
Credit Option.

6B WRITING FOR FILM AND TELEVISION
3 units Lecture 3 hours
Acceptable for credit: University of California,
California State University.
No credit for this course will be given for
this course after summer, 1997. A continuation
of 6A, concentrating on screen writing tech-
niques, forms and concepts. Development of
screenplays and teleplays for various media
markets will be examined. Credit/No Credit
Option.

7A ACTING FOR FILM AND TELEVISION
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Theatre Arts 40A.
Acceptable for credit: California State University.
No credit will be given for this course at Uni-
versity of California after summer, 1997.
This course is an introduction to the technique
of acting in front of a camera. It includes
participation in film acting projects and tele-
sion production. Students will also learn the
terminology of the TV/Film Studio. Credit/No
Credit Option.
7B ACTING FOR FILM AND TELEVISION
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Thear 7A and Thear 40A.
Acceptable for credit: University of California, California State University.
This is a follow-up course to Acting for TV/Film 7A. It includes continued participation in film acting projects and television production. Students will apply television terminology to their behind-the-scene activities. Credit/No Credit Option.

7C ADVANCED ACTING FOR FILM AND TELEVISION
3 units Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Thear 7A or 7B and 40A.
Acceptable for credit: University of California, California State University.
This course provides a continuation of the acting theories and techniques studied in 7A and 7B. It includes continued participation in film acting projects and television production. Credit/No Credit Option.

8A INTRODUCTION TO TV PRODUCTION
3 units Lecture 3 hours
Acceptable for credit: California State University.
An introductory course in the technique and skills necessary for basic television production. Study of production process, principles, aesthetics and styles. Television theory and application will be examined and practiced in a studio environment. Credit/No Credit Option.

8B TELEVISION PRODUCTION II
3 units Lecture 3 hours
Acceptable for credit: California State University.
This course is designed for the student who has completed Television Production 8A and wants to continue developing skills and techniques used in television production. Lecture, discussion and individual/group projects are combined to help the student acquire a more advanced knowledge of producing, directing, editing, and various TV crew positions in television production. Credit/No Credit Option.

10 INTRODUCTION TO THEATRE
3 units Lecture 3 hours; lab by arrangement 1 hour
Acceptable for credit: University of California, California State University.
A general overview of the world of theatre, including dramatic literature, technical theatre, production techniques and the critical evaluation of productions. Credit/No Credit Option.

14A SURVEY OF FILM
3 units Lecture 3 hours; lab by arrangement 1 hour
Acceptable for credit: University of California, California State University.
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in horror, gangster and science fiction. Critical analysis from an audience perspective will include readings, lectures and discussions on the theory and practice of screen writing, producing, acting and directing as well as production elements including image, tone, composition, editing, color and sound. Credit/No Credit Option.

14B SURVEY OF FILM
3 units Lecture 3 hours; lab by arrangement 1 hour
Acceptable for credit: University of California, California State University.
An introductory course in the technique and application of film production. Study of screenwriting, producing, acting and directing as well as production elements including image, tone, composition, editing, color and sound. Credit/No Credit Option.

15 INTRODUCTION TO FILM
3 units Lecture 3 hours; lab 1 hour (Also offered as a television course)
Acceptable for credit: University of California, California State University.
This course is intended as a critical analysis of the film media from an audience perspective. Elements of film production from cinematic structure, style and historical perspective will be explored. Included in the course will be reading, lecture and discussions on the theory and practice of filmmaking with an emphasis on producers, directors, actors and critics.

16A B SUMMER STOCK (PLAY PRODUCTION WORKSHOP)
5 units each
Lecture 12 hours; lab 8 hours, and 1 hour by arrangement (6 weeks)
Acceptable for credit: University of California, California State University.
This course provides students with study and laboratory exploration in all aspects of play production involving the student actor or student designer/technician in order to develop acting/design/technical capabilities, skills and disciplines in a "summer stock" environment. The audition, preparation and presentation phases of the production process will be explored under the supervision, guidance and direction of faculty directors and designers. Productions will be presented for public performance. Enrollment is for the duration of the "summer stock" season. Credit/No Credit Option.

17A INTRODUCTION TO SCENE DESIGN
3 units Lecture 2 hours; lab 2 hours
Acceptable for credit: University of California, California State University.
An introductory course in theory, methods, and application of scene design. Involves study of differing styles of design, design for differing staging methods (i.e., prosenium, arena, thrust staging), set model construction, working drawings. Credit/No Credit Option.

18A INTRODUCTION TO STAGE LIGHTING
3 units Lecture 2 hours; lab 2 hours
Acceptable for credit: University of California, California State University.
An introductory course in theory, methods and application of stage lighting. Involves study of different approaches to light design, study of the physics of stage lighting, color in light, lighting instruments themselves, and practical work in the lighting of staged production. Credit/No Credit Option.

18B INTERMEDIATE STAGE LIGHTING
3 units Lecture 2 hours; lab 2 hours
Recommended Preparation: Thear 18A.
Acceptable for credit: University of California, California State University.
Lecture and lab practices in advanced techniques for lighting the stage. Credit/No Credit Option.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
theatre arts

**19A SPECIAL EFFECTS IN CINEMA**
3 units
Lecture 3 hours. (Also offered as a television course).
Acceptable for credit: California State University.
The students in this course study specific film effects, such as sound, blue screening, animation, morphing, and computer digital effects. It also traces the way in which early filmic techniques have inspired the creation of special effects by today's filmmakers and screenwriters. This course is West Valley College Degree and GE applicable under Area C. Humanities.
Credit/No Credit Option.

**20 STUDIO THEATRE WORKSHOP**
3 units
Laboratory 9 hours; 3 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides opportunity for rehearsal and public performance in a limited space. Included will be the study of acting techniques which are required by plays in intimate environments. This course may be repeated three times.

**21A, B, C REHEARSAL AND PERFORMANCE (TECHNICAL)**
1-3 units
Laboratory 3, 6, 9 hours
Acceptable for credit: University of California, California State University.
Courses for students enrolled in stagecraft and involved in the major productions in a technical (crew) capacity. Involves sets construction, lighting, sound, properties, theatre management before, during and after the actual run of the play.

**22A, B, C REHEARSAL AND PERFORMANCE (Costumes/Makeup)**
1-3 units
Laboratory 3, 6, 9 hours
Acceptable for credit: University of California, California State University.
These courses apply the technical and creative aspects of costume and makeup design concepts in regularly scheduled public productions.

**26A IMPROVISATIONAL THEATRE WORKSHOP**
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University.
Exploration of methods and techniques used to develop spontaneous performance skills in the actor. Credit/No Credit Option.

**26B IMPROVISATIONAL THEATRE WORKSHOP**
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University.
Verbal and nonverbal exploration of methods and techniques used to develop spontaneous performance skills and theatrical form. Includes study of improvisational tools that aid in understanding and building text. Credit/No Credit Option.

**27 SELECTED TOPICS FOR THE ACTOR**
3 units
Lecture 3 hours; lab 2 hours by arrangement
This course offers instruction and practical experience in a variety of specialized areas within actor training. Two or more of the following subjects will be covered: audition skills, makeup technique, improvisation, musical comedy, theatre movement, stage combat, period style, stage diction and dialect, scene study, acting for television, and professional theatre practices. This course may be repeated three times. Credit/No Credit Option.

**30 INTRODUCTION TO PLAYWRITING**
3 units
Lecture 3 hours
Acceptable for credit: California State University.
Principles and practice of writing in dramatic form: plot structure, characterization, content and theme, analyses of plays and exercises in writing.

**33A STAGE MOVEMENT**
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University.
Analysis and practice of basic performance skills; character movement, technical and creative aspects of footwork, spatial relationship, rhythms, period movement and circus techniques. This course may be repeated 3 times.

**33B MUSICAL COMEDY WORKSHOP**
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University.
Theory, method and practical experience in movement techniques required by theatrical literature which includes straight plays and musical theatre. This course may be repeated 2 times. Credit/No Credit Option.

**35A VOICE PRODUCTION AND ARTICULATION**
3 units
Lecture 3 hours
Acceptable for credit: University of California, California State University.
Instruction in and study of vocal development and control in standard American stage speech with an emphasis on delivery of contemporary literature, Shakespeare, Scripture and classical prose. Credit/No Credit Option.

**35B MUSICAL COMEDY WORKSHOP**
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University.
Theory, method and practical experience in movement techniques required by theatrical literature which includes straight plays and musical theatre. This course may be repeated 2 times. Credit/No Credit Option.

**40A BEGINNING ACTING**
3 units
Lecture 3 hours; lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides an introduction to acting with emphasis on one's personal connection to character and scene. Students will learn how to become comfortable in front of an audience. They will have the opportunity to learn movement and vocal exercises that prepare them for performance and will also study techniques of scene study and improvisation. Credit/No Credit Option.

**40B BEGINNING ACTING**
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: Theatre 40A.
Acceptable for credit: University of California, California State University.
This course provides the study of the externals an actor uses to create a role. There is continued training in acting skills with detailed script and character analysis. There will also be work on auditioning and improvisational skills. Credit/No Credit Option.

**41A INTERMEDIATE ACTING**
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: Theatre 40A.
Acceptable for credit: University of California, California State University.
This course provides advanced scene study through detailed work on character and scene analysis, acting theory and technique. Students will be introduced to Shakespearean literature. They will also learn how to prepare a formal audition and actor's resume. Credit/No Credit Option.

**41B INTERMEDIATE ACTING**
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: Theatre 40B.
Acceptable for credit: University of California, California State University.
This course provides continued advanced scene study through character and scene analysis, acting theory and technique. Students will be introduced to Shakespearean literature. They will be introduced to another period style. They will begin work with directorial techniques, and they will continue work on both formal and informal auditions. Credit/No Credit Option.

**44A MAKEUP FOR STAGE AND SCREEN**
2 units
Lecture 1 hour; lab 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to introduce the student to the basic techniques and materials of stage and cinematic makeup. The student will demonstrate his/her understanding through actual makeup application in the classroom environment. Credit/No Credit Option.

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Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 90S AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
44B MAKEUP FOR STAGE AND SCREEN
2 units  Lecture 1 hour; lab 3 hours
Recommended preparation: Thear 44A
Acceptable for credit: University of California, California State University.
Lecture and laboratory practice in advanced techniques of theatrical makeup. Credit/No Credit Option.

45B INTERMEDIATE STAGECRAFT
3 units  Lecture 3 hours
Corequisite: Thear 21A or 21B or 21C.
Acceptable for credit: University of California, California State University.
Emphasis on theory and practical application of construction and rigging of theatrical scenery. Credit/No Credit Option.

47A COSTUMES FOR STAGE AND SCREEN
3 units  Lecture 3 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. Credit/No Credit Option.

47B INTERMEDIATE COSTUMES FOR STAGE AND SCREEN
3 units  Lecture 3 hours
Recommended preparation: Thear 47A.
Acceptable for credit: University of California, California State University.
Continuation of 47A with emphasis on designing and planning costumes for productions; experience in costume crew work during a regularly scheduled production. Credit/No Credit Option.

59 THEATRE ARTS PRACTICE LAB
1 unit  Laboratory 3 hours by arrangement
Acceptable for credit: University of California, California State University.
Laboratory practice applying and utilizing knowledge and techniques gained in theatre arts production and technique classes. This course allows students to work in scene shop, costume shop, lights, sound, properties, makeup, publicity, and house management, as well as attendance and critique of assigned public performances. This course may be repeated 3 times.

60 CLASSICAL THEATRE: GREEK/ASIAN
3 units Laborator y 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Classical Greek, Roman, or Asian Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

61 PRESENTATIONAL EUROPEAN THEATRE: 14-19TH CENTURY
3 units Laborator y 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the European Theatre (14-19th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

62 REPRESENTATIONAL EUROPEAN THEATRE: 14-19TH CENTURY
3 units Laborator y 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
Analysis and dramatization of acting techniques necessary for performance of a specific piece of representational European Theatre, 14-19th Centuries. Participation in rehearsal and regularly scheduled public performances. This course may be repeated 3 times.

63 PRESENTATIONAL EUROPEAN THEATRE: 20TH CENTURY
3 units Laborator y 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational European Theatre (20th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

64 REPRESENTATIONAL EUROPEAN THEATRE: 20TH CENTURY
3 units Laborator y 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational European Theatre (20th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

65 PRESENTATIONAL AMERICAN THEATRE: 1800-1959
3 units Laborator y 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational American Theatre (1800-1959). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

66 REPRESENTATIONAL AMERICAN THEATRE: 1800-1959
3 units Laborator y 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1800-1959). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

67 PRESENTATIONAL AMERICAN THEATRE: 1960-1979
3 units Laborator y 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational American Theatre (1960-1979). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

68 REPRESENTATIONAL AMERICAN THEATRE: 1960-1979
3 units Laborator y 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1960-1979). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

69 PRESENTATIONAL AMERICAN THEATRE 1980-PRESENT
3 units Laborator y 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational American Theatre (1980-Present). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

• PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
• RECOMMENDED preparations are ADVISORY.
Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

70 REPRESENTATIONAL AMERICAN THEATRE: 1980-PRESENT
3 units Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1980-Present). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

71 MUSICAL THEATRE
3 units Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of Musical Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

72 AVANT-GARDE THEATRE
3 units Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of Avant-Garde Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

73 THEATRE ROAD SHOW
3 units Laboratory 9 hours; lab 2 hours by arrangement
Acceptable for credit: California State University.
Students in this course rehearse and perform a production which will tour throughout venues in Santa Clara County. The course includes a study of the acting techniques and improvisational skills which are applied to a variety of performance spaces and audience temperaments and styles. This course may be repeated three times.

80 TELEVISION EQUIPMENT OPERATION
.5 unit Lecture 1 hour
Skills and practical experience required to operate the video equipment for television productions. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES
1-3 units Laboratory 3, 6, 9 hours by arrangement
Prerequisite: Interview with instructor to determine objectives and write a contract.
Acceptable for credit: University of California, California State University.
Individual work on special topics in Theatre Arts by arrangement.

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

Tutoring

40 TUTOR TRAINING
1.5 units
Lecture varies: 27 hours total for 1.5 units
Recommended preparation: Math: Faculty recommendation if tutor wishes to assist with Math
Acceptable for credit: California State University.
The purpose of this course is to train tutors to help students as peers to maximize their learning potential. However, this course is also suitable for any college student whether or not he/she intends to become a tutor. In a class/lecture discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach. Credit/No Credit Only.

110 DIRECTED STUDIES
0 units Laboratory by arrangement
Under direction of a full-time certificated supervisor in the Tutorial Lab, students will receive tutorial assistance from peer tutors in areas of identified academic need and appropriate study skills to develop their ability to learn independently and become a more successful student.

115 SUCCESS ON THE SAT
1 unit Lecture 3 hours (6 weeks)
Recommended preparation: Math 902
This course is designed for students who are preparing to take the Scholastic Aptitude Test (SAT). Students will have an opportunity to concentrate on the skills which are critical for good performance on the SAT: test-taking strategies, time-saving techniques, logical reasoning, verbal ability, and mathematical competence. This course can be repeated once. Credit/No Credit Only.

Typing
(See Computer Applications)
Women’s Studies

The Faculty

Carol Abate, Humanities
Bill Proudfoot, Library Services
Rebecca Cisneros, English
Annette Samec-Luciani, French
Pauline Clark, Counseling
Susan Schulte, English
Janine Gerzanics, Journalism
Shawn Stuart, Art History
Linda King, Anthropology
Peter Thelin, Economics
Sandra Ladd, Psychology
Janine Gerzanics, Journalism
Janice Gerzanics, Journalism
Siv Wheeler, History
Ann Malmuth-Ohn, Dance

Women’s Studies is an interdiscipliary program offering general education courses that place women’s contributions, experiences, and concerns at the center of study. Men and women are equally welcome in all Women’s Studies courses. The program welcomes all students who are interested in investigating gender, race, and class issues in their lives and world.

Philosophy

Women’s Studies encourages students to think critically about how gender has shaped their ideas about themselves and their sense of power in the world. To do this, we will:

- Explore women’s contributions to the sciences and humanities;
- Question prevailing ideas of human nature that are based on men’s experiences only;
- Examine women’s roles and 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.

Women’s Studies Core Course

01 INTRODUCTION TO WOMEN’S STUDIES: KNOWLEDGE, GENDER, AND POWER
4 units
Acceptable for credit: 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. Credit/No Credit Option.

COURSES ON WOMEN

16 WOMEN AND JUSTICE: NEW TRENDS
3 units
Acceptable for credit: California State University
This course will examine both traditional and changing roles of men and women in society with an emphasis on the criminal justice system. Special features of the course will be the study of female adult and juvenile correctional facilities; the selection, training and affirmative action programs for women in police work; and female criminality.

40A WOMEN OF FRANCE
1 unit
Lecture 1 hour
This course will focus on the lives of ten important French women who lived up to the early 20th century, and will explore their contributions in history, music, art and literature to the culture of France. This course is West Valley College degree applicable. Credit/No Credit Option.

40B WOMEN OF FRANCE
1 unit
Lecture 1 hour
This course will focus on the lives of ten important French women of the 20th century, and will explore their contributions in history, music, art and literature to the culture of France. This course is West Valley College degree applicable. Credit/No Credit Option.

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 2000-2001, courses offered with a Women’s Studies focus may include the following:

- Anthr 3’ Introduction to Cultural Anthropology: Women’s Studies Emphasis
- Art 4 Art Appreciation: Women’s Studies Emphasis
- Couns 24 Personal Growth: Gender Studies Emphasis
- Econ 1B Principles of Microeconomics: Women’s Studies Emphasis
- Engl 1A English Composition: Women’s Studies Emphasis
- Engl 1B English Composition: Literature by Women of Color
- Engl 1C Clear Thinking in Writing: Gender Studies Emphasis
- Engl 46 Contemporary Multicultural Literature: Women’s Studies Emphasis
- Hist 17A United States History: Women’s Studies Emphasis
- Hist 17B United States History: Women’s Studies Emphasis

PREREQUISITES AND COREQUISITES are MANDATORY. See page 35 for specific information.
Courses used to meet prerequisite requirements must have been completed with a grade of C or credit or better.
RECOMMENDED preparations are ADVISORY.

WEST VALLEY COLLEGE 2000 - 2001 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 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.

Human 1B  Human Values in and from the Arts: Women’s Studies Emphasis.

For general descriptions of these courses, see the specific department listings in this catalog. For an overview of how these special emphasis courses differ from the traditional ones, students may examine the file of course syllabi maintained by the Women’s Studies Program coordinator.

The Women’s Studies Major
The college offers an A.A. degree in Women’s Studies. Please see the Instructional Programs section of this catalog for a description of the major requirements.

The Women’s Studies Program is currently in the process of developing a 12-unit Certificate in Women’s Studies. Students interested in the Certificate should contact the Program coordinator.

Men and women are equally welcome in the Women’s Studies major and in all Women’s Studies courses.

Word Processing
(See Computer Applications)

Work Experience
Work Experience Education offers qualified students working and learning in jobs relating to their career and educational goals, the opportunity to earn college credit. One of the benefits of this program is the community and college interaction which involves employers, students, and faculty in a positive educational effort. Each student participating in Work Experience Education is assigned to a faculty-advisor who meets with the student and his/her employer to discuss, define, develop and write measurable learning objectives in developing short- and long-range career goals. Work Experience Education units satisfy a portion of the requirements for a 2-year degree and are transferable to most of the state colleges and universities.

Determination of the units is based on the following schedule of hours.

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<th>UNITS</th>
<th>TOTAL HOURS OF CREDIT REQUIRED</th>
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<td>15 - 19</td>
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Students working in non-paid positions need to work 60 hours per unit of credit per semester.

301G, 302G, 303G GENERAL WORK EXPERIENCE EDUCATION
1- 3 units
Acceptable for credit: California State University.
These courses involve the supervised employment of students in positions which will develop the student’s general job skills, vocational awareness and understanding of the requirements for successful employment. The program will assist the student in developing a foundation for future career choice and exploration. Units of credit are awarded on the basis of number of hours of employment per week and the successful completion of learning objectives. General Work Experience courses can be taken for a total of 6 units.

Zoology
PRINCIPLES OF ZOOLOGY (See Biology 41)
Admission To The College

ADMISSION ELIGIBILITY

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

Students who have been disqualified from West Valley College or any other college must remain out for one full semester following that disqualification unless they have been approved for re-admission by the Academic Appeals Committee. Students reinstated will enter “on probation.” Application for re-admission is made in the Admissions Office.

APPLICATION FOR ADMISSION

When students file their applications with the Admissions Office, they will be given information about the required assessment and orientation program.

STUDENT CLASSIFICATIONS

Continuing Student—A student who was enrolled at West Valley College the preceding semester (excluding summer session).

New Student—A student who has never enrolled at any college.

Returning (Former) Student—A student who has attended West Valley College, but was not enrolled during the previous semester (excluding summer session).

New Transfer Student—A student who has attended a college other than West Valley College.

International Student—A student from a foreign country who has applied to West Valley College and has been accepted by the West Valley College International Student Committee.

Nonresident Student—A student who has not met California residency requirements and must pay nonresident tuition.

CALIFORNIA RESIDENCY DEFINED

A person entering a California public community college is subject to the residency requirements as determined by the State of California, including payment of nonresident tuition and fees.

Every person has, by law, a residence. Every person who is married or who is 19 years of age or older and under no legal disability to do so, may establish residence. A resident is a student who has continuous residence in California for one year or more on the date preceding the first day of instruction for each semester or session. The one-year residence period which a student must meet to be classified as a resident does not begin until the student is present in California and has demonstrated clear intent to become a California resident. The burden is on the student to demonstrate both physical presence in California and intent to establish California residence.

In determining the place of residence, the following rules apply:

1. There can be only one residence.
2. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which one returns in seasons of repose.
3. A residence cannot be lost until another is gained.
4. In order to establish a residence, it is necessary that there be a union of act and intent. To establish residence, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the permanent home.
5. A man or a woman may establish his or her residence.
6. The residence of the parent with whom an unmarried minor maintains his place of abode is the residence of the unmarried minor child. When the minor lives with neither parent his residence is that of the parent with whom he maintained his last place of abode, provided the minor may establish his residence when both parents are deceased and a legal guardian has not been appointed.
7. The residence of an unmarried minor who has a parent living cannot be changed by the minor’s own act, by the appointment of a legal guardian, or by relinquishment of a parent’s right of control.
8. An unmarried minor who is entirely self-supporting may be entitled to resident classification for attendance.
9. A member of the armed forces of the United States on active duty, or certain stated dependents, may be entitled to resident classification for attendance.
10. Migratory agricultural workers, under certain conditions, may be entitled to resident classification.
11. A student who is an adult alien shall be entitled to resident classification upon documentation of his/her legal admission to the United States for permanent residence in accordance with all applicable laws of the United States, provided that he/she has had residence in the state for more than one year after such admission prior to the residence determination date for the semester or session.
12. A refugee (parolee), as defined by the Department of Immigration and Naturalization, who has resided in the state for one year prior to the residence determination date is entitled to resident classification.
13. A nonresident student seeking reclassification as a resident of financial independence in accordance with Education Code Section 68044 must complete a special form. These are available in the Admissions Office.

SPECIAL ADMISSION OF HIGH SCHOOL STUDENTS

This program is a cooperative venture between West Valley College and local high schools. Under this program, students may take college courses to supplement their high school educational programs. The program provides for: Advanced Academic Work which may provide a head start in a college major or completion of college graduation requirements.

Vocational-Technical Career Courses which permit students to take courses not available in their high school or to obtain advanced work beyond the scope of their high school vocational curriculum.

The high school principal (or designee) will stipulate qualified high school students by individual letters for each student, indicating the specific college courses that may be taken. The special part-time high school student enrolled in stipulated college courses may receive high school and college credit.

College transcripts will be marked for high school use when the following conditions are met:

1. A letter of request to transfer college courses to high school credit by the student is filed with the Records Office; and
2. A letter from the high school principal approving such transfer of credit is filed with the Records Office.

Completed college course work may be used for both high school and college credit.

ADMISSION OF INTERNATIONAL STUDENTS

A committee receives and screens all applications from international students for admission to the College. An “international student” is defined as a person who is in this country on a student visa (F-1) and who will return to his or her home country upon completion of studies. Class work is conducted entirely in English, and students lacking fluency in this language will not be admitted.

The International Student Committee will examine all documents required of applicants provided they are on file by April 15 for Fall Semester admission and October 15 for Spring Semester admission.

An international student seeking admission shall provide the following materials:

1. A complete and correct admission application form;
2. $50.00 application fee (nonrefundable);
3. A supplemental International Student Application form;
Matriculation Responsibilities and Rights

Matriculation is a process which assists you in choosing, planning, and achieving your educational and career goals at West Valley College. It begins when you apply for admission, and it ends when you complete your studies at West Valley. Between the time you are admitted to West Valley and the time you leave, West Valley will provide you with services, resources, facilities, courses, programs, and contacts with skilled personnel to help you to understand your needs and to enable you to select and accomplish your educational and career goals. Matriculation is a partnership between YOU, the student, and US, your community college. There are mutual responsibilities for both partners.

West Valley College agrees to:

- assess your basic skills and your educational and career goals
- provide quality instruction and counseling
- offer support services
- monitor, assess, and evaluate your progress towards your goal

You agree to:

- express a broad educational intent upon admission
- complete orientation and assessment
- declare a specific educational goal by the time you complete 15 units
- develop an educational plan
- participate in advisement/counseling and make use of other support services as necessary
- attend class, complete assignments and maintain progress toward a goal.

Assessment, orientation, and advisement requirements exist because we believe they improve your chances for success. However, you have the right to:

- waive assessment, orientation, and advisement/counseling

Please note that non-exempt students who waive orientation will be assigned a later registration date than students who complete orientation.

Orientation Assessment Educational Planning

WHAT IS ORIENTATION?

Orientation is a process which provides you with information about the college’s programs and services, academic expectations and procedures, advising, and registration. Orientation also includes math assessment and educational planning. Students who complete orientation classes and workshops will:

- receive information about college requirements,
- learn about the requirements for the Associate and Bachelor’s degrees, general education, and specific majors,
- receive information about assessment recommendations and basic skills levels,
- receive academic advising,
- develop an educational plan.

WHAT IS ASSESSMENT?

Assessment is the process the college uses to evaluate your skills in areas such as:

- Reading
- Writing
- Math
- English as a Second Language (ESL)

West Valley College uses tests and other measures to assess basic skills levels. Counselors and instructors will provide you with assistance in evaluating your basic skills levels, so you will be able to:

- better match your needs and abilities with course requirements,
- select courses appropriate to your skills,
- improve your chances for success.

Many other factors are considered in recommending courses such as:

- life and work experiences
- personal interests
- out-of-school obligations
- motivation
- support systems
- academic history

Assessment recommendations are ADVISORY only. They are based on the best information we have about your ability to do college level work. If you choose not to follow the recommendations, you must see a counselor for a waiver.

WHAT IS EDUCATIONAL PLANNING?

Educational planning is the process of plotting your courses semester by semester. You will complete an educational plan during orientation. A counselor will assist you in choosing the appropriate course sequence that best fits your educational goal.

TRANSFER STUDENTS-TRANSCRIPTS

Students with prior college work are not required to file transcripts from other institutions, except as noted. Official transcripts (sent directly to the Records Office from the former college) are required for all participants in intercollegiate sports, foreign students, veterans, or if credit toward graduation is desired. Official transcripts may also be required by other offices for various purposes. Such transcripts will be evaluated and made part of the student’s academic record if submitted for credit toward a degree.

It is the student’s responsibility to request that such transcripts be sent to West Valley College as well as to notify the Records Office that an evaluation of such a transcript is desired.

For purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the second week of the semester in which such degree requirements will be satisfied. Students are cautioned that even if prior transcripts are not required by the College, other colleges and universities may demand these documents and determine the student’s cumulative grade point average for admission on the basis of all transcripts.

4. Official test scores from the Test of English as a Foreign Language (TOEFL);
5. Official transcripts from high school, college and ESL Language Centers attended in the United States, including an English translation and explanation of the grading system for any foreign transcript;
6. A bank statement or notarized document proving financial ability to meet all costs of education in the United States and a notarized statement from the person(s) providing any financial aid;
7. A letter of recommendation from the Dean of Admissions or Registrar of any high school, college or university attended in the United States;
8. Prior to receiving an I-20 clearance, any international student accepted for study will be required to show satisfactory evidence that the student is free of communicable disease and is covered by an adequate major medical insurance program; and
9. Such other requirements as may be officially announced subsequent to the publishing of this Catalog.

Each international student must enroll in no less than 12 units each semester and is expected to graduate in five semesters or less.
WHEN DO I NEED ORIENTATION, ASSESSMENT AND EDUCATIONAL PLANNING?

New students must complete orientation, assessment, and educational planning BEFORE registering for classes. Students who do not meet this requirement before the registration period for the next semester will receive lower priority.

There are several options for completing orientation, assessment, and educational planning. These include:

- Counseling Center for new students
- Workshops for returning and transfer students
- Special sessions for:
  - Athletes
  - Career Program Students
  - Court Reporting Students
  - Disabled Students
  - Educational Transition Students
  - English as a Second Language
  - EOPS Students
  - International Students

Contact the Counseling Center, 741-2009, or see the current Schedule of Classes for more information.

IS EVERY NEW AND RETURNING STUDENT REQUIRED TO COMPLETE ORIENTATION AND ASSESSMENT?

No. You may be EXEMPT from the requirements or you may choose to waive them.

You are not required to take orientation if:
- You have an AA/AS degree or higher
- You are a returning or transfer student who has satisfactorily completed appropriate course work in English, ESL, reading, and/or math.

You are NOT required to complete assessment if:
- You have an AA/AS degree or higher
- You are a returning or transfer student who has satisfactorily completed appropriate course work in English, ESL, reading, and/or math.

NOTE: If you are concurrently enrolled in another college/university and are taking only one class at West Valley College, you may not need to attend orientation if you provide proof of current enrollment at the other institution. You will be required to meet any prerequisite requirements, including assessment.

You are exempt from assessment if you have an AA/AS degree or higher or you are a returning or transfer student who has satisfactorily completed appropriate course work in the following: English, ESL, reading, and math.

Exemptions

You are exempt from orientation if you have an AA/AS degree or higher.

NOTE: If you are concurrently enrolled in another college/university and are taking only one class at West Valley College, you may not need to attend orientation if you provide proof of current enrollment at the other institution. You will be required to meet any prerequisite requirements, including assessment.

You are exempt from assessment if you have an AA/AS degree or higher or you are a returning or transfer student who has satisfactorily completed appropriate course work in the following: English, ESL, reading, and math.

Waivers

TO WAIVE ASSESSMENT, ORIENTATION, OR ASSESSMENT RECOMMENDATIONS:

See a counselor for a waiver form.

Please note: Non-exempt students who waive orientation will be assigned a later registration date than students who complete orientation.

TO WAIVE ADVISEMENT:

No form is required. If you have not declared an educational goal by the time you have completed 15 units, you will be required to see a counselor and complete an educational plan within 90 days. Failure to do so may result in the termination of the College’s obligation to provide you with further matriculation services.

Challenges

PREREQUISITES, COREQUISITES OR OTHER LIMITATIONS ON ENROLLMENT

You have the right to challenge prerequisites or corequisites or other limitations on enrollment for the following reasons:

1) You believe the prerequisite or corequisite has not been made reasonably available.

2) You believe that the prerequisite or corequisite was established in violation of regulation or in violation of the District-approved policies and processes. (Supporting documentation must be provided.)

3) You believe that the pre- or corequisite or limitation on enrollment is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. (Supporting documentation must be provided.)

4) You believe you have the knowledge or ability to succeed in the course despite not meeting the prerequisite. (Supporting documentation must be provided.)

5) Enrollment in the course has been limited to a special group of students, and there are no other courses which would fulfill the requirement. You believe you would be delayed by a semester or more in attaining the degree or certificate specified in your educational plan. (Supporting documentation, including a copy of your educational plan, must be provided.)

6) The pre- or corequisite was established to protect health and safety and despite the fact that you do not meet the pre- or corequisite, you believe you are able to demonstrate that you do not pose a threat to yourself or others. (Evidence must be provided.)

To challenge a pre- or corequisite or other limitation on enrollment, contact the Admissions Office for a challenge form and specific instructions. Submit the completed form and any required supporting documentation to the Admissions Office. Your request will be evaluated by a challenge review committee within 5 instructional days and a written response will be mailed to you.
Complaints

If you feel that assessment, orientation, counseling or any other matriculation procedure is being applied in a discriminatory manner, you may file a complaint. See the current college catalog section on Student Grievances for specific information regarding this process or contact the Director of Human Resources and Employee Relations in the Human Resources Office.

Registration

GENERAL INFORMATION

Students are informed of the registration procedures to be followed in the official Schedule of Classes for each semester. Continuing students will register by priority based upon the number of units completed in District enrollment.

STUDENT IDENTIFICATION

All students are required to have a West Valley College Student ID Card. These cards are provided by the College free of charge. A fee will be charged to replace lost cards. ID cards are available in the Admissions Office. Students are required to present ID Cards to transact business and gain access to certain facilities on campus.

REQUIRED NOTE OF AUTHORIZATION

If you are 18 years of age or older and you would like someone else to conduct business for you, you must provide that person with a signed note of authorization. A note must be presented each time a transaction is requested.

SUMMER SESSION

Students wishing to accelerate their academic program, to satisfy course or curriculum requirements, or to enrich their program are able to do so through courses offered in the summer session. Generally, the same standards and policies followed during regular session apply for the summer session.

OPEN COURSES

It is District policy that, unless specifically exempted by statute, every course, section or class, of which the average daily attendance is reported for state aid, whenever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

WAIT LIST

Most classes at West Valley College maintain “paid” wait lists. A paid wait list system permits a limited number of students to be placed on a wait list for a class that is already full. At the time of registration, you will be notified if the class you want has a wait list. If you want to be placed on a wait list, you must pay all the necessary fees and attend the class on the first day of instruction. If space is available, you will be added in the order in which you were placed on the wait list (first come, first served). If No space is available or if you fail to attend the first class session, you will be dropped from the wait list and your fees will be automatically refunded.

ADDING A CLASS

Students who are unable to enroll in a particular class at the time of registration may request an “Add” slip from the instructor or the appropriate instructional office. A properly signed and approved slip must be filed with the College Admissions Office prior to the deadline for adding classes published in the Schedule of Classes. In addition to a signed add slip from the instructor, you must meet all prerequisites. If it is determined that you have enrolled in a course for which you have not met the prerequisite or successfully challenged the prerequisite, you may be dropped. Your fees will be automatically refunded. Students may not add a class after the published deadline, and students who attend class without being officially registered for the class will not receive credit for any such class.

DROPPING A CLASS

Students may drop (withdraw from) a class prior to the published drop deadline in the Schedule of Classes. Please be aware that certain courses and programs may require additional approvals. Drop requests must be submitted to the Admissions Office in writing with all required information, no later than the published deadline in the current Schedule of Classes. See the current Schedule of Classes for specific information.

DUPLICATE REGISTRATION

A student may not register for more than one class during the same time period. A student may not register for more than one section of the same course. Unless the course is listed as repeatable and the student has not or will not exceed the number of legal repeats, a student may not repeat a course.

AUDIT POLICY

Definition

An auditing student is a student who is specifically registered to attend a class without the requirement of taking tests or completing assignments. Each College department will determine which courses may be audited, and specific sections must have the approval of the instructor. Auditing is on a space available basis and is not available on a preregistration basis.

Fees

A fee for auditing will be charged at the rate of $15 per semester unit. Students who are enrolled in ten semester credits or more will not pay an additional fee to audit three or fewer semester units. Refunds will not be allowed for auditors after two weeks of audit attendance.

Procedure

Audit requests will not be reviewed for approval until after the first day of class for each eligible course. Priority will always be granted to students who desire to enroll in a course for credit.

Student auditors must obtain an official “Request to Audit” form from the Division Office and instructor approval before submitting the form to the Cashier for payment of fees. The student must present the authorized audit request form to the instructor before participating in any class session.

Students will not be permitted to change their enrollment status from an audit to a credit basis during the same semester.

Students shall audit classes at the discretion of the instructor and may be withdrawn from audit status if they do not follow class procedures defined by the instructor.

CHANGES IN RULES AND POLICIES

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the West Valley-Mission Community College District, or by the Chancellor or designee of the institution. Further, it is not possible in a publication of this size to include all of the rules, policies and other information which pertain to the student, the institution, and the West Valley-Mission Community College District. More current or complete information may be obtained from the appropriate department, area, or administrative office. Nothing in this catalog shall be construed, operate as, or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the Board of Trustees of the West Valley-Mission Community College District, the Chancellor, or the College President. The Trustees, the Chancellor, and the President are authorized to adopt, amend, or repeal rules and policies which apply to students. This catalog does not constitute a contract or the terms and conditions of a contract between the student and the institution or the West Valley-Mission Community College District. The relationship of the student to the institution is governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the President and their duly authorized designees.

FIELD TRIPS

Throughout the semester/ school year, the District may sponsor voluntary off-campus extra-curricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.
Fees and Charges
All fees and charges are subject to change without notice by action of the California Legislature, the California Community College Board of Governors, or the Board of Trustees of the West Valley-Mission Community College District.

BASIC FEES
Students are charged certain fees at the time of registration, or when requesting certain documents from the College. Included in these fees are transcript or document fees, a telephone/WEB registration fee, a campus center fee, an Associated Student Services Card fee, and a health fee. The amount of each of these basic fees is published each semester in the Schedule of Classes.

For financial aid information, see the “Student Financial Assistance” section of this catalog.

- CAMPUS CENTER FEE
A Campus Center Fee is required of all students taking classes that meet on the West Valley College campus.
- $12.00 6 or more units
- $6.00 5 to 5.5 units

- ASSOCIATED STUDENT SERVICES CARD (ASSC) FEE
This voluntary membership fee supports a wide range of student services, activities, and programs. All students enrolled are automatically assessed a membership fee of $4.00. Should a student choose not to be a member, the fee is completely refundable. To obtain a complete listing of the benefits available through ASSC membership, please visit the Student Activities Office in the Campus Center.

- HEALTH FEE
A health education/health services fee is required of all students. The fee per semester is:
- Fall or Spring $11.00
- Summer Session $8.00

COMMUNITY COLLEGE ENROLLMENT FEE
Fees shown are those in effect at the time of publication and are subject to change.
Effective Fall Semester, 1984, all community colleges in California are required to charge fees based upon enrolled units each semester. The current enrollment fee is $11.00 per semester unit. Exemption from the enrollment fee will be allowed for low-income students through the Financial Aid Office.

PARKING FEE
The semester fee is $30.00 for automobiles, or $2.00 per day. The summer session is $18.00 or $2.00 per day. Motorcycles park for free as do vehicles displaying a valid disabled parking placard or specialized license plate issued by the California Department of Motor Vehicles. In the case of motorcycles and disabled parking, specifically designated areas for parking are provided.

Nonresident Tuition
A nonresident tuition fee is charged each student whose legal residence is other than the state of California. This fee is due and payable at the time of registration. For the 2000-2001 college year, the nonresident tuition fee is $130.00 per semester unit.

Capital outlay fee for foreign students is $5.00 per unit.

For nonresident students who must withdraw from the College or reduce their program of study, the following tuition refund schedule applies:

Full refund: Through the second week of instruction.
Two-thirds: During the third and fourth weeks of instruction.
One-third: During the fifth and sixth weeks of instruction.
No refund will be made after the sixth week of instruction.

REFUNDS
Policies and procedures for refunds of fees are specified in the published Schedule of Classes.

TRANSCRIPTS
Students may secure official transcripts through the College Records Office (West Valley College, 14000 Foothills Avenue, Saratoga, California 95070-5698). A transcript sent to another educational institution at the request of the student is sent directly from the Records Office and will be an official transcript. Transcripts sent to other colleges or universities include only courses taken at West Valley College.

There is no charge for the first two transcripts requested by the student; thereafter, a $4.00 fee will be assessed for each transcript. A rush service is available for $7.50. This service guarantees that the transcript will be processed and sent out in regular mail within 24 hours. Requests received on Friday are completed on Monday.

DELINQUENCY ON STUDENT RECORDS
Delinquencies will be placed on students’ records by the Admissions and Records Office for fees and any other financial obligations owed to the College. West Valley College will not allow a student to register in the College nor will the College forward transcripts or any other records to other institutions if students have delinquencies on their records. Degrees and certificates will be held until all outstanding fees have been paid or cleared.

Academic Regulations and Standards
GRADING SYSTEM
Symbol Definition Grade Point Value
A Excellent 4
B Good 3
C Satisfactory 2
D Passing, less than Satisfactory 1
F Failing 0
CR Credit (at least Satisfactory)—Units awarded are not calculated in Grade Point Average
NC No credit (less than Satisfactory or Failing)—No units awarded in Grade Point Average
I Incomplete 0
IP In Progress 0
RD Report Delayed 0
W Withdraw 0
MW Military Withdrawal 0 (not calculated in progress probation status)

A student’s grade point average on this 4.00 scale is calculated in the following manner: the grade points for each course in which the student is enrolled are first determined by multiplying the grade point value for the grade awarded times the number of semester units represented by the course. Next, total grade points are summed for all courses in which a grade of A, B, C, D, or F has been awarded. This total is then divided by the total number of units for all courses in which one of these five grades was awarded.

I — Incomplete
Incomplete academic work for unforeseeable, emergency or other justifiable reasons near the end of the term may result in an instructor assigning an “I” to the student. The condition(s) for removal of the “I” shall be stated by the instructor in a written record which shall also contain the letter grade to be assigned if the student fails to satisfy the conditions for removal of the “I.” A copy of this record shall be given to the student and an additional copy filed with the Records Office. If the stipulated work has been completed and evaluated or when the time limit for completing the work has expired, the “I” symbol shall not be used in calculating units attempted nor in calculating grade point average.
IP — In Progress
The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic semester or term. It signifies that work is “in progress” but that assignment of a letter grade must await its completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and will appear on the student’s record for the term in which the required work of the course is completed. The “IP” shall not be used in calculating grade point averages. If a student enrolled in a course designated as “open-entry, open-exit” is assigned an “IP” at the end of the stated attendance period and does not re-enroll in that course during the subsequent attendance period, the instructor will assign an evaluative symbol as described above, which shall be recorded on the student’s permanent record for the course.

MW — Military Withdrawal
A student who is a member of an active or reserve military service, and who receives orders compelling a withdrawal from courses. Upon verification of such orders, after the end of the no notation drop period and prior to the end of the final examination period, the student's academic record shall reflect the “MW” symbol. The “MW” symbol shall not be counted in progress probation and dismissal calculations. The “MW” shall not be used in calculation of grade point averages. The “MW” symbol will be assigned to those courses for which no academic credit has been awarded. “W's incurred from January 1, 1991, (the effective date of this policy) to the present and which meet the definition of “MW” may be changed to “MWS.” It is the responsibility of the student to petition the Academic Appeals Committee to request the change. Verification of the compelling orders must be provided to the Committee at the time the petition is submitted. The effective date of withdrawal, for record purposes, shall be the actual date the petition is submitted to the Committee. In lieu of an “MW” symbol, a student may petition his/her faculty for an Incomplete symbol. These students will be subject to complete all required academic work in accordance with existing academic policy.

In the case of students who are members of an active or inactive military service and who receive orders compelling a withdrawal from courses, the WV/MCCD shall, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.

RD — Report Delayed
This symbol may be assigned by the Records Office only. It is to be used when there is a delay in reporting the grade of a student due circumstances beyond the control of either the student or the Records Office. It is a temporary notation to be replaced by an evaluative symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

W — Withdrawal
For full-term courses, a student who withdraws during the first four weeks of instruction, no notation, “W” or other, shall be made on the student’s academic record. Withdrawal occurring between the end of the fourth week of instruction and the last day of the fourteenth week shall result in a “W” being entered on the student’s record for that course. For other than full-term courses, 75% of a term will be used to determine the last day to withdraw from class.

The academic record of a student who remains in a class beyond the time allowed by District policy must reflect a symbol other than a “W.” The “W” shall not be used in calculating grade point averages, but excessive “Ws” shall be used as factors in probation and dismissal procedures.

CREDIT - NO CREDIT OPTIONS
It is the policy of West Valley College to enable students to enroll in courses on a credit/no credit basis for these reasons: to improve basic skills, to provide educational opportunities for students, to pursue studies not in the usual major field, and to encourage general education.

Credit/No Credit Option courses: Each Department shall determine which courses, if any, it will designate as appropriate for credit/no credit grading.

There are three grading systems:
1. Letter Grades
2. Credit/No Credit ONLY “CR” = Credit; passing with “C” or better grade. “CR” units earned will be counted in satisfaction of requirements for graduation, but such courses will be disregarded in determining a student’s grade point average.
   “NC” = No Credit; not a grade.
3. Credit/No Credit OPTION: Letter Grade or Credit or No Credit at the option of the student.
   a. Procedure: The student must notify the instructor of the selection of the “CR/NC” or a Letter Grade option no later than the end of the sixth week of the semester or one-third of the class for other than semester-length courses. (An exception is student performance contract courses.)
   b. Precautions:
      1) Transfer of “CR” units: Students are responsible for checking with their counselor or transfer institution to determine any limitation on the transfer of “CR” units.
      2) Maximum number of “CR” units: At West Valley College a maximum of 20 “CR” units may be applied toward the completion of the associate degree.

Units earned on a “Credit/No Credit” basis shall not be used to calculate grade point averages. However, units attempted for which “NC” is recorded shall be considered in progress probation and dismissal procedures.

Credit/No Credit Option and Credit/No Credit Only courses are indicated in the catalog and the schedule course descriptions.

UNIT VALUE AND STUDENT LOAD
A semester unit of credit represents the number of lecture hours (or their non-lecture equivalent) per week for one semester. Normally, a student is expected to devote two hours of preparation outside class for each unit of credit in a class. Thus, the normal unit load for a full-time student per semester is 15-16 units. Students wishing to enroll in more than 18 units during the semester must obtain permission from a counselor in the Counseling Center.

A full-time student is defined as a student enrolled in 12 or more semester units of credit. A part-time student is defined as a student enrolled in fewer than 12 semester units of credit.

MINIMUM STANDARDS OF PROGRESS
Minimum standards of academic progress require the student to maintain an overall grade point average of 2.00 and successful completion of at least fifty-one percent of the credits in which the student has enrolled for the semester or term. The 2.00 grade point standard is the minimum acceptable standard for graduation or transfer.

FINAL EXAMINATIONS
A final examination will be required of all students in all courses during the last week of each regular semester or term. Final examinations will not be given in advance of scheduled times unless special permission to do so is granted by the instructor in exceptional cases.

HONORS AND AWARDS
Honors List - Students in good standing who complete at least 6 units in any semester and who earn a grade point average of 3.00 for the semester will qualify for the Honors List.

Honor Graduates - Graduates who have maintained an overall cumulative grade point average of 3.00 will be designated as Honor Graduates and receive special recognition at commencement.

Valedictorians whose grade point averages place them at the top of their class and who participate in commencement exercises will also be honored.

PROBATION AND DISMISSAL
Standards for Probation
A student shall be placed on academic probation if his or her academic record of performance falls under either of the two standards below:

1. Academic grade point probation - A student who has accumulated a total of 12 or more semester grade units shall be placed on academic probation if the student’s cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below a 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed).
2. Progress probation - A student who has enrolled in a total of at least 12 cumulative semester units and who has been assigned final grades of "W," "I" and "NC" in fifty percent (50%) or more of those units shall be placed on progress probation. A student may be on progress probation not more than three consecutive semesters without being academically disqualified (dismissed). Course work completed prior to July 1, 1981, will not be used in calculating the progress probation status for any student.

Notification of probationary status will appear on the student’s semester grade report and on the transcript of academic work.

Removal from Probation
A student on academic probation for a grade point deficiency shall be removed from probation when the cumulative grade point reaches 2.00 or higher. Likewise, a student on progress probation shall be removed from probation when the total percentage of cumulative units in the "W," "I" and "NC" category drops below fifty percent (50%).

Students on probation are strongly advised to consult their counselor promptly regarding the best and most appropriate course of action to be followed in being removed from probation.

Students who believe that their placement on academic probation is the result of an error may petition the Academic Appeals Committee for relief.

Students who have been assigned a final grade of "I" should arrange to resolve the Incomplete status. Failure to do so may result in an "F" grade.

STANDARDS FOR DISMISSAL
A student whose academic performance falls under one or more of the criteria listed below shall be subject to academic disqualification and dismissal from the College:

1. A cumulative grade point average of less than 1.00 in 12 or more units;
2. A semester grade point average of less than 1.75 during any semester the student is on probation;
3. A student whose total percentage of "W," "I" and "NC" grades reaches or exceeds fifty percent (50%) of the total units in which the student is enrolled for three consecutive semesters; and
4. A student whose cumulative grade point average is less than 2.00 for each of three consecutive semesters. Academically disqualified students who are dismissed from the College shall not be reinstated until one semester has elapsed after dismissal unless a petition for readmission has been approved by the Academic Appeals Committee. An academically dismissed student must apply for readmission and meet with a counselor when returning to the College. If readmitted, the student will enter on probationary status and will continue to be subject to the standards for probation and dismissal cited above.

Notification of academic disqualification status will appear on the student’s end of semester grade report and transcript.

ACADEMIC RENEWAL POLICY
The College may disregard from degree consideration up to two semesters (or three quarters) of previous undergraduate college work, taken at any college, which is intended for meeting degree requirements. Such academic renewal will only be considered under the following terms and conditions:

1. The granting of academic renewal shall only be considered upon written petition submitted by the student to the Academic Appeals Committee;
2. Subsequent to the semester for which academic renewal is sought, the student must have completed an additional twelve semester units of study in the district with a cumulative grade point average of at least 3.00 or 24 semester units of work within the district with a cumulative grade point average of at least 2.00;
3. At least one calendar year must have elapsed since the most recent work to be disregarded was completed; and
4. A student may not pick and choose from among the courses in a given semester (or quarter), but must declare all work for the entire semester or quarter invalid.

If the student’s petition for academic renewal is approved, the student’s permanent academic record shall be annotated in such a manner as to clearly indicate that no work for the semesters (or quarters) being disregarded may apply toward degree requirements in this District. All courses in any semester or quarter disregarded shall remain legible on the transcript, indicating a true and accurate history of the student’s academic pursuits.

ACADEMIC APPEALS COMMITTEE
The College maintains an Academic Appeals Committee whose purpose is to provide an avenue of appeal for students seeking relief from the rules and regulations of the College pertaining to admission, readmission, residency, tuition or fees, degree or certificate standing, academic standing, grade extensions, and extensions of deadlines. Prior to petitioning the Academic Appeals Committee, students must first attempt to resolve their problem or concern directly with the appropriate faculty member or Instructional Dean.

Grade appeals are handled only by the instructor and then appealed first to the Department Chair; second, Division Chair; and finally, Dean of Instruction.

Petitions for relief from academic rules and regulations must be submitted in writing on forms available in the Admissions Office. Appeals of the Committee’s decisions may be submitted to the Committee for reconsideration if a student has additional EXTEMPORANEOUS CIRCUMSTANCES that were not included in the original petition.

Decisions of the Academic Appeals Committee are final and binding, but may be appealed to the College President in writing by the student within five (5) instructional days of reaffirmation of the Committee’s decision.

Rights and Responsibilities

FACULTY

General Each instructor is responsible at the beginning of the course to inform students of the course’s learning objectives and criteria for grading. In the event of academic review, the instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request.

The instructor may, upon a student’s request, assign an Incomplete ("I") grade when, in the instructor’s judgment, this action is warranted and appropriate.

Instructor-Initiated Drops
An instructor may officially drop the student from the class rolls when it is determined that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences.

An instructor may drop from the class rolls a student who has not appeared in a class during the first 1/6 of the total class meetings scheduled.

Final Examinations
A final examination, or alternative final assessment activity, is required of all students in all courses for which a letter grade can be awarded. Final examinations or assessments for full semester courses are scheduled for a two-hour period and will not be given in advance. The final examination or assessment activity will be administered at the last scheduled class meeting. Any exceptions to this policy must be approved in advance by the Vice President of Instruction.

STUDENTS

General

Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled and giving evidence of such learning through examinations, essays, term papers, journals and such other requirements as the instructor may deem appropriate for demonstrating mastery of skills required in the course.

When a student receives an incomplete grade ("I"), he or she shall not be permitted to repeat the course in a subsequent semester unless the student fails to make up the incomplete as specified by the instructor and is subsequently awarded a substandard grade ("D," "F," or "NC").

Students are held fully responsible for following College procedures for adding, dropping or withdrawal, and for filing appropriate forms in the Admissions Office.
In addition, to provide for security of the student’s information over the telephone and on the Web, a Personal Identification Number (PIN) will be required. The PIN is selected by the student the first time s/he accesses the telephone or Web. This same PIN will be used throughout the student’s WVC career. If the PIN needs to be reset for any reason, please contact the Admissions Office.

**Student Conduct Code**

5.8 **Student Rights and Responsibilities**

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought. Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the District and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual preference, or physical handicap shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the College. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-980).

Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations and procedures of the District. Each student bears full responsibility for his or her actions.

5.8.1 **Affirmative Action**

It is the policy of the West Valley-Mission Community College District (The District) not to discriminate against any person on the basis of race, color, religion, creed, national origin, gender, sexual orientation, marital or parental status, or within the limits imposed by law, age, or disability in all of its educational and employment programs and activities, its policies, practices and procedures. This complies with Title IX of the 1972 Educational Amendments, the Equal Employment Opportunity Act of 1972 (Title VI and VII of the Civil Rights Act of 1964 amended), Section 504 of the Rehabilitation Act of 1974, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

It is further the policy of this District to support diversity through affirmative action in all of its programs and in all aspects of employment where persons with a handicap or of a particular race or sex are under-utilized or under-represented.

The Affirmative Action Officer for the District is the Director of Human Resources and Employee Relations located on the West Valley campus. Specific complaints, questions, concerns may be directed to the Personnel Office at West Valley or the Chief Student Services Officer (CSSO) at each campus. For students seeking accommodations with a disability, contact Pam Luster, (408) 741-2117.

5.8.2 **Student Assembly**

In accordance with state law, the District recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property or violate the laws of the District, state, or nation. Persons who engage in activities which violate this policy shall be subject to disciplinary action. Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

5.8.3 **Freedom of Inquiry and Expression**

Students and student organizations will be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They will always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in the expressions or demonstrations students or student organizations speak only for themselves.

Students will be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the college before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

5.8.4 **Student Participation in Institutional Government**

As constituents of the college community, students shall be free individually and collectively to express their views on issues of college policy and on matters of general interest to the student body. The associated student body will participate in the formulation and application of college policy affecting academic and student affairs.
5.8.5 Exercise of Rights of Citizenship
Students will enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy.

As members of the college community, they are subject to the obligations which accrue to them by virtue of this membership, District and/or college authority will not be extended to inhibit the exercise by students of their rights as citizens beyond the jurisdiction of the Dist-

5.8.6 Student Membership in Organizations
The Board of Trustees recognizes that any person qualifying for participation in classes of the colleges shall be entitled to attend these classes, or participate in any public performance growing out of attendance in the classes, irrespective of any affiliations which the individual may have with any organization. It is not the intention of the Board of Trustees to inject itself in any way into the relationships existing between any student enrolled in any class and the organization with which he or she is affiliated.

5.8.7 Student Production of Goods and Service
Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students’ educational development. Care must be exercised by the administration in interpret-

5.8.8 Parking
(Policy being considered in this area.)

5.8.9 Vandalism
Property of the District as well as that of individuals should be respected. Theft of any kind, the destruction and mutilation of media resource material or the equipment or buildings or grounds of the college are inconsistent with objectives of the District and good citizenship. Those engaging in vandalism are, therefore, subject to disciplinary action.

5.8.10 Drug-Free Schools and Community Act
The District prohibits the unlawful possession, use, or distribution of alcohol and other drugs by students and employees on the institution’s property or at institutionally sponsored activities as defined in the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). General and specific information and assistance are provided by the Health Service and the Campus Assistance Program for students and the Personnel Office for employees. West Valley-Mission College stu-

5.8.11 Smoking in College Facilities
Smoking is not permitted in the interior of any building at West Valley College and Mission College.

5.8.12 District and/or College Authority and Criminal Records
District and/or college regulations shall not be applicable, without due process of law, to a student who has been convicted in a criminal proceeding for an act to which the District regulations might otherwise apply.

5.8.13 Care of District Property
Each student in the District is responsible for the proper care of District property, supplies and equipment entrusted to her/his use. Students who lose or damage District property shall be notified in writing of the amounts due and the actions which may be taken for failure to pay. Such actions may include the imposit-

5.8.14 Distribution of Literature And/Or Soliciting Petition Signatures To Students On District Property
Pursuant to the provisions of California Educational Code, Section 76120, individuals/organizations wishing to distribute literature to and/or solicit petition signatures from students of The District, must file a copy of the petitions or materials to be distributed with the Student Activities Office. The application form must include the distributor’s name, address, and social security number.

The Director of Student Activities or designated representative will specify the time, place, and manner in which literature is distributed or petition signatures solicited. The distribution period allowed is two days per month unless modified by the CSSO. No materials shall be distributed in, around, or outside any classroom, nor in the halls of any District building.

Distributing literature or soliciting petition signatures at any place or time other than that designated, or in any manner other than that specified by the Student Activities Office is strictly prohibited.

5.8.15 Discipline Process
The District expects students to conduct them-

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5.8.15.1 Hearing Board
The function of the Hearing Board is to hear student disciplinary and grievance cases either on appeal or on a referral basis. The Board is composed of six (6) members representing the following groups:

- One administrator
- Two students (appointed by ASB)
- Two faculty (appointed by the Academic Senate)
- One classified (appointed by the Classified Senate)

Members serve for two-year staggered terms. The Board membership should reflect ethnic and gender balance. If a member cannot serve during a period of time or has a conflict-of-interest in a specific case, the CSSO shall contact the constituency group to appoint a temporary substitute. Decisions are made by majority vote. In cases of a tie, the original decision will remain. If no previous decision has been rendered, the finding of the Hearing Board on a tie vote is not guilty.

5.8.15.2 Discipline Timelines
5 working days to notify the Chief Student Services Officer of a complaint or violation of the Student Code of Conduct
15 working days to hold hearing by Chief Student Services Officer
5 working days for a written decision
5 working days to initiate a written appeal to the Hearing Board
2 working days to File a formal appeal
10 working days for Hearing Board to meet on appeal or referral of item
2 working days for written decision
2 working days to initiate a formal appeal to the President
10 working days to meet with the President
2 working days for written decision
2 working days to initiate an appeal to the Chancellor
10 working days to meet with the Chancellor
2 working days for a written decision
2 working days to initiate an appeal to the Board of Trustees
30 working days to hold a formal appeal with the Board
2 working days for written decision

Discipline timelines are specific, but may be deviated from because of scheduling difficulties and other reasonable problems. All delays must be communicated in writing to the student.

5.8.16 Student Conduct Code
The District has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanctions apply at all times on campus as well as to any off-campus function sponsored or supervised by the College:

- a. Disruptive behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance or abuse of College personnel.
- b. Assault, battery, or any threat of force or violence upon students or College personnel.
- c. Theft of, or damage to, the property of the College, its officers, employees, students or visitors.
- d. Interference with the normal operations of the College (e.g., obstruction or disruption of teaching, research, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions or of other authorized activities on College premises).
- e. Unauthorized entry into or use of College facilities.
- f. Cheating, plagiarism or knowingly furnishing false information in the classroom or to a College officer.
- g. Forgery, alteration, or other misuse of College documents, records, or identification.
- h. Failure to pay just debts such as fines or loans, and failure to return borrowed property when reasonable attempts have been made to retrieve it.
- i. Disorderly, lewd, indecent, or obscene conduct or expression on any College owned or controlled property or at any College sponsored or supervised function.
- j. Physical or verbal abuse of any person or group, or conduct which intimidates, threatens, or endangers the health or safety of any person or group.
- k. Acts of physical, verbal, or sexual harassment.
- l. Hazing or any acts of discrimination that injures, degrades, or disgraces another person or group.
- m. The unlawful possession, use, or distribution of alcohol or illicit drugs on College property or at events sponsored by the College.
- n. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College sponsored or supervised activities.
- o. Gambling in any form.
- p. Smoking in classrooms or other unauthorized campus areas.
- q. Failure to comply with lawful directions of College officials, faculty, staff or campus police officers who are acting within the scope of their duties.
- r. Violations of district policies or College regulations concerning the registration of student organizations, the use of district facilities, or the time, place, and manner of public expression.
- s. Violation of other applicable Federal and State statutes and College rules and regulations.

5.8.17 Sanctions
In accordance with the provisions of Education Code Section 76130, the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct.

- a. Warning: Notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
- b. Censure: A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a college office or community agency for counseling or rehabilitative treatment;
- c. Probation: Prohibition of the student by the CSSO from participating in designated privileges or college activities for a period of up to one semester or other stipulated requirements to conform to specified standards of conduct;
- d. Restitution: Reimbursement to the college, as directed by the CSSO, for repair or replacement of district property misused, misappropriated or damaged by the student; payment for bad debts;
- e. Temporary Suspension: Suspension of the student from the classroom by the instructor for up to two days or by the CSSO for up to ten days from one or more classes and any or all activities;
- f. Suspension: Exclusion from one or more classes, any or all activities of the College and from use of any District facilities. The CSSO may suspend a student for up to one full semester and the President of the college may suspend a student more than one semester; and
- g. Expulsion: Termination of student status by the Board of Trustees on recommendation of the Chancellor.

5.8.18 Exclusion, Suspension, Expulsion

A. Exclusion from Classes – Conduct
1. An instructor may recommend to the CSSO the removal of any student or students from any class he/she is teaching for any of the reasons of misconduct enumerated in 5.8.16. The recommendation shall be filed in writing with the CSSO who within five (5) days of the receipt of the written request from the instructor shall impose those sanctions set forth in 5.8.17 which he/she deems appropriate to the reasons for the request set forth by the instructor.

In the event the CSSO is also the instructor, the Chairperson of the Division in which the Dean is instructing shall impose the sanctions.
5.8.19 Policy On Cheating

Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to College staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student’s work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one’s own for a grade or points.

c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student’s own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

d. Furnishing false information: forgery, falsification, alteration or misuse of College documents, records, or identification in class or in laboratory situations.

5.8.19.1 Classroom-Related Disciplinary Sanctions

When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

b. Issue a NC or a failing grade (“F”) or “0” for the assignment in question.

c. Issue a NC or a failing grade for the course. The student will not be permitted to drop the class and will receive an “F” or NC for the semester grade.

d. Drop the student from the class and assign a withdrawal (“W”) for the class up to the last day to withdraw from semester term courses. Students dropped after stated date will be assigned a failing (“F”) for the class, pursuant to the uniform grading policy.

e. Refer the student to the CSSO for disciplinary action.

5.8.20 Grievance Process

A student may file a grievance when he or she believes that a faculty or College staff member has violated College rules, policies or procedures, or other local, state or federal laws. There are two types of grievances: academic and general student grievance.

a. Academic Grievance: an academic grievance may be filed when a student feels that a faculty member has violated state law, federal law, or College policies and procedures relative to grading or other academic areas. All grade appeals are first with the specific instructor, then in order with the department chair, the division chair, the Chief Instructional Officer, the President, the Chancellor, and the Board of Trustees.

The State Educational Code provides the following:

All grades awarded by the instructor of record shall be final. The California Code of Regulations, Section 55760, permits a grievance to be filed with respect to grading only in situations where a grade was assigned due to “mistake, fraud, bad faith, or incompetence.”

b. General Student Grievance: a general student grievance may be filed by a student who feels an action of a College staff member, office, or group violates existing College rules, policy or procedures; or other local, state and federal laws. A grievance of discrimination or sexual harassment is not included in this category.

Complaints of sexual harassment and/or discrimination should be filed pursuant to the specialized procedures set out in 5.8.20.3 through 5.8.21.

5.8.20.1 Grievance Process

The grievance process is a formalized process to ensure the timely resolution of conflict at the lowest possible level. There are three steps to the grievance process with appeal levels beyond those steps. Either party may be accompanied by an advocate at any step in the grievance process. It is the preference of the District to resolve grievances at the informal level whenever possible.

Step 1: (Informal Meeting) This step is the informal resolution stage which involves the student who has a complaint and the staff member or specific group who is the other party in the grievance. The student must notify the staff person or representative of a group that s/he wishes to make an appointment for an informal meeting to review an action within ten (10) days of its occurrence. This informal meeting must then take place within ten (10) days of the notification of the desire to meet. In the absence of the instructor or staff person and after a good faith effort to make contact, the grievant may directly contact the department chair.

Should the outcome of this informal meeting not meet with the satisfaction of the grievant, he or she may file a formal Step 2 Grievance with the CSSO within five (5) days of the informal meeting. The formal appeal form must outline the action and outcome of the Step 1 level and the information for the Step 2 level. (Please refer to the Grievance Form)

Step 2: (Formal Grievance) If the informal Step 1 meeting does not resolve the issues to the satisfaction of the student, a formal Step 2 meeting may be initiated by the student. The formal grievance form is filed with the CSSO who will forward it to the Step 2 level staff person. The grievance form will ask the student to provide the following: 1) exact nature of the grievance, 2) the specific details of the grievance, e.g., chronology of events, copies of any information that may be helpful, etc., 3) a description of the informal meeting and the attempted resolution, and 4) the desired remedy.

The Step 2 meeting will be with the immediate supervisor of the faculty or staff member involved and must occur within ten (10) days of filing with the CSSO. The written outcome of the Step 2 meeting must be completed within two (2) working days of the formal meeting and turned into the CSSO who will give it to the student filing the grievance. If the outcome of Step 2 is not satisfactory to the student, a Step 3 appeal may be filed with the CSSO within five (5) days of receipt of the Step 2 outcome.

The Step 3 appeal with the CSSO must be heard within 10 working days of the filing of the appeal. A written decision must be rendered within 2 working days. The student then has 2 working days to file a formal appeal to the President.

The decision of the President may be appealed to the Chancellor using the same procedures noted above. The final appeal may be made to the Board of Trustees within 30 days of the official notice of the request to appeal the decision of the Chancellor. The decision of the Board of Trustees shall be the final step of the grievance process. There is no appeal beyond the Board of Trustees.

5.8.20.2 Grievance Timelines

Complaint occurs and grievant has a maximum of 30 days to notify the College staff person/office.
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must be communicated in writing to the stu-
ties and other reasonable problems. All delays
2 working days to initiate an appeal to the
2 working days for a written decision
2 working days to initiate a formal appeal to
30 working days to hold a formal appeal with
2 working days for a written decision

Grievance timelines are specific, but may be
deviated from because of scheduling difficul-
ties and other reasonable problems. All delays
must be communicated in writing to the stu-
dent.

5.8.20.3 Sexual Harassment Grievance
Policy

It is the policy of The District to maintain a
learning and work environment that is free of
sexual harassment. In accordance to District
policy, employee complaints of sexual harass-
ment are referred to the Director of Human
Resources and Employee Relations.

Student complaints of sexual harassment are
defined in this section of the Discipline/
Grievance Policy. Sexual harassment as
defined by Title VII of Civil Rights Act, Title
IX of Educational Amendments of 1972, Office
of Civil Rights and current District Policies is
defined as:

a. Sexual harassment consists of unwelcome
sexual advances, requests for sexual
favors, and other verbal or physical con-
duct of a sexual nature when made by a
member of the school staff to a student or
to another staff member, when made by a
student to another student, or when made
by a student to a staff member.

1. Submission of such conduct is made,
either explicitly or implicitly a term of
condition of an individual’s employment
or education; or
2. Submission to or rejection of such con-
duct is used as a basis for employment
or education decisions affecting such
individual; or
3. Such conduct has the purpose or
effect of substantially interfering with
an individual’s educational or work
performance, or creating an intimidating,
hostile, or offensive employment or
educational environment.

b. Sexual harassment may include, but is not
limited to:
1. Suggestive or obscene letters, notes,
vitations, derogatory comments,
slurs, jokes, epithets, assaults, touch-
ing, impeding or blocking movement,
leering, gestures, display of sexually
suggestive objects or pictures or car-
toons.
2. Continuing to express sexual interest
after being informed that the interest
is unwelcome. (Reciprocal attraction
is not considered sexual harassment.)
3. Implying or withholding support for an
appointment, promotion, or change of
assignment, suggesting poor perfor-
mance report will be prepared; or sug-
gestig proving will be failed. Within
the educational environment, implying
or actually withholding grades earned
or deserved; suggesting a poor perfor-
mance evaluation will be prepared; or
suggesting a scholarship recommendation
or college application will be
denied.
4. Coercive sexual behavior used to con-
trol, influence or affect the career,
salary, and/or work environment of
another employee, within the educa-
tional environment, engaging in coer-
cive sexual behavior to control, influ-
ence, or affect the educational oppor-
tunity, grades, and/or learning environ-
ment of a student.
5. Offering favors or educational employ-
ment benefits, such as grades or
promotions, favorable performance
evaluations, favorable assignments,
favorable duties or shifts, recom-
endations, reclassifications, etc., in
exchange for sexual favors.

5.8.20.4 Complaints Against College
Employees

Sexual harassment, as noted above, may take
many forms. The goal of this policy is to have
a process that is sensitive to the needs of
students as well as the rights of those against
whom allegations have been made. All com-
plaints, both formal and informal, will be han-
dled with the strictest standard of confidential-
ity. The State Education Code, Title 5, Section
59334, requires that a single person investigate
and report formal sexual harassment (and dis-
criminination) complaints. That person for the
District is the Director of Human Resources
and Employee Relations.

The CSSOs on both campuses are designated
as the Title IX responsible office for that
campus. These individuals will assist students
at both the formal and informal grievance levels
and answer any questions or concerns.
Many complaints may be resolved at the infor-
mal level. Often discussion with the College
employee will successfully change the behavior
to the student’s satisfaction.
Sometimes the nature of the sexual harass-
ment is so severe to the student that no con-
tact with the individual or their supervisor
is possible. In those situations the student should
immediately report the incident directly to the
CSSO or the Director of Human Resources
and Employee Relations.

a. Informal Level.

1. The Step 1 level encourages the stu-
dent to approach the person who has
caused the complaint. The student
should specify the incident that caused
the complaint and the action that, in
the student’s opinion, would resolve
the matter.
2. At the Step 2 level the student
approaches a third party, either the
Department Chair or the immediate
supervisor of the employee.

The student should specify the incident
that caused the complaint and the
action that, in the student’s opinion,
would resolve the matter.

b. Formal Level

1. The Step 3 level is directly with the
CSSO or the Director of Human
Resources and Employee Relations.
Appeal procedures beyond this level are
determined by the District Person-
nel Policies. The student begins the
formal discrimination procedure at this
level if he or she believes it is neces-
sary.

c. Timeline

1. Formal complaint must be filed in writ-
ing within 60 days of occurrence in
the Office of Human Resources.
2. Investigation will be completed within
a 90 day period and complainant will
receive a written notification of final dis-
position. If additional time is necessary,
an interim notification will be provided
to the complainant.
3. The District, through the Director
of Human Resources and Employee
Relations will report all formal com-
plaints to the State Chancellor’s Office
within 90 days of receipt of a com-
plaint. (Title 5, Section 59336)

5.8.20.5 Complaints Against Other Stu-
dents

Sexual harassment is a violation of the Student
Code of Conduct, and students are subject
to disciplinary sanction for this behavior. Com-
plaints are filed with the CSSO at each
campus.

5.8.21 Discrimination Grievance Proce-
dures

It is the policy of The District to maintain an
environment that is free from discrimination on
the basis of race, ethnic background, national
origin, sex, age, sexual preference, or physical
or mental handicap.

Any student may file a complaint against a
student or staff member under the provisions of
this procedure. As with other grievances,
there are both formal and informal complaint
levels. The complaining student may, however,
file a formal complaint directly with the Director
of Human Resources and Employee Relations
at any time.

a. Informal Level

1. The lowest level of complaint is infor-
mal (Step 1), which is with the individ-
ual who caused the complaint. At this
level the student informally attempts to
resolve the situation to his/her satisfac-
tion.
2. The Step 2 level begins the formal process with the discrimination complaint. At this level the student places the complaint in writing and meets with the supervisor of the employee who has created the complaint.

b. Formal Level
   1. The Step 3 level is directly with the Director of Human Resources and Employee Relations.

c. Timeline
   1. Formal complaint must be filed in writing within 60 days of occurrence in the Office of Human Resources and Employee Relations.
   2. Investigation will be completed within a 90 day period and complainant will receive a written notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.
   3. The District, through the Director of Human Resources and Employee Relations will report all formal complaints to the State Chancellor’s Office within 90 days of receipt of a complaint. (Title 5, Section 59336)
   4. Appeal procedures are defined in the District policy.

5.8.22 Free Speech and Discriminatory Harassment
The District is committed to creating an educational environment that does not tolerate harassment or discrimination. At the same time, the College must protect the Constitutional Rights of free expression under the First Amendment.

5.8.23 Readmission of Expelled Student
The Board of Trustees of the West Valley-Mission Community College District will consider readmission of any former student expelled pursuant to board policy upon the presentation of evidence to substantiate the student’s ability to profit from the instruction offered.

EQUAL OPPORTUNITY
In compliance with numerous federal and state equal opportunity laws, the West Valley-Mission Community College District Governing Board has adopted a policy which prohibits discrimination in educational and employment activities.

Collectively these laws prohibit discrimination on the basis of race, color, religion, sex, national origin, age, disability, ethnic group identification, medical condition, marital status, or ancestry in various activities such as admission of students, educational programs and courses, and personnel actions in employment. Different laws cover different activities.

All courses offered at West Valley-Mission Community College are open to individuals of both sexes. Some courses may emphasize information related to either men or women specifically, but no course is prohibited to any student on the basis of sex.

SEXUAL HARASSMENT
In accordance with Title VII, Section 1604, it is the policy of the West Valley-Mission Community College District to provide students and employees with an environment which is free of sexual harassment. Complaints by employees or students should be directed to the Director, Human Resources and Employee Relations, West Valley College, Personnel Office, 14000 Fruitvale Avenue, Saratoga, CA 95070-5698. The telephone number is (408) 741-2060.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989
West Valley College subscribes to the standards of conduct that prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution’s property or institutionally sponsored activities as defined in the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). General and specific information and assistance is provided by the Health Service for students and the Personnel Office for employees. West Valley College students and employees are subject to sanctions as defined by Student Handbook, Board policies and other local, State, and Federal laws.

WEST VALLEY COLLEGE IS A DRUG-FREE CAMPUS
Both the abuse and moderate use of alcohol and illegal drugs can result in injury and death. While chronic problems are associated with long-term abuse, damage can occur from moderate or even a single experimental use of a substance. Alcohol and drug use seriously impair learning and motivation; disrupts the classroom; jeopardizes our physical and mental health; subjects us to criminal penalties; injures our families; erodes our relationships; and inhibits our ability to benefit from an education. West Valley College therefore asks you to support, maintain, and promote actively a drug-free learning environment by being aware and informing other of college policies, referral sources for help, and the substantial legal, personal, and health consequences associated with use. If you or someone you know is having problems with alcohol or drugs, seek out confidential assistance on-campus, or from one of the community agencies listed on this sheet.

District Policy
Item 5.8.13.8 prohibits the use, distribution, sale or possession of alcohol or unlawful drugs on college property or at events sponsored by the college.

Unlawful drugs include controlled substances such as marijuana, cocaine, amphetamines, heroin, opium, methadone, methaqualone, mescaline, peyote, phencyclidine (PCP), prescription drugs obtained illegally, and LSD, among others.

Health Consequences
• Even experimental use of a substance may result in:
  — impaired judgment leading to driving under the influence of alcohol/drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury, or death as a result of substance overdose.
  • The intravenous use of drugs can result in hepatitis, tetanus, abscesses, and AIDS.
  • The use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest and death.
  • The most common negative health consequences from occasional drinking are trauma-related (i.e., auto accidents, violent and abusive acts) and involve both the drinker and non-drinking victims.
  • Long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent incoordination, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancers, and many other health problems.

Legal Sanctions:
West Valley College
As a West Valley College student or employee you are subject to both college rules and regulations and the laws and penalties of the State of California for alcohol/drug offenses.

As a student, if you are under the influence of alcohol and/or drugs, or if you are discovered selling, or dispensing drugs on campus or at any college function, you can be suspended, expelled and criminally prosecuted.

If you are an employee at West Valley College you may be placed on probation, terminated, and criminally prosecuted for the sale, use or possession of illegal drugs and/or alcohol on campus, or at college sponsored events.

State of California
For a first offense of driving under the influence of alcohol and/or drugs, you may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway.

For possession of marijuana (1 oz. or less), you can be fined up to $100 and receive a criminal citation.
• For possession of marijuana (more than 1 oz.) you may receive up to 6 months in county jail, up to a $500 fine, or both.
• For possession of cocaine you can be imprisoned in a state prison.
• For sales of any illegal drug you can be imprisoned in a state prison.
• Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place can be convicted of a misdemeanor.
• It is a misdemeanor crime to sell, give, or furnish alcohol to anyone under 21 years of age.
• Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving-under-the-influence convictions.
FOR FREE CONFIDENTIAL ASSISTANCE
Contact the following services on campus:
• Members of the Campus Assistance Program (CAP).
• West Valley College Health Center (408) 741-2027
Self-Help groups on campus:
• For information about self-help groups on campus such as Co-Dependents Anonymous (CoDA), Twelve Step Study Group, and Overeaters Anonymous, call the Student Health Center (408) 741-2027.
For assistance off-campus, call:
• Alcoholics Anonymous (408) 297-3555
• Narcotics Anonymous (408) 998-4200
• National Council on Alcoholism, Santa Clara County (408) 241-5577
• For a more comprehensive listing of off-campus referrals, contact the West Valley Campus Health Center.

West Valley College Health Services
741-2027

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

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


Chỉ đạo chính sách và thủ tục của học khu đã được chấp thuận, các cá nhân sau đây được chỉ-nhiệm là viên-chief trách-nhiệm giải-quyết các trách-mục và khuyết-nại:
• Về vấn đề khắc-nhieu tình-mục 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
• Sinh viên muốn giải-dąd trách-nhiệm các trách-mục về điều-khiển 504 hoặc dao-lạt ADA, xin liên-qui với:
  Tom Church, Disabled Students Program and Services
  West Valley College, Building 17
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2010

Sengan la Polizia e Procedimientos aprovados por el Distrito los siguientes individuos han sido nombrados como los Representantes Responsables de los agravios, quejas y preguntas acerca de:

• Acoso sexual, Titulo IX, e 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 Inaportados, ADA, dirijase a:
  Tom Church, Disabled Students Program and Services
  West Valley College, Building 17
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2010
Student Services

District philosophy recognizes the diverse educational needs within the communities served by the District. That philosophy recognizes the worth and dignity of each student and the District’s responsibility, within the scope of its resources, to assist its students in developing into responsible, self-sufficient citizens. To foster and encourage this student development, West Valley College offers comprehensive programs of counseling, advising and special services.

COUNSELING CENTER

The College maintains a Counseling Center staffed by competent, highly-trained and diverse experienced counselors, located behind Administration & Records.

The primary goal of the College’s counseling Department is to provide opportunities for students to clarify their values and goals, to make decisions and develop self-confidence, self-direction and self-esteem. Toward this goal, the following programs and services are offered:

Academic Counseling

Academic counseling includes educational goal-setting, exploring educational options and opportunities, evaluating educational potential, and providing the student with clear, concise and up-to-date educational information of all types.

Career Counseling

Career counseling provides the student with an opportunity for clarification and integration of career and educational goals, study of careers and life-styles, vocational and career testing, and presentation of resource speakers, special career counseling events and career decision making courses.

Career Development and Human Development Courses

A variety of counseling courses covers such topics as College Survival Skills, Careers and Lifestyles, Job Search Methods, Communication, Study Skills, Cross Cultural perspectives, and a wide range of personal growth subjects. The courses offer students an opportunity to explore academic, career and personal development within a structured group setting.

Personal Counseling

Personal counseling is provided on a limited basis to students who need and seek assistance in resolving personal, relational, self-identity, or health-related problems which are limiting or interfering with the student’s ability to successfully pursue a college education.

Personal Testing and Assessment

Aptitude, ability, interest, achievement and personal testing and assessment provide students with information about themselves as part of a commitment to provide students with data necessary for continued growth and development as students in the College.

Transfer and Career Center

The Transfer and Career Center is located in the front of the Counseling building. The Center is supported by Student Services staff to assist students in preparing to transfer to four-year schools, selecting a career, and job search process.

The Transfer Function of the Center provides detailed information on transfer-institution requirements and assists with filling out applications and completing Transfer Admission Agreements. Regular visits of representatives from four-year schools are scheduled through the Center.

The Career Function of the Center includes classes taught by counselors and assistance to the individual student in using the Career Resource Library to explore various fields of employment. The EUREKA Career Information System (a computerized, up-to-date library of occupational and educational information) is available in the Career Center.

The Career Resource Library is a collection of books, articles, catalogs, tapes, and computer-based materials to assist the student in exploring jobs and careers.

CAREER PROGRAMS CENTER

The Career Programs Center, located in the Applied Arts and Sciences Building, Room 35, provides information, such as brochures and major sheets, on degree and certificate programs with career emphasis. Counseling support for career programs is available. In addition job placement assistance is provided to help with researching and applying for job opportunities. Students can also enroll in Work Experience units.

Job Placement

The Career Programs Center also offers employment resource information on labor market trends, as well as career advice and referrals to job openings. Job search assistance is available, such as access to Internet job listings, Jobtrak, and guidance for resume writing, cover letter composition, and interviewing techniques. Appointments are encouraged, but drop-ins are welcome. The Career Placement Advisor can be reached at (408) 741-2508.

Work Experience

Students may also visit the Career Programs Center to enroll in Work Experience units. Students can enroll in either “General” Work Experience, which will develop general job skills, vocational awareness, and understanding of successful employment, or “Occupational” Work Experience, which is directly related to the student’s field of study. Learning objectives are set up with a Faculty Advisor, and units are transferable to CSU and many private colleges. The Work Experience Coordinator can be reached at (408) 741-2661.

Career Programs Resources

Information on the following Career Programs is available:

Accounting
Administration of Justice
Architecture
Business Administration
 Administrative Careers, Levels I & II
 Management Careers
 Marketing Careers
 Small Business Careers
 Business with International/Foreign Language Emphasis
 Child Studies
 ECE Certificate of Merit
 School Age Child Care
 Infant-Toddler Child Care
 Family Child Care Program
 Parent Education
 ECE Program Director
 ECE-Certificate of Proficiency I
 Child Development-Certificate of Proficiency II
 Computer Applications
 Computer Information Systems
 CIS-Business Application Option
 CIS-Programming Option
 Court Reporting and Related Technologies
 Legal Secretarial Studies
 Legal Transcription Technologist
 Note Reading and Scoping Technologies
 Office Assistant/Transcription Technologist
 Realtime Stenographic Interpreter
 Stenographic Computer-Aided Medical Transcription
 Desktop Publishing
 Digital Media
 Computer Arts: Animation
 Digital Media Design and Production
 CIS-Internet Option
 CIS-Programming Option
 Web Design and Production - Level I
 Web Design and Production - Content Design Level II
 Web Design and Production - Content Design Emphasis
 Web Design and Production - Web Production Emphasis
 Fashion Design & Apparel Technology
 Apparel Design - Advanced Certificate
Electronic Grading & Marking
Electronic Patternmaking
Apparel Production
Computer Aided Surface Design
Manual Surface Design
Health Care Technologies
Clinical Unit Clerk
Insurance Billing Specialist
Medical Administrative Assistant
Medical Assistant
Clinical Assistant
Medical Office Laboratory Assistant
Massage Therapy
Medical Office Reception
Medical Transcription
Interior Design
Landscape Architecture
Paralegal Studies
Professional Office Skills Training
park Management
Word Processing/Office Automation
Workplace Success Skills

To receive a packet of information on any of these programs, call (408) 741-2098.

The Career Programs Center also offers employment resource information on labor market trends, as well as career advisement and referrals to job openings. Job search assistance is available, such as access to Internet job listings, and guidance for resume writing, cover letter composition, and interviewing techniques. Appointments are encouraged, but drop-ins are welcome. The Career Placement Advisor can be reached at (408) 741-2508.

The Career Programs Center is located in the Applied Arts and Sciences Building, Room 35. For more information, call (408) 741-2098.

**STUDENT HEALTH SERVICES**
The College maintains a Student Health Service designated to facilitate the physical, emotional and social well-being of students in ways which increase their potential for educational success. These services are provided by a team of health professionals including registered nurses, consulting physicians, college counselors, and other health care specialist who provide educational programs, personal counseling, and emergency medical treatment. Special programs and activities are conducted to address issues related to HIV and substance abuse prevention.

Specific services include personal and crises counseling, limited medical treatment, contraceptive counseling, and screening procedures for blood pressure, vision, hearing, pregnancy and tuberculosis. Health Services offer optional Illness/Accident and Dental/Vision insurance plans at nominal cost to all registered students. Health assessment, education and referrals to community resources are available daily.

The West Valley College Health Center is located in the middle of the campus behind the EOPS Office and up the hill from Learning Services. The program operates at hours convenient to students. Appointments are encouraged, but drop-ins are welcome. Telephone advice and service to off-campus students are also available.

**STUDENT GOVERNMENT AND ACTIVITIES**
The District believes that participation in student government and activities enhances and enriches the student’s education. To foster participation by students, two distinct and identifiable programs are offered: Student Government and Student Activities.

Student Government at the College is represented by the Associated Students of West Valley College who annually elects its own administrative officers, student senators, and commissioners who are provided with practical leadership training and education in the functions of government and leadership. In addition, the Associated Student Body elects its own student trustee to the District Board of Trustees. The Student Senate is afforded a variety of opportunities to participate in various College-wide committees and task forces. All these activities serve to provide students with opportunities to participate in the decision and policy-making processes of the College.

Student Activities programs at the College provide a wide variety of opportunities for students to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities, whether College-wide or sponsored by a variety of special interest clubs and organizations, provide the student with opportunities for exploring and developing talents, making friends, realizing personal potential, and experiencing a sense of community at the College.

Information about student government and student activities participation opportunities are available in the Campus Center at West Valley College.

**INTERCOLLEGIATE ATHLETICS**
The College offers men’s and women’s sports at the intercollegiate level. West Valley College is a member of the Coast Conference and participates in football, cross country, water polo, soccer, basketball, track, baseball, softball, tennis, swimming, wrestling, and volleyball.

Students interested in participation and in learning about eligibility requirements may contact the Department of Physical Education and Athletics at West Valley College.

**SUPPORTED EDUCATION PROGRAM**
The primary purpose of the Supported Education Program (S.E.P) at West Valley College is to integrate all disabled students into classes and programs beside their fellow students. A variety of services and special classes are provided in an effort to equalize educational opportunities for students with disabilities as they move toward their educational or vocational goals. Course offerings are listed under Supported Education Program in this catalog.

**Services include:**
- Interpreters
- Counseling
- Note Takers
- Specialized Equipment
- Readers
- Registration Priority
- Mobility Assistance
- Liaison with Faculty
- Special Parking
- Community Liaison
- Braile Transcription
- Instructional Support
- Campus Orientation
- Test-Taking Assistance

There are many other services rendered based on individual situations and needs. Referral and liaison with the State Department of Rehabilitation is provided where students may qualify for vocational and financial assistance while attending college.

**Adaptive Physical Education**

Physical education courses designed for students with disabilities.

**Learning Efficiency Assistance Program (LEAP)**

Assessment of learning problems - instruction for students with learning disabilities.

**Speech and Hearing Lab**

Hearing screenings and assistance for hearing-impaired students.

Evaluation and instruction for people who demonstrate communication difficulties including dysfluency, and articulation, voice and language problems.

**High Tech Center**

The High Tech Center for Disabled Students provides evaluation and training in the use of computer technology to assist students in the achievement of educational and/or vocational goals.

If you feel you would benefit from the Supported Education Program contact the Coordinator in the Learning Services Building or by telephone at (408) 741-2010.

**EDUCATIONAL TRANSITION FOR WOMEN AND MEN**

The Educational Transition (ET) Program is a reentry program designed for adults who have had a break of several years in their schooling, and now wish to continue or begin their education. Reentry students are:

- Adults whose college careers were interrupted because of work, family or personal circumstances.
- Adults who decided not to go to college after high school, but who now recognize its value to their lives.
- Adults who want to improve specific skills or fulfill particular goals.
- Adults who want a career or lifestyle change.
The Educational Transition (ET) Program provides pre-entry, academic and career counseling and the friendship, encouragement and support needed to help an adult student feel confident, successful, and welcome at West Valley College.

ET services include:
- Back-to-school Welcome
- Career, Academic and Personal Counseling
- Peer advising
- Support Groups and Workshops
- Drop-in lounge

ET is located in the Learning Services building #17 and can be reached at 741-2022.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) and COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

EOP&S offers educational and financial support services to students who have historically experienced language, social and economic barriers. Students must meet the educational and financial disadvantage criteria to be considered eligible. The intent, purpose, and resources of EOP&S are aimed at assisting students achieve their academic and career goals.

CARE is a program designed to help single parent students succeed in college. CARE students must be 18 years of age, single heads of household, be currently receiving CalWORKs/TANF/AFDC for any length of time and whose youngest child is under 14 years of age.

Services include:
- Book vouchers and grants
- Priority registration
- Academic, career and personal counseling
- Assistance with the transfer process
- University application fee waivers
- Additional tutoring hours
- Referrals to special programs and resources
- Peer advising
- Emergency loans
- Multi-cultural awareness and social activities

Students interested in further information are encouraged to visit or call the EOP&S Office at (408) 741-2023.

PUENTE PROJECT

The Puente Project is a year-long program that prepares students to compete academically in a university environment. It emphasizes the Mexican-American/Latino-American experience through English writing, counseling, and mentoring components. The Puente Program integrates:
- two-semester English 905 and 1A linked classes,
- One semester Counseling class,
- individual academic, personal, and career counseling,
- transfer information, university tours, student motivational and transfer conferences, and assistance with the transfer process,
- personal mentor relationships with professionals from the Mexican-American/Latino community.

Working together as a Puente team, an English instructor, a college counselor, and community leaders join with students to establish a foundation for the students’ academic and professional success.

The program starts in the fall semester and runs through spring semester. Students who are planning to transfer, are enthusiastic and committed to learning about the Mexican-American/Latino experience, and would like to become involved in extracurricular activities (meetings, trips, tours, and worksite visits), may call: Maria Garcia-Scheper (counselor), in the Counseling Center at (408) 741-4036; or, Tom Moniz (English instructor), in the English department at (408) 741-2510.

“Puente: committed to building bridges to higher levels of education.”

SUCCESS PROGRAM

Students Utilizing Cross Cultural Educational Support and Services

SUCCESS is a counseling, instruction and mentoring program that emphasizes the African American experience and builds community among students. The program focuses on implementing West Valley Colleges’ Strategic Goals.

SUCCESS
- offered linked English 905 and 1A courses, as well as Counseling 1
- encourages enrollment in History 12 and/or English 12
- provide intensive and proactive counseling
- provide students with college, peer and community mentors.
- connects students with support services on campus and with transfer institutions.
- provides cultural, social outings and visits to transfer institutions.

For further information, contact Carolyn Nash Counseling Center, 741-2608 or Paulette Boudreaux, English Department 741-2430.

LEARNING ASSISTANCE

The courses and services are designed to enable students to succeed in the regular College program. Students who need assistance in study and learning skills, reading, writing, or tutoring in academic or vocational subjects are encouraged to contact the appropriate individual program or to call SkillsNet Referral at 741-4033. Specialists are available for the diagnosis of student problems and individual programs are then designed for developing specific skills.

Program and Services

Description

Adjunct Program
Content based tutorial program to promote academic success supporting selected classes on campus.

English, English as a Second Language
Individualized instruction in listening, speaking, reading, and writing. Instructors and peer tutors providing assistance in all math courses.

Reading Lab
Diagnosis of reading problems—individual instruction in reading skills.

Skills Center
Individualized self-paced instruction in study skills, reading, writing and math.

Tutorial Services
Students tutoring other students in academic and vocational subjects.

Writing Lab
Screening of writing problems—programmed instruction in sentence structure and mechanics of written expressions.

TUTORIAL SERVICES

Tutoring is available, without charge, to West Valley College students in both academic and vocational subjects. Tutoring is especially valuable for students who want to improve their study skills, who are entering college for the first time, or who are returning to school after a lengthy absence. Tutoring is done by qualified, trained tutors who have been recommended by faculty in the subject area. Students are also assisted in forming their own study groups. If you would like to receive tutoring, come to Tutorial Services. We will arrange for you to meet with a tutor.

If you have a desire to help others, are knowledgeable in a subject, and wish to become a paid tutor, come to Tutorial Services to pick up an application.

LIBRARY SERVICES

The West Valley College Library offers numerous resources and services to students and faculty. These include personalized reference assistance, orientations tailored to class assignments, and classes in the utilization of materials and application of research techniques.

The Library collection includes books, periodicals, pamphlets, reference materials, and audios/visual media. Books may be borrowed from the West Valley College or Mission College collection by using a college I.D. card. The library provides study areas with individual carrels, small tables and lounge seating.

Library hours are posted at the front entrance to the library.

West Valley College Reference Desk 741-2029
West Valley College Circulation Desk 741-2028
BOOKSTORE
The Viking Bookstore is professionally managed by Barnes and Noble College Stores Corporation. Located behind the Student Center, the bookstore stocks all required text and supplies as well as a wide array of imprinted merchandise and giftware from which to choose. It is suggested that when you purchase your textbooks that you carry a copy of your schedule with you.

The bookstore will buy back your books any day and offer 50% of your cost when the book and edition is being used for the following term. Refund deadlines are the first 15 days of the term and 2 days thereafter.

Regular hours are Monday through Thursday from 7:30 a.m. - 7 p.m. and Fridays from 7:30 a.m. -4 p.m. Call for extended hours during the start of the term.

CAMPUS CENTER
The Campus Center is the social and recreational center of West Valley College. Students, staff, faculty, and visitors to the campus make “The Hall” a busy and exciting hub of activity. A TV lounge, fireside area, and Student Art Gallery can be found on the lower levels.

The upper level contains the main Information Counter plus a lounge, copy center, off-campus housing board, the Student Activities Office, Club and Baltic Rooms, Inter-Club Council Offices, Safety Escorts, master calendar of events, the Campus Cafeteria, and the Viking Bookstore. The Campus Center is also available for building rentals.

Phone: 741-2025
Student Activities Office: 741-2006

FOOD SERVICES
The Campus Center Cafe offers a variety of menu selections. Selections include hot breakfast, salad bar, Mexican cuisine, deli bar, grill, baked goods, snacks and beverages. Vending machines are conveniently located throughout campus.

STUDENT ACTIVITIES OFFICE
The Student Activities program at West Valley College provides a rich variety of opportunities for students to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities provide opportunities for students to explore and develop their talents, make new friends, realize personal potential and experience a sense of community at the college. For more information please call the Student Activities Office:

Phone: 741-2006

CHILD CARE SERVICES
Child Development Center
the Child Studies Department at West Valley College offers an early childhood program for children 2 1/2 to 5 years of age. The Child Development Centers are open form 7:30 a.m. to 5:00 p.m. children must be two years old prior to enrollment in the program. Students, staff, faculty and community families are eligible for the program. Tuition subsidy is available for low income families. Eligibility is determined based on family size, gross monthly income, and reason for needing child care.

This program is an integral part of our Child Studies Department Early Childhood Teacher Training Program and provides an exemplary opportunity for child Studies students to observe and participate in a model early childhood classroom. The Child Development Center core staff are fully qualified teachers in early childhood education. For more information on availability and hours, contact the Child Development Center office or stop by Room 50 in the Applied Arts and Sciences building.

Phone: 741-2409

CAMPUS SAFETY
The West Valley/Mission College District strives to maintain a safe environment for students, faculty, and visitors to pursue educational objectives. However, a truly safe and secure campus can only be achieved with thorough cooperation of all members of our college community. Please see the schedule of classes for further information.

THE DISTRICT POLICE
The West Valley/Mission District Police Department provides police patrols by vehicle, foot, and bicycle during class sessions, weekends, and holidays. The District Police have full state law enforcement authority identical to that of your local police and sheriff. Officers are responsible for a wide range of public safety services, including crime reports, traffic accidents, criminal investigations, and all other incidents requiring police assistance. District Police Officers maintain a mutual aid policy with the police of the city of Santa Clara and the Santa Clara County Sheriff’s Department. District Police Officers are supplemented by non-sworn, uniformed Campus Service Officers, who may assist with non-emergency situations, aid motorists, provide campus information, issue parking citations, direct traffic, and provide safety escorts and foot patrol services during evening hours.

Please see the schedule of classes for further information.

SAFETY SERVICES AND ASSISTANCE
The District Police will provide you with assistance in unlocking your vehicle, and investigate thefts, assaults, harassment, or other crimes. Printed information on crime prevention, substance abuse, and personal safety are available to you at no charge.

Safety escort services are available at no charge by calling the District Police Office at Mission (855-5435) or at West Valley (741-2092).

The District takes great pride in being among the safest campuses in the South Bay area. A detailed campus safety brochure is available on request or at many on-campus student services locations. The West Valley/Mission College District Police Department submits monthly crime statistics to the Department of Justice. Current statistics are available from the Police Department and in the schedule of classes.

STUDENT FINANCIAL ASSISTANCE
In order to reduce the cost of education, it is the responsibility of the Financial Aid Office of West Valley College to provide current and potential students with complete information on various student financial assistance options available.

The office coordinates and provides information about student financial aid assistance programs funded by the federal, state and local agencies. These come in the form of grants, part-time employment, scholarships, student loans, and others as they may be established.

Financial Aid programs available at the college are federal programs such as Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), College Work Study (FCWS), and Stafford Loans. State programs are Board of Governors Waiver (BOGW), Extended Opportunity Program and Services (EOPS) and Cal-Grant B & C.

Student Financial Aid is money awarded to eligible students to assist them in meeting their educational expenses while attending college. It is intended to supplement and not replace the amount students and their families can afford.

Students are encouraged to fill out a free application for federal student aid (FAFSA) form and let the Financial Aid Office staff determine eligibility. Applications are available at the Financial Aid Office located in the Admissions and Records Building or by calling (408) 741-2024. Some awards are subject to the availability of funds. Because of limited funding, students are urged to apply early. All awards are made on a first come, first serve basis.
Boaid of Governors Waiver (BOGW)
The Board of Governors Waiver (BOGW) is one of the financial aid programs available at the college. This program waives the enrollment fee for all eligible applicants. Eligibility for this program means automatic eligibility for a Health Services Fee Waiver and a partial parking fee waiver at the college. Applicants must be California residents and meet one of the requirements listed:
1. Currently receive benefits from TANF, or SSI, or General Assistance/General Relief or be eligible for a Deceased/Disabled Veteran’s Dependent Fee Waiver OR;
2. Meet specific income levels (e.g., household of 1—$7,500) OR;
3. Have demonstrated financial need.
Interested applicants should stop by the Financial Aid Office prior to registering for courses and complete a one (1) page Board of Governors Waiver (BOGW) application form. Eligibility will be determined within the same day.

CalWORKs PROGRAM
If you are a student who receives CalWORKs/TANF (Temporary Assistance to Needy Families), you are eligible to receive individual career and personal counseling, services and support to help you succeed in school and meet the requirements of your CalWORKs plan.
CalWORKs/TANF recipients (within two years off cash aid) are also eligible to participate.
The CalWORKs Program can assist you with child care, books and supplies, transportation, and other needs. Work study jobs, tutoring and support groups are also available. Our one-on-one job search and job placement assistance can help you with employment. “Your future is important to us!” For more information, give us a call 741-2098 or stop by the Career Programs Center AAS-35.

Veterans Administration Educational Benefits
Veterans enrolled at the College may be eligible for educational benefits under the Veterans Administration Educational Benefits Program. These benefits include a monthly educational allowance. Most, but not all, of the courses at the College are approved for payment of VA benefits.
Interested veterans and/or eligible dependents are urged to contact the Financial Aid Office located in the Admissions and Records Building or call (408) 741-2024.
In addition to the academic standards outlined in the West Valley Catalog and West Valley Schedule of Classes, Veterans collecting educational benefits will be subject to the following academic standards of the Veterans Administration for continuing eligibility:
1. Must maintain a minimum of at least a 2.0 (C) cumulative grade point average in course work attempted.
2. Veterans falling below a 2.0 (C) cumulative grade point average will be given a maximum of two (2) semesters to correct the academic deficiency and bring their cumulative grade point average to at least the 2.0 (C) minimum requirement.
3. Veterans whose cumulative grade point average remains below 2.0 (C) for more than two (2) semesters will be allowed to pursue their educational goal but will not be certified for veteran’s educational benefits until such time as their cumulative grade point average is at least 2.0 (C) or higher.

Scholarship Program
The West Valley College Scholarship Program is administered by the Financial Aid Office, and funds are provided by West Valley College Scholarship and Development Fund (Payroll Deduction Program Donors), the West Valley/Mission Colleges Foundation, and various organizations and individual donors. Application process is usually from December 1, through the end of February, the awards will be given in May for the following year, (i.e., May,2000 deadline for the 2000/2001 school year.)
The Financial Aid Office also maintains information on various scholarships offered and administered by outside donors and organizations.
Interested applicants should contact the Financial Aid Office for more information at (408) 741-2024.

Emergency Loans
The college also provides emergency loans from $50 to $100 a semester. These loans are made by the West Valley-Mission Colleges Foundation and are to be repaid within a two-month period. Applicants must be continuing students at the college (i.e., have earned at least 12 units at the college) and must submit a one-page application form with required documents.
For more information, contact the Financial Aid Office (408) 741-2024.
Board of Trustees

DON WOLFE
President

NANCY RUCKER
Vice President

CHRIS CONSTANTIN

JOY ATKINS

JEFFREY SCHWARTZ

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PHIL STOKES

JEFF OUYE, Student Trustee

Chancellor

SALTER, LINDA GRAEF, 1999
Chancellor, West Valley/Mission Community College District
B.A. in Philosophy, Oberlin; M.A. in Mathematics, U.C. Berkeley; Ph.D. candidate in Higher and Postsecondary Education, University of Southern California.

Administration

BRODRICK, MALCOLM, 1987
Dean, Administrative Services
B.A. in History, Hofstra University; M.A. in Vocational Administration, University of Michigan; Ph.D. in Vocational Education, Colorado State University.

DUARTE, ANGELINA, 1987
Dean, Student Support Services
B.A. in Sociology, University of California, Berkeley; M.A. in Counseling, University of Santa Clara

FISCHBAUGH, DAVE, 1993
Dean, Learning Resources
A.A. in Interdisciplinary Studies, Chabot College; A.B. in English, University of California, Berkeley; M.L.S. in Library Science, San Jose State; Post-Master’s Certificate in Library Management, University of California, Berkeley.

FOX, MARCELLE S., 1996
President
B.A. in Education, San Diego State University; M.A. in Human Development, Pacific Oaks College, Pasadena; Ph.D. in Educational Administration, University of Texas, Austin.

HUBBARD, GARY
Dean, Community Education
B.A. in Journalism; M.A. in Education, San Jose State University.

LUSTER, PAM, 1997-98
Dean, Career Education/Workforce Development
B.A. in Speech Pathology and Audiology, San Jose State University; M.A. in Education (Audiology), San Jose State University; additional graduate study; University of California, Berkeley.

MYERS III, EDWARD M., 1987
Vice President, Student Services
B.S. in Government; M.S. in Education, Iowa State University; Ph.D. in Education, University of Colorado.

PELTZ, STEPHEN K., 1976
Coordinator, Instructional Technology/Distance Learning
B.A. in Photography and Graphic Design, San Jose State University; Vocational Teaching Credential, University of California, Berkeley; M.A. in Instructional Technology and Instructional Design, San Jose State University; additional graduate studies at the University of California, Berkeley.

ROBLES, HARRIETT J., 1981
Dean of Instruction/Matriculation
B.A. in Comparative Literature, Occidental College; M.A. in Comparative Literature, University of California, Berkeley; Ed.D. in Educational Leadership and Change, The Fielding Institute; TESOL Certificate, University of Santa Clara; additional graduate study, San Jose State University, and University of California, Berkeley.

SAMUELS, JOSEPH R., 1986
Vice President, Instruction
B.S. in Education; M.S. in Education Administration, Kent State University, Kent, Ohio; Ed.D. in Organization/Leadership, University of San Francisco.

Faculty

ABATE, CAROL, 1979
Instructor in English/Language Arts Division
Chair
B.A. in English, University of California, Berkeley; M.A. in English, San Jose State University; additional graduate study, San Jose State University, University of California at Santa Cruz, and Stanford University.

ACCORNERO, MARC, 1998
Instructor in Spanish, Italian & Music
Certificado de Estudios-Spanish: University of Madrid, Spain; B.S. in Spanish: University of California, Los Angeles; M.A. in Spanish and Latin American Literature, University of California, Berkeley; Certificate in German Art song, Franz-Schubert-Institut, Baden-bei-Wien, Austria; Vocal Studies at the San Francisco Conservatory of Music; Candidacy for the Ph.D. in Romance Languages and Literatures, University of California, Berkeley.

AITKEN, SALLY S., 1989
Division Chair AAS, Fashion Design and Apparel Technology
B.S. Design, University of California, Davis. Professional Certification with the Academy for Leadership Training and Development. Additional graduate study, University of Nebraska, Lincoln. Experience developing industry/education partnerships, workforce preparation and integrated curriculum

ALLEN, GREGORY, 1999
Instructor in Mathematics
B.S. in Mathematics, San Jose State University; M.A. in Mathematics, San Jose State University.

ANDERSON, JOANE, 1980
Instructor in Mathematics
B.A. in Mathematics, University of New Hampshire; M.A. in Mathematics, University of California, Berkeley.

ANDERSON, VERONESE M., 1976
Counselor/Instruction/Transfer
A.A. in Education, City College of San Francisco; B.A. in Psychology, California State University, San Francisco; M.S. in Rehabilitation Counseling, California State University, San Francisco; additional graduate studies in Health, Human Resource Development and Counseling, Ph.D. in Organizational Behavior; Golden Gate University, National Certified Counselor.

ANDREWS, PATRICIA, 1990
Instructor in Political Science
B.A. in Social Science, San Jose State University; M.A. in Social Science, San Jose State University; M.A. in Political Science, San Jose State University.

AQUILONIUS, BIRGIT, 1984
Instructor in Mathematics
B.A. in Mathematics, University of California, Santa Cruz; M.A. in Mathematics, University of California, Santa Cruz; additional work at University of California, Santa Cruz; University of California, Berkeley, and University of California, Santa Barbara.

ARAGON, GINNY, 1988
Counselor
B.A. in Social Science, Colorado State University; M.A. Guidance and Counseling, Adams State College, National Certified Counselor.
AUFAUSER, KIM, 1991
Instructor and Department Chair
Park Management
B.S. in Wildlife Management, Humboldt State University; M.A. in Experienced-Based Leadership, Training and Program Development, Prescott College; National Park Service Ranger (16 years); EMT. Extensive experience in mountaineering and technical climbing, wilderness travel, providing extended medical care in remote settings, ground search and technical rescue.

BARNIKEL, FREDERICK G., 1970
Instructor in History, Political Science and Economics
A.A. in American History, El Camino College; B.A. in American History, San Jose State University; M.A. in American History, San Jose State University; additional graduate study at San Jose State University.

BARTON, GORDON E., 1970
Instructor in English
A.A. in English, El Monte Valley College; B.A. in English, University of California, Berkeley; M.A. in English, University of California, Santa Barbara; additional graduate study at University of California, Santa Cruz, and University of California, Berkeley.

BARTA, GAIL ANN, 1991
ESL Program Coordinator
Instructor in English as a Second Language
B.A. in French, Eastern Illinois University; Diplome d'Etudes, University of Paris; M.A. in French, University of Illinois, Champaign-Urbana; Certificate in Management Effectiveness, University of Southern California.

BELL, ELIZABETH, 2000
Instructor of Biology
B.A. in Mathematics, University of California, River; B.A., Ph.D., University of California, Santa Cruz.

BENKOSKI, STANLEY J., 1999
Instructor of Mathematics
B.A. in Mathematics, University of California, Riverside; M.A. in Mathematics, California State University, San Diego; Ph.D. in Mathematics, The Pennsylvania State University.

BENSON, BART, 1967
Instructor in English
On leave 2000-2001
B.A. and M.A. in English, San Jose State University; additional graduate study, San Jose State University; University of the Pacific; University of California.

BERLANI, ROBERTA, 1993
Instructor in Biology
B.S. in Biology, Yale University; Ph.D. in Biological Sciences, Columbia University.

BLASBERG, STEVEN, 1980
Instructor in Mathematics
B.S. in Mathematics, Stanford University; M.S. in Mathematics, M.A. in Education, M.S. in Computer Science, Stanford University; additional graduate study, San Jose State University.

BONE, LANA, 1968
Instructor in Accounting
B.A. in Business Education, San Jose State University; M.A. in Business Education, San Jose State University; additional graduate study, San Jose State University; College of Notre Dame; DePaul University.

BONNET, JANICE M., 1977
Librarian
B.A. in English and Education, University of Oregon; M.L.S. in Librarianship, University of California, Berkeley; M.A. in Education-Instructional Technology, San Jose State University; Ed.D in Higher Education, Administration, University of Southern California.

BORDI, STEPHEN W., 1968
Instructor in Health and Physical Education
B.A. in Physical Education, University of California, Berkeley; M.A. in Physical Education-Health Education, San Francisco State University; certificate in Alcohol and Drug Studies, University of California at Santa Cruz; Emergency Medical Technician (EMT); San Jose City College; Instructor for American Red Cross and American Heart Association, First Aid and CPR; additional graduate study in Life Science, Health, and Physical Education, University of California, Berkeley, and San Jose State University.

BOURDREUX, PAULETTE, 1996
Instructor in English
B.A. in Journalism, Northeastern University, Boston; M.F.A. in English and Creative Writing, Mills College.

BOWERS-GACHESA, WENDY, 1999
Instructor in Nutrition Studies
Bachelor’s in General Studies (BGS), University of Michigan; Master of Public Health Nutrition (MPH), University of North Carolina, Chapel Hill; Registered Dietitian (RD), American Dietetic Association.

BUENDIA-BANGLE, ANGELICA E., 1993
Counselor/Instructor
Division Chair Student Services
B.S. in Organizational Behavior, University of San Francisco; M.A. in Counseling, San Jose State University; additional doctoral study, Organization and Leadership, University of San Francisco.

BURNS, WESLEY A., 1971
Instructor in Art
B.A. in Art Education, Eastern Michigan University; additional undergraduate study, Otis Institute of Arts, Los Angeles; M.A. San Jose State University; additional graduate study at Eastern Michigan University and San Jose State University.

BURTON, ROBERT, 1980
Instructor in Physical Education, Men’s Basketball Coach
B.A. in Social Science, Fresno State College; M.S. in Physical Education, California Polytechnic University, San Luis Obispo.

BURZYNSKI, DENNY, 1980
Instructor in Mathematics
B.A. and M.A. in Mathematics, California State University, Long Beach; additional graduate study at University of California, Los Angeles; University of California, Santa Cruz; Stanford University; San Jose State University; Program Director Intern at the National Science Foundation, Washington, D.C., Spring, 1992.

BYERS, MICHAEL, 1998
Counselor
A.A. in Liberal Arts, Orange Coast College; B.A., Journalism, Public Relations Emphasis, Humboldt State University; M.S.W. Master of Social Work, Clinical Concentration, Children, Youth and Families Emphasis, San Diego State University; Licensed Clinical Social Worker.

CALLNER, JAMES, 1986
Instructor in Theatre Arts
B.A. in Radio/TV/Film, M.A. in Theatre Arts, San Jose State University.

CAMPBELL, DOUGLAS, 1970
Instructor in Mathematics
B.A. in Mathematics, University of California, Davis; M.A. in Mathematics, San Francisco State University.

CAMPBELL, WILLIAM H., 1970
Athletic Director, Instructor in Physical Education, Men’s & Women’s Cross Country and Track Coach
B.A. and M.A. in Physical Education, San Jose State University; additional graduate study, California State University, Long Beach, and Pepperdine College.

CAREY, KELLY, 1996
Instructor in Computer Applications, Digital Media and Internet Services
B.A. in Organizational Behavior, MHROD in Organizational Development, Ed.D in Organizational Leadership/Pacific Leadership International, University of San Francisco.

CASTELLO, RANDY, 1986
Instructor in Accounting
B.S. and M.S. in Accounting, University of Wyoming.

CHAMPION, GEORGE W., 1977
Instructor in Music
Bachelor of Music, Western University; Master of Music, West Virginia University.

CHAVEZ, ROBERT, 1979
Instructor in Foreign Languages
B.A. in Spanish and French, Southwestern College, Winfield, Kansas; M.A. in Spanish, Wichita State University, Wichita, Kansas; Mexican-American Graduate Studies, San Jose State University.

CHIN, BRAD, 1999
Instructor in Mathematics
B.A. in Applied Mathematics, University of California, Berkeley, Ph.D in Applied Mathematics, University of California, Berkeley.

CIRALO, DON, 1995
Instructor in Philosophy
B.A. in Philosophy and English, San Jose State University; M.A. in Philosophy, San Jose State University.

CISNEROS, REBECCA, 1999
Instructor in English
B.A. in English, St. Mary’s College; M.A. in English focusing on Rhetoric and Composition, University of Vermont.

CLARK, CHRISTOPHER S., 1999
Counselor/Articulation Officer
A.A., Liberal Arts, West Valley College; B.A. Psychological Services, San Francisco State University; M.S. College, Career and School Counseling, San Francisco State University.

CLARK, PAULINE, 1987
Counselor/Instructor
B.S. in Home Economics Education, Texas Technological University; M.A. in Marriage, Family, and Child Counseling, Santa Clara University; Licensed Marriage, Family, Child Counselor; Certificate in Drug and Alcohol Studies, San Jose State University; additional graduate study, University of California, Santa Cruz; San Jose State University.
COLSON, JUDITH, 1995  
Instructor in Supported Education  
A.A. in Social Science, Canada College; B.A. in Liberal Arts, California State University Chico; M.A. in Education with emphasis in Special Education, San Francisco State University.

COLSON, KENNETH M., 1967  
Instructor in Anthropology  
B.A. in Anthropology, University of California, Berkeley; M.A. in Anthropology, San Francisco State University; additional graduate study, Jadavpur University, Calcutta, India; San Jose State University.

CRUMLEY, MAXWELL, 1991  
Instructor in Photography  
Lab Faculty Specialist  
M.A. in Instructional Technology, San Jose State University.

CRUZ, CHRISTOPHER, 1998  
Instructor, Park Management  
B.A. in Spanish Culture and Civilization, Indiana University; M.A. Cultural Resource Management, Prescott College; Additional Graduate work: Florida International University.

CRYER, CHRISTOPHER, 1997  
Instructor in Art  
B.A. in Art, C.S.U. Stanislaus, M.F.A. in Computers in Fine Art, San Jose State University.

CUBIE, MICHAEL, 1993  
Counselor  
B.A. in Philosophy, San Jose State University; M.S. in Clinical Psychology, San Jose State University; Ph.D. in Psychology, Wright Institute at Berkeley, California Community College Credentials in Basic Education, Psychology, Counseling, and Supervision.

DAKE, DONETTE C., 1965  
Business Division Chair, Instructor in Business Tech Prep Project Director  
B.A. in Business Education, M.A. in Business Education, San Jose State University; and additional graduate work at Cal Poly, California State University, Northridge, and University of California, Santa Cruz.

DAVIS, JOE E., 1966  
Instructor in Music  
A.B. in Music Education, San Francisco State University; M.A. in Music Education, San Francisco State University; additional graduate study, San Jose State University; California State University, Northridge; and California State University, Sacramento.

DE BARLING, ANA MARIA, 1994  
Instructor in Foreign Language  
Undergraduate Studies in Spanish, Universidad Complutense de Madrid, Spain; B.A. in Spanish Language, San Jose State university; MA in Spanish American Literature, San Jose State University; Ed.D. in Curriculum and Instruction, University of the Pacific; post graduate studies, University of Villanova, University of South Carolina and Universidad de Guadalajara, University of San Diego.

DES LAURIERS, THOMAS, 1996  
Lab Faculty Specialist  
B.A. in Elementary Education, University of North Carolina at Wilmington; M.A. in Education, East Carolina University.

DOUGHERTY, KATHRYN, 1989  
Instructor in Music  
B.Mus. in Music, St. Olaf College; M.Mus. in Music, Syracuse University; additional graduate study, Harvard University; University of California at Santa Cruz; University of California, Berkeley; San Jose State University; Arizona State University; and Stanford University.

DRAKE, VIRGINIA, 1978  
Instructor in Theatre Arts  
B.A. in Dramatic Art, University of California, Davis; M.F.A. in Theatre, Stanford University; additional graduate study, San Francisco State University; H.B. Studios, New York.

DUNDURS, KARINA, 1996  
Computer Applications Department Chair/Instructor  
B.S. in Business Management, University of San Francisco.

EKERN, YVONNE, 1996  
Dept. Chair/Instructor in Paralegal  
B.A. in English, University of California, Davis; J.D., University of Idaho; California teaching credentials: University of California, Davis. Co-author of the texts Introduction to Law and Legal Research, Writing and Analysis.

ELLIS, WADE, JR., 1976  
Instructor in Mathematics  
A.B. in Mathematics, Oberlin College; M.S. in Mathematics, The Ohio State University; additional graduate study, University of Michigan.

ENGELKING, LINDA, 1981  
Counselor  
B.A. in Biology, University of California at Berkeley; California State University, Los Angeles; M.S., Counseling (concentration P.P.S. and M.F.C.C.), M.S. in Marriage, Family and Child Counseling for M.F.C.C. Licensure, California State University, Hayward, California State University, Fullerton; M.S., Educational Administration, California State University, Fullerton.

FAULSTICH, MARGE, 1979  
Instructor in Administration of Justice  
A.A. in Law Enforcement, San Jose City College; B.S. in Criminal Justice Administration, San Jose State University; M.S. in Criminal Justice Administration, San Jose State University; additional graduate study at the College of Notre Dame, Belmont, Pacific Graduate School of Psychology, Menlo Park.

FENTON, J. PATRICK, 1983  
Instructor in Computer & Information Systems  
B.S.C. in Accounting, University of Santa Clara; M.B.A., University of Santa Clara.

FLORES-MASON, MONICA, 1991  
Instructor in Speech and Communication  
B.A. in Communication Studies, New Mexico State University; M.A. in Communication Studies, New Mexico State University; additional graduate study in TESOL/TEFOL, University of California, Santa Cruz; additional graduate study, San Jose State University.

FONTAN, LYDIA C., 1981  
Instructor in English  
B.S.E. in English, University of the Philippines; M.A. in English, Michigan State University; Ph.D. in English, Michigan State University.

FRICKE, ROBERT G., 1964  
Instructor in History and Political Science  
B.S., M.A., additional graduate study in history at the University of California, Berkeley.

FUJISHIN, RANDY M., 1978  
Instructor in Speech Communication  
B.A. in Speech Communication, University of California at Santa Barbara; M.A. in Speech Communication, San Jose State University; M.A. in Counseling Psychology, Emphasis in Marriage, Family, and Child Therapy, University of San Francisco.

GAIERO, KRISTINA, 1999  
Instructor in Health Care Technologies  
Certified Medical Assistant (CMA); Additional course work, DeAnza, Foothill, Mission and Saint Mary’s College.

GALLUP, THOMAS, 1970  
Social Science Division Chair, Instructor in History  
M.A. in History, University of California, Riverside; additional graduate study at the University of California, Los Angeles and Santa Cruz.

GANDEL, FRED J., 1975  
Instructor in Music  
B.A. in Music and M.A. in Music, San Jose State University; doctoral studies, Arizona State University.

GARCIA-SCHEPER, MARIA 1999  
Counselor  
B.S. in Business Administration, concentration in Management; M.A. in Counselor Education.

GARCIA, TOMAS, 1971  
Instructor in History  
B.A. in History, University of New Mexico, M.A. in History and Social Science, Western New Mexico University.

GEORGE, FRED, 1996  
Instructor in Computer & Information Systems  
B.S. in Engineering with an emphasis in Computer Science, San Jose State University; M.S. in Engineering, Santa Clara University.

GEREDES, THEODORE DEAN, 1967  
Instructor in Engineering and Computer Information Systems  
B.S. in Engineering, Oregon State University; M.S. in Engineering, Stanford University.

GERZANICS, JANINE, 2000  
Instructor in Journalism/English  
B.A. in Religious Studies/English; M.A. in Journalism; M.A. in English Literature; M.A./Ph.D. in English Literature.

GIBSON, LINDA, 1991  
Instructor in Adapted Computer Technology  
M.A. in Speech-Language Pathology, San Jose State University.

GOLAW, TINA, 1999  
Instructor in English  
B.A. in English, Santa Clara University; M.A. in American and British Literature with a minor in Jewish American and Holocaust Literature, Kansas State University; Credential in Technical Writing, Kansas State University.
GOLBEZ, TOM, 1998
Counselor
B.A. in Psychology, UC Santa Barbara; M.A. in Counseling, San Diego State University; additional graduate study, University of California, San Diego.

GOSS, JAMES H., 1966
Instructor in Business
B.S. and M.S. in Business Administration, San Jose State University; additional graduate study, San Francisco State University and University of California.

GREEN, THOMAS W., 1985
Instructor in Biology and Park Management
B.A. in Zoology, Humboldt State University; B.S. in Wildlife Management, Humboldt State University; M.A. in Biology, Humboldt State University; Ph.D. in Ecology, Utah State University; additional graduate study at University of Houston, University of Chicago, Argonne National Laboratory.

GRISHAM, KATHLEEN G., 1977
Fine Arts Division Chair; Instructor in Fine Arts
B.F.A. in Art, Denver University; M.A. in Art History, Oklahoma University; additional graduate study at Stanford University.

HAMPTON, CLO ANN, 1970
Instructor in Accounting
Drake University; University of Illinois; B.S. in Business Education, Southern Illinois University; M.S. in Business Education, Southern Illinois University; additional graduate study, San Jose State University and College of Notre Dame.

HANCOCK, JOHN, 1987
Instructor in Physical Education, Football Coach
B.A. in Physical Education, Western State College, Colorado; M.Ed. Colorado State University.

HANDA, LARRY S., 1985
Instructor in Mathematics
B.S. in Mathematics, Harvey Mudd College; M.A. in Mathematics, Claremont Graduate School.

HANSEN, JAMES D., 1969
Instructor in Sociology
B.A. in History, University of Oregon; M.Div. in Eclesiastical History and Counseling, Fuller and San Francisco Theological Seminary; M.S. in Sociology, San Jose State University; additional graduate study, University of California, Berkeley; Graduate Internship Program, University of California, Berkeley; University of California, Santa Cruz; California State University, Los Angeles; University of Southern California.

HARRIS, KENT, 1980
Instructor in Mathematics/Physics
B.S. in Physics, Utah State University; M.S. in Physics, Stanford University; Ph.D. Nuclear Engineering, Stanford University.

HARRISON, BLAINE, 1998
Instructor of Chemistry
B.S. in Bio-Chemistry, Cal Poly State University (San Luis Obispo); Ph.D. in Chemistry, University of California, Santa Cruz; additional graduate work, Sacramento State University.

HEARN, LESTER C., JR., 1969
Instructor in Health and Physical Education, Women's Softball Coach
B.A. in Physical Education, M.A. in Health Education-P.E. San Francisco State University; additional graduate study, California State University, Hayward.

HERAUF, MICHAEL S., 1975
Counselor/Instructor
A.A. in Liberal Arts, De Anza College; B.A. in English, University of California, Santa Barbara; M.A. in Counselor Education, San Jose State University; M.A. in English, San Jose State University; additional graduate study, Nova University; Certificate in Alcohol and Drug Studies, University of California, Santa Cruz.

HERNANDEZ, LETICIA SANCHEZ-MENDOZA, 1993
EOPS/CARE Counselor and Instructor
B.A. in Biological Sciences, Santa Clara University and San Jose State University; California Community College Teaching Credential (Basic Education), U.C. Berkeley; M.A. in Counselor Education, San Jose State University.

HORTON, SUSAN, 1997
Coordinator, Educational Transition/Adult Re-entry Program
A.A. in Liberal Arts, De Anza College, B.A. in English Literature, San Jose State University, M.A. in Counselor Education, San Jose State University, Advanced Certificate in Drug and Alcohol Studies, University of California, Santa Cruz; Additional graduate study, University of California, Santa Cruz.

HU, PHILIP L., 1999
Instructor in English
B.A. in Literature/Writing from University of California, San Diego (8/94); M.F.A. in Creative Writing, focus on poetry, from San Diego State University (5/98)

HUGHES, HEIDE, 1976
Lab Faculty Specialist
Community College Credential, University of California, Berkeley.

HUGHMANICK, MICHAEL D., 1970
Instructor in Psychology
B.A. in Philosophy, University of Santa Clara; M.A. in Psychology, San Francisco State University; additional graduate study, University of Colorado, Boulder, and Stanford University.

HURD, DIANE TSUKAMOTO, 1993
Instructor in Interior Design
B.A. in Interior Design, San Jose State University, Certified Interior Designer, American Society of Interior Designers, Interior Design Educators Council.

JANES, HEIDI, 1999
Instructor in Physical Education
B.S. degree in Animal Science from Cal Poly, San Luis Obispo; M.A. degree in Exercise Physiology from San Jose State University, Health Fitness Instructor and Group Exercise Leader Certifications through the American College of Sports Medicine. Professional Triathlete, USA Triathlon.

JANKE, EDWARD, 1993
Instructor in Architecture
Bachelor of Architecture, California Polytechnic State University, San Luis Obispo; Master of Architecture, University of Virginia; AIA; NCARB

JAYAN, FARANEH, 1998
Instructor in Health Care Technologies
MD, Tehran
Tehran University, Tehran/Iran

JUE, MARTIN, 1989
Coordinator, Tutorial Services
B.S. in Biostatistics, University of California, Berkeley; M.S. in Counseling, San Diego State University; additional graduate study San Francisco State University and University of San Francisco.

KAAZ, LISA, 1999
Lab Faculty Specialist
B.S. in Organizational Management, University of San Francisco; M.A. in Instructional Technology, San Jose State University.

KENSTOWICZ, JOSEPH A., 1970
Instructor in Mathematics
B.A. in Mathematics, San Jose State University; M.S. in Mathematics, California State University, Hayward.

KERWIN, JENNIFER, 1996
Instructor in Physical Education, Soccer Coach
B.S. in Physical Education and Athletic Training, Canisius College, Buffalo, New York; M.S. in Physical Education and Health, University of New Mexico.

KIM, YANGHEE, 1997
Librarian
B.A. in Education, Yonsei University (Seoul, Korea); M.L.S. in Library Science, Kent State University.

KING, LINDA B., 1971
Instructor in Anthropology, Geography
B.A. in Anthropology, University of California, Los Angeles; M.A. in Anthropology, University of California, Davis; Ph.D. in Anthropology, University of California, Los Angeles.

KNIGHT, CAROL, 1990
Instructor in Physical Education
Coach, Women's Volleyball
Director, Intramural Sports
B.S. in Kinesiology and Physical Education, California State University, Hayward. California Community College Instructors Credential.

KOONS, SUZANNE, 1995
Instructor in English as a Second Language
B.A. in English, Texas A & M University; M.A. in Teaching ESL, University of California, Los Angeles.

KOPERNIK, ALMA, 1997
Lab Faculty Specialist
B.S. in Education with a major in Math and a minor in Accounting and Law, Illinois State University, Normal, Illinois.

KROTH, ANYA, 1984
Instructor in Mathematics
Diploma in Mathematics and Solid State Physics, Moscow State University; M.A., Florida State University; Ph.D., The University of Michigan. Additional graduate work at Stanford University, San Francisco State University and University of California, Santa Cruz.

LADD, SANDRA L., 1971
Instructor in Psychology
B.A. in Psychology, San Jose State University; M.S. in Psychology, San Jose State University; additional graduate study, San Jose State University and University of Pittsburgh.

LaFAVE, SANDRA A., 1986
Instructor in Philosophy
B.A. in Philosophy, Fordham University, Bronx, New York; Ph.D. in Philosophy, Claremont Graduate School, Claremont, California.
LAWLER, JOANN, 1968
Instructor in Speech
B.A. in Journalism, M.A. in Speech, Louisiana State University.

LAWSON, LINDA, 1993
Instructor in Court Reporting
B.A. in Diversified Social Sciences, California State University, Stanislaus.

LEARY, MICHAEL, 1972
Instructor in Photography
B.S. in Photographic Science, Rochester Institute of Technology; M.A., Instructional Technology, San Jose State University; additional graduate study at San Jose State University.

LOCK, VIVIAN, 1993
Instructor in Computer Applications
B.A., in Music, San Francisco State University; additional graduate study in Education, San Jose State University, University of California, Santa Cruz.

LOFLAND, DONALD, 1972
Instructor in Physics
B.S. and M.Ph. in Physics at the George Washington University, Washington, D.C.; additional graduate study, San Jose State University and University of California, Santa Cruz.

LORIMER, MICHAEL, 1988
Instructor in Architecture
A.A., B.A. and M.Arch. in Architecture, University of California, Berkeley.

LOWRY, JULIE, 1974
Instructor in Physical Education
B.A. in Physical Education (Dance Emphasis), San Francisco State University; M.A. in Theatre Arts—Dance, San Jose State University.

MAIA, JULIE, 1990
Instructor in English
A.A. in Language Arts, Laney College; B.A., M.A. and C.PhiL (Ph.D.) in English Literature, University of California, Berkeley.

MALMUTH-ONN, ANN, 1981
Coordinator, honors
Instructor in Physical Education and Dance
B.A. in Anthropology, Stanford University; M.A. in Education—Dance, Stanford University; additional graduate study, Tel Aviv University; University of California, Santa Cruz.

McCANN, STEVEN, 1997
Instructor Physical Education
Martial Arts
B.S. in Business Administration with a concentration in Accounting, San Jose State University; M.A. in Physical Education with a concentration in Biomechanics, San Jose State University.

MENDELSOHN, BENJAMIN MARK, 1998
Instructor in Astronomy
Director of the Planetarium
B.S. in Electrical Engineering and Computer Science, University of California at Berkeley; M.S. Aeronautics and Astronautics Engineering, Stanford University; CFI & AGI, Federal Aviation Administration; additional graduate study in Mechanical Engineering, Santa Clara University, Planetarium Professional, Alexander F. Morrison Planetarium at the California Academy of Sciences, Charles F. Hagar Planetarium at San Francisco State University, Holt Planetarium at the Lawrence Hall of Science, Minolta Planetarium at De Anza College.

MILLER, CHERYL, 1995
Instructor in SEP, Speech
B.A. in Speech Pathology and Audiology, University of Vermont; M.A. in Speech and Language Pathology, Northwestern University.

MIN, KYUNGHI (KAEI), 1995
Fashion Design & Apparel Technology
Department Chair/Instructor

MONIZ, TOM, 1995
Instructor in English/Puente Coordinator
A.A. in Liberal Arts, Marymount College, Palos Verdes; B.A. in English, University of California, Santa Barbara; M.A. in American Literature, San Francisco State University; Composition Certificate, San Francisco State University; Bay Area Writing Institute, Puente, UC Berkeley.

MORGAN, ALEX, 1997
Instructor in Computer Applications
Lab Faculty Specialist
BGS in Business and Computer Science, Roosevelt University.

MURPHY, DONN B., 1968
Instructor in Sociology
B.A. in Sociology, San Jose State University; M.S. in Sociology, San Jose State University; additional graduate study in Anthropology and Education, San Jose State University; University of Colorado; and University of California, Santa Cruz. Fuel Consultant with the United States Government.

NASH, CAROLYN, 1981
Counselor
B.A. in Social Science, San Francisco State University; M.S. in Counseling, California State University, Hayward; additional graduate study, University of California, Berkeley; Golden Gate University.

NORRIS, NATHAN, 1996
Instructor in Biology
B.S. in Aeronautics, San Jose State University; M.A. in Biology (Physiology), San Jose State University; additional graduate study, University of Washington.

OGLE, DAVID, 1973
Instructor in Art
A.A. in Art, Contra Costa College; B.A. in Art, Ceramics, San Jose State University; M.A. in Art, Sculpture, San Jose State University; additional graduate study, San Jose State University, San Francisco State University.

PANO, LESLIE, 1996
Child Development Center Instructor
A.A., Early Childhood Education from West Valley College B.A., Computer Mathematics from San Jose State University; M.A. Human Development from Pacific Oaks College.

PEARCE, CHERLEEN, 1997
Instructor of English
A.S. De Anza College in Engineering Technology; B.A. Creative Arts, San Jose State University; MA Interdisciplinary Studies, Linguistics and English, San Jose State University.

PECK, R. “JIM,” 1975
Learning Specialist

PERELLI, ELIZABETH “Becky”, 1999
Coordinator, Student Health Services
B.S., in Nursing; Boston University; M.S. in Community and Mental Health Nursing, University of California, San Francisco.

PEREZ, MICHAEL, 1990
Instructor in Physical Education
B.S. in Physical Education, San Jose State University; M.A. in Education, University of San Francisco; additional graduate study, San Jose State University.

PETERS, CHRISTINE, 1997
Instructor in Biology
B.S. and M.S. in biology, UC Riverside.

PHAM, KIM MAN, 1992
Instructor in Mathematics
B.S. in Mathematics, University of California, Davis; M.A. in Mathematics, University of California, Davis.

PINET, CELINE, 1998
Instructor in Interior Design
B.Sc. P. and M. Sc. A. University of Montreal, Ph.D. Architecture, University of Wisconsin-Milwaukee, Certified Interior Designer, IDEC, IIDA, ACADIA.

PIROFSKI, FLORENCE, 1981
Instructor in Child Studies
B.A. in Anthropology and Sociology, Queens College of the University of New York City; M.A. in Early Childhood Education, Columbia University, Teacher’s College; Ph.D. in Psychological Studies in Education, Stanford University.

PLETYNSKI, LINDA, 1993
Instructor in English
B.A. in English, University of California, Berkeley; M.A. in Education, Stanford University; M.A. in English, San Jose State University; additional graduate study, University of California, Berkeley and San Jose State University.

PROUDFOOT, BILL, 1994
Librarian
B.S. in Business Administration/Industrial Management, California State University, Sacramento; M.L.S., San Jose State University.

PUGNO, DAVID, 1979
Instructor in Computer and Information Systems
B.A. in Mathematics, San Jose State University; M.S. in Computer and Information Science, San Jose State University; additional graduate study, Stanford University; University of California, Santa Cruz; University of Akron, Akron, Ohio.

RASCOV, JEFF, 1998
Instructor in Computer Applications, Digital Media
B.S. in Graphic Design, La Roche College; M.F.A. in Computer Graphics, Rochester Institute of Technology.

REED, MICHELLE, 2000
Instructor in Psychology
B.S. in Psychology, Santa Clara University; M.A. in Counseling, University of San Francisco.
ROIZEN, MOISES, 1971
Instructor in Art
B.A. in Art, San Jose State University; additional graduate studies, San Jose State University; University of Southern California; Brigham Young University.

ROOT, JAMES F., 1972
Instructor in Physical Education, Wrestling Coach
B.S. in Physical Education, California Polytechnic State University, San Luis Obispo; M.A. in Physical Education, San Francisco State University; additional graduate study, San Jose State University; University of San Francisco; and California Polytechnic State University, San Luis Obispo; State Central Institute of Physical Education and Sport, Moscow, U.S.S.R.

ROSE, RICHARD G., 1970
Instructor in Biology
B.A. in Biological Science, San Jose State University; M.A. in Biochemistry, University of California, Berkeley; additional graduate study, Stanford University; San Jose State University; and University of Kansas.

ROSSMANN, LYNN, 1976
Counselor
B.A. in Political Science, University of California, Riverside; M.A. in Counseling and Guidance, Syracuse University.

RUDY, DIANE, 1983
Instructor in Physical Education, Sports Medicine, Athletic Trainer

SAITO, LESLIE, 1997
Instructor in English
B.A. in Communications, UC San Diego, M.A. in English (American Literature emphasis), San Diego State University.

SANDERS, PAUL D., 1981
Instructor in Speech, Business
B.A. in Political Science/Business Minor, Wittenberg University; M.B.A., University of Dayton; M.A. in Speech Communications, San Jose State University.

SANDFORD, BETSY, 1997
Librarian
A.B. in History, Washington University in St. Louis; M.S. in Library and Information Science, University of Illinois at Urbana-Champaign.

SARLO, JOAN, 1964
Instructor in Physical Education
A.A. in Physical Education, Los Angeles City College; B.A. and M.A. in Physical Education, San Jose State University; additional graduate study, Columbia University; University of California, Berkeley; University of California, Santa Cruz; and Mills College. Certified in Stress Management Education.

SCHOCK, KENNETH R., 1965
Department Chair, Business
Instructor in Law and Management
A.A. in Business, Sacramento City College; B.A. and M.A. in Business, San Jose State University; Ed.D. in Higher Education with focus on First Amendment Rights, (NSU) Nova South-Eastern University, Florida. Doctor of Jurisprudence (J.D.) work in progress at Peninsula University Law School. Author of five books.

SCHREIBSTEIN, LEONARD, 1992
Counselor/Instructor
B.A. in History, University of Colorado; M.A. in Counseling Psychology, Santa Clara University. National Certified Counselor.

SCHULTER, SUSAN, 1997
Instructor of English
B.A. in Literature, University of California; Santa Cruz; MFA in English, University of Massachusetts Amherst Teacher Consultant for San Jose Area Writing Project.

SELLECK, SYLVIA A., 1975
Counselor
B.A. in Journalism, California State University, Fresno; M.A. in Rehabilitation Counseling, California State University, San Francisco.

SENTENY, JACK C., 1969
Instructor in Theatre Arts
B.A. in Language Arts, Humboldt State University; M.A. in Theatre Arts, Humboldt State University; additional graduate study, American Conservatory Theatre, San Francisco; San Jose State University.

SHAGOURY, RICHARD, 1995
Instructor in Chemistry
A.S. in Chemical Engineering, Franklin Institute of Boston; B.S. in Chemistry, Suffolk University; M.S. in Organic Chemistry, Boston College; M.S. in Medicinal Chemistry, Northeastern University; additional graduate study at University of the Pacific, Stockton.

SHUE, TERRY, 1997
Instructor and Department Chair, Child Studies
Master of Human Resource and Organizational Development, University of San Francisco; B.A. in Speech Pathology and Audiology, San Diego State University.

SMITH, JAMES E., 1993
Instructor in Administration of Justice
A.A. in Administration of Justice, Moorpark College; B.S. in Public Administration, Pepperdine University; M.A. in Communications, Pepperdine University; Malibu. Retired Los Angeles County Sheriff's Department.

SOHNS, FIONA L., 1968
Instructor in English
B.A. and M.A. in English, Drake University; additional graduate study at Western Illinois University; San Jose State University; Instituto Cultural Guadalajara; San Francisco State University; University of Santa Clara; University of California, Santa Cruz, and College of Notre Dame.

STEVENS, HYACINTH, 1988
Child Development Center Instructor
B.S. in Education, University of Guayaquil; Diploma in Agricultural Science, University of Guayaquil; Certificate in Early Childhood Education, San Jose City College; additional graduate study, Santa Clara University.

SVENSSON, PETER, 2000
Instructor of Biology
B.S. in Biology, University of Lund (Sweden); M.A. University of California, Santa Cruz.

TAO, LAN, 1998
EOPS Counselor
B.A. in English, UC Santa Barbara; MSW in social work, Cal State Long Beach. California Licensed Clinical Social Worker.

TEMKIN, DOUGLAS, 1990
Instructor in English
B.A. in English Language and Literature, DePaul University; M.A. in English Language and Literature, New York University; Postgraduate study, University of California, Berkeley; University of California, Santa Barbara.

THELIN, PETER, 1970
Instructor in Economics
B.S. and M.S. in Agricultural Resource Economics, University of California, Berkeley; additional graduate study, San Jose State University; University of California, Santa Cruz, Extension. Doctoral coursework completed in ARE, University of California, Berkeley.

TORRES, CARMEN, 1990
Instructor in English
B.A. in English, San Jose State University; M.A. in English, University of California, Berkeley; postgraduate studies, at Stanford University; University of California, Santa Barbara; University of California, Santa Cruz; Additional studies abroad in Spain at the Fundacion Jose Ortega Gasset, University of Minnesota.

TSUTSUMI, DIANE Y., 1976
Health and Physical Education Division Chair, Instructor in Physical Education
B.S. in Physical Education, M.A. in Education and Physical Education, San Jose State University and Pepperdine University.

VAN HOOK, CATHELEEN, 1992
Instructor in Mathematics
B.S. in Mathematics, Santa Clara University; M.A. in Mathematics, San Jose State University.

VARTY, DANIEL G., 1970
Instructor in History, Political Science and Economics
A.B. in History, Dartmouth College; M.A. in Education, Stanford University; M.A. in History, San Jose State University; additional graduate study, University of California, Los Angeles; and San Jose State University.

VIRDEH, FRED, 1981
Instructor in Mathematics
B.S. in Electrical Engineering, University of California, Berkeley; M.A. in Mathematics, San Jose State University; additional work at University of California, Santa Cruz.

WALLACE, KAREN, 1985
Instructor in English
B.A. in English, Pacific Union College; M.A. in English, Loma Linda University; Postgraduate studies at San Jose State University, Stanford University and University of California, Santa Cruz.

WASSERBAUER, ANN MARIE, 1994
Instructor in English as a Second Language
B.A. in History and German, Xavier University; German Studies, Universität, Augsburg, Germany; M.A. in TESOL, Monterey Institute of International Studies.

WATSON, BRUCE, 1990
Instructor in Physical Education, Aquatics
Director, Water Polo and Swimming Coach
B.S. in Physical Education, San Jose State University; M.A., in Education, National University; graduate study in Human Performance, San Jose State University.
WEINER, SUSAN A., 1970
Instructor in Chemistry
B.S. in Chemical Engineering, Technical University of Budapest, Hungary; M.S. in Physical Chemistry, New York University; additional graduate study, San Jose State University.

WEISSBERG, BRAD, 1997
Instructor in Theatre Arts
A.A. in theatre arts, Crafton Hills College; B.A. in Dramatic Literature/Theatre Arts, CSU San Bernardino; M.A. in Theatre History, San Diego State University. Professional Affiliation with the La Jolla Playhouse and Repertory Company.

WEISS, BETTY, 1994
Instructor in Mathematics
B.S. in Mathematics, Carnegie-Mellon University; M.S. in Mathematics, New York University; additional graduate study, University of California, Los Angeles.

WHEELER, SIV, 1967
Instructor in History
B.A. and M.A. in U.S. History, University of California, Berkeley; additional graduate study, California State College, Stanislaus; Harvard University; University of California, Berkeley; University of Southern California; University of California, Los Angeles; University of California, Santa Cruz; California State University, San Francisco; San Jose State University.

WHITNEY, WILLIAM E., 1966
Instructor in Political Science
B.A. in Political Science, University of California, Berkeley; M.A. in Government, West Texas State University.

WILCZAK, JAMES, 1984
Instructor in Mathematics
B.S. in Mathematics, University of Illinois; M.S. in Mathematics, DePaul University; M.S. in Statistics, Stanford University; M.A. in Higher Education, U.C. Berkeley.

WHITMER, JOHN, 1999
Instructor in History
A.A. in Liberal Studies from Santa Barbara City College; B.A. in History of Public Policy from University of California, Santa Barbara; M.A. in History from San Diego State University; additional graduate study in History at University of Idaho.

WONG, REBECCA, 1994
Instructor in Mathematics
B.A. in Mathematics and Psychology, University of California, Santa Barbara; M.S. in Teaching Mathematics, Santa Clara University; additional graduate study, University of California, Santa Barbara.

WONG, WANDA, 1980
Counselor/Instructor
A.B. in Physical Education (for Physical Therapy), University of California, Berkeley; M.A. in Counseling, San Francisco State University; additional graduate study, San Francisco State University. National Certified Counselor.

WORLEY, JOAN, 1981
Instructor in Physical Education and Special Education
A.A., Canada Community College; B.S. in Physical Education and Psychology, San Jose State University; M.A. in Special Education, San Francisco State University.

YUKAWA, PATRICIA A., 1989
Counselor/Instructor
B.A. in Home Economics/Psychology, San Jose State University; M.Ed, Counseling and Guidance, University of Arizona; M.S.W. Social Welfare, University of California at Berkeley; additional graduate study at the University of Essex, England.

Emeriti Administration and Faculty

(Dates indicate year of employment and year of retirement)

ALLMAN, WILLIAM

ARNOLD, R. E.
M.A., Dean of Campus Facilities (1963-1971)

AUMACK, GORDON
Ed.D., Dean of Instruction (1964-1976)

BENNET, PATRICIA
Ed.D., Dean of Human Resources Mgmt. (1967-1993)

BERRY, SANDRA M.
A.A., Instructional Computer Lab Faculty (1966-1992)

BLANKENSHIP, DON M.
M.A., Instructor in English (1965-1996)

BONFIGLIO, JOSEPH F.

BONNET, PAUL
M.A., Librarian (1967-1993)

BRADLEY, JACK

BRAINARD, DAVID G.
J.D., Instructor in Business (1981-1993)

BRADEN, DAN

BROWN, EL

BULLOCK, TOM, 1969

CADA, AL

CASPER, MARY H.
M.A., Instructor in English (1968-1992)

CEFALONI, DONALD

CHOY, TERENCE T
Instructor in Art, (1990-2000)

CONSTANT, GWENDOLYN

CORRIGAN, PHYLLIS
M.A., Instructor in English (1964-1991)

CRANDALL, JERRY R.
M.Ed., Instructor in English (1964-1991)

CUMMINS, LOWELL W.
M.A., Instructor in History (1966-1993)

WONG, WANDA, 1980
Counselor/Instructor
A.B. in Physical Education (for Physical Therapy), University of California, Berkeley; M.A. in Counseling, San Francisco State University; additional graduate study, San Francisco State University. National Certified Counselor.

WORLEY, JOAN, 1981
Instructor in Physical Education and Special Education
A.A., Canada Community College; B.S. in Physical Education and Psychology, San Jose State University; M.A. in Special Education, San Francisco State University.

YUKAWA, PATRICIA A., 1989
Counselor/Instructor
B.A. in Home Economics/Psychology, San Jose State University; M.Ed, Counseling and Guidance, University of Arizona; M.S.W. Social Welfare, University of California at Berkeley; additional graduate study at the University of Essex, England.

Emeriti Administration and Faculty

(Dates indicate year of employment and year of retirement)

ALLMAN, WILLIAM

ARNOLD, R. E.
M.A., Dean of Campus Facilities (1963-1971)

AUMACK, GORDON
Ed.D., Dean of Instruction (1964-1976)

BENNET, PATRICIA
Ed.D., Dean of Human Resources Mgmt. (1967-1993)

BERRY, SANDRA M.
A.A., Instructional Computer Lab Faculty (1966-1992)

BLANKENSHIP, DON M.
M.A., Instructor in English (1965-1996)

BONFIGLIO, JOSEPH F.

BONNET, PAUL
M.A., Librarian (1967-1993)

BRADLEY, JACK

BRAINARD, DAVID G.
J.D., Instructor in Business (1981-1993)

BRADEN, DAN

BROWN, EL

BULLOCK, TOM, 1969

CADA, AL

CASPER, MARY H.
M.A., Instructor in English (1968-1992)

CEFALONI, DONALD

CHOY, TERENCE T
Instructor in Art, (1990-2000)

CONSTANT, GWENDOLYN

CORRIGAN, PHYLLIS
M.A., Instructor in English (1964-1991)

CRANDALL, JERRY R.
M.Ed., Instructor in English (1964-1991)

CUMMINS, LOWELL W.
M.A., Instructor in History (1966-1993)
CURRAN, HENRY G.

DONNE, MARY C.

DREYFOUS, LEW
M.B.A., Instructor in Business and Accounting (1966-1983)

DUQUETTE, WILLIAM

EATON, JUDITH
B.A., Instructor in Court Reporting (1990-2000)

EDMAN, ARNOLD
Dean of Guidance and Counseling (1964-1974)

ESCOTT, CHARLES

EWING, DAVID
M.A., Instructor in Court Reporting (1977-1997)

FISH, DUANE W.
Ph.D., Instructor in Chemistry (1969-1995)

FLEMING, JOHN
M.A., Instructor in English (1964-1986)

FOERSTER, DONALD
Ph.D., Instructor in Chemistry (1984-1994)

FOGGIATO, RUTH
M.S., Instructor in Medical Records Technology (1974-1982)

FREE, JOY
M.S., Instructor in Physical Education (1969-1999)

GARDNER, KATHRYN M.
M.A., Instructor in Reading (1977-1993)

GARNEL, HOWARD
B.S. and M.A., Instructor in Chemistry (1972-1998)

GIRDNER, JERRY
M.A., Dean of Student Personnel Services (1964-1979)

GRATON, PAUL
M.S., Counselor (1964-1985)

GRUBB, GEORGE
M.A., Instructor in Physical Science (1965-1979)

HAYLE, BARRON R
Instructor in Biology (1967-2000)

HALL, HUGH
M.S., Librarian (1964-1982)

HARRIS, LYDIA

HAWKS, DORIS
R.N., Instructor in Vocational Nursing (1969-1979)

HERMAN, THEODORE C.
B.S., Geology (1967-2000)

HERNANDEZ, JOSEPHINE
M.A. Counselor (1975-1995)

HOPPER, DIANA,

HOWARD, LAURA, M.
B.A. Instructor in Court Reporting (1979-1998)

HULS, HARRIETT N.

HUSTON, VIVIAN
M.A., Counselor (1966-1979)

HUNTER, GLENN A.

JAMES, JANE
M.A., Instructor in Art (1965-1988)

JEWELL, KENNETH
M.A., Instructor in Music (1964-1985)

JOHNSON, DONALD M.
M.A. Instructor in Psychology (1965-2000)

JOHNSON, WALTER E.
M.L., Instructor in English (1965-1991)

KANNER, LEE C.
Ph.D., Instructor in Mathematics (1981-1995)

KELKENBERG, SHARON
M.S. Coordinator, Student Health Center (1977-1999)

KEREMITSIS, DAWN K.
B.A., Instructor in History (1965-1991)

KINGSLEY, WESTON H., JR.

KURSAR, EDWARD R.
M.A., Instructor in Foreign Languages (1968-1996)

LAW, VIRGINIA L.

LEA, BARBARA

LEDWICH, BEVERLY E.

LEWIS, CAROLYN
B.A., Instructor in Reading (1979-1998)

LIVINGSTONE, JOSEPH T.
B.A. Counselor (1964-1998)

LIANIDES, SYLVIA P.
Ph.D., Instructor in Biology (1975-1996)

LORSON, KATHERINE

LODI, EDWARD A
B.A., Instructor in Mathematics (1965-1998)

LUNDE, ARNE
Instructor in Foreign Languages (1969-1987)

MANDELL, JOSEPH D.

MARKUM, JOSEPH A. JR.
M.A., Instructor in Electronics (1965-1990)

MARTINEZ, MAC

McCRAHON, BETTY

McGOLDRICK, LARRI
Student Health Coordinator (1979-1987)

MILLER, GEORGE

MIRCH, EDWARD C.

MORTENSEN, GWENNA
M.S., Counselor (1965-1987)

MORRIS, L. RONALD
M.S., Instructor in Biology (1968-1999)

MOUNTFEE, K. GENE

MOWATT, WILLIAM D
B.S., Instructor in English (1969-1998)

NERENBERG, LILIAN
J.D., Instructor in Political Science (1965-1990)

NICHOLAS, JOHN
M.A. Instructor in Park Management (1969-1998)

NYQUIST, GENIE

O'BRIEN, BETTY
M.A., Instructor in Reading (1985-1994)

O'BRIEN, PAUL
Ph.D., Instructor in Chemistry (1978-1998)

ORRETT, KENNETH
M.A., Instructor in Art (1964-1986)

ORTON, GEORGE

OTT, BILL
M.Ed., Counselor (1965-1997)

PARSONS, ALICE

PEARCE, FRANK
Ph.D. Instructor in Biology (1981-1999)

PEASE, JACK G.
M.N.S., Instructor in Mathematics (1964-1992)

PECKHAM, DONALD

PERRY, WILLIAM J.

PETERS, EDWARD
M.S., Instructor in Chemistry (1965-1987)

POLEY, GEORGE
M.A., Instructor in Chemistry (1964-1978)

POMPOSO, TOM
M.A., Instructor in Foreign Languages (1966-1993)

PRUCHA, ISABEL
M.A., Librarian (1975-1996)

RANKIN, JOHN
A.S., Instructional Lab Faculty (1982-1992)
REASONS, DON  
M.A., Instructor in Geography (1964-1987)

REED, JUDY  
Instructor in Court Reporting (1978-1995)

RICKSECKER, EARL  

RINEHART, ANN  
M.A., Instructor in Art (1975-1988)

RIVERA, MICHAEL  

RUSSELL, ROBERT G.  
M.A., Instructor in Mathematics (1964-1993)

SABIN, PETER S.  

SCHWENDINGER, DICK  
M.A., Instructor in Physical Education (1964-1987)

SCOTT, MARVIN  
M.A., Instructor in Music and Humanities (1965-1977)

SEEFELDT, GUNTER  
Ph.D., in Foreign Languages (1969-1993)

SEQUIST, JACK  

SHERWOOD, PATRICIA, 1978  
M.F.A. Instructor in Art (1978-1998)

SMITH, DEBOYD  
M.A., Instructor in Biological Science (1964-1975)

SMITH, THOMAS A.  
M.S., Instructor in Park Management (1964-1991)

SMITH, JIM  

SMITH, LESTER  
Ph.D., Instructional Dean (1969-1985)

STALEY, HUGH  
Counselor (1964-1976)

STEWART, TOSHIKO  
M.A., Librarian (1974-1997)

STEWART, WILLIAM E.  

STILLWELL, DONALD F.  

STONER, DONALD A.  
M.S., Instructor in Biology (1964-1992)

STRANDGAARD, TORBEN  

STUMP, VIRGINIA  
M.A., Instructor in English (1964-1979)

STURROCK, CATHERINE  
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SULLIVAN, A. FAY  
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SUTTER, ROBERT  
M.A., Instructor in Physical Education (1965-1983)

SWENSON, LARRY G.  

TANG, CLAYTON  
M.A., Instructor in Business and Accounting (1964-1989)

THOMAS, LEWIS  
Ph.D., Instructor in Journalism (1964-1979)

TREBEE, EDWIN S.  
M.A., Counselor (1965-1993)

TRULSSON, BERTON  
M.A., Instructor in Speech (1967-1985)

TUSCHER, MELVIN F.  
Ed.D., Instructor in Mathematics (1964-1993)

WEBB, IAN A.  
Ph.D., Instructor Computer Specialist, Lab Faculty Specialist (1968-1998).

WEISBERG, EVELYN  
Ed.D., Instructor in Early Childhood Education (1968-1980)

WELBORN, HAROLD  
M.A., Instructor in Administration of Justice (1967-1979)

WILSON, WOODROW  

WINTER, EGNON  
Ph.D., Instructor in Economics and Sociology (1964-1978)

WINTON, JANIN  
M.A., Counselor/Instructor (1964-1991)

ZIEGLER, DON  
M.A., Dean of Admissions and Records (1964-1983)
day, jay, 1974
maintenance custodial worker, campus center

DELAPLAIN, CHARLOTTE D., 1979
Program Specialist, Supported Education Program/Student Services.
B.A. in Art, Kent State University, Kent, Ohio; B.A. in Sociology, San Jose State University; M.A. in Sociology, San Jose State University; additional studies in computer applications and staff development.

EWING, CASSANDRA S., 1988
Office Coordinator, Senior, Applied Arts and Sciences B.A. in Journalism, University of Montana

GAGLIASSO, LAURA, 1998
Teacher, Child Development Center A.S. Degree in Child Development, West Valley College

GIANNINI-MAGANN, KERRIE A., 1997
Office Coordinator, EQPS B.A. Sociology, U.C. Berkeley

GILES, JEANNE L., 1986
Transfer/Career Advisor, Student Services

GOBBI, SYLVIA, 1997
Senior Administrative Assistant, Instructional Computer Technologies

GREEN, VICTORIA, 1991
Student Services Technician, Admissions and Records

HAGGERTY, PAT, 1985
Office Coordinator, Senior, Fine Arts

HALLOCK, ROSALIE, 1985
Library/Media Technician, Library

HAWKINS, RANDAL, 1988
B.M. Furman University; D.M.A. in Music, Peabody Institute of the Johns Hopkins University.

HAYS, BARBARA, 1987
Executive Assistant, Instruction Office B.A. in Liberal Arts, University of Connecticut; Majors in Spanish, English and Education; Minor in French; Graduate level work at the University of Bridgeport, Connecticut

HAYSLIP, BARBARA, 1987
Executive Assistant, Instruction Office B.A. in Liberal Arts, University of Connecticut; Majors in Spanish, English and Education; Minor in French; Graduate level work at the University of Bridgeport, Connecticut

HICKEY, JOAN, 1982
B.A. in Psychology, San Jose State University, School of Social Science.

HICKS, YVONNE, 1994
Program Assistant, Community Education.

HERNANDEZ, CARL, 1986
Instructional Lab Technician, Theatre Arts Costumer.

HODGES, RON, 1982
Graphic Designer, Instructional Development B.A. in Art, University of California, Davis; Graphic Design Certificate Course, U.C. Davis; Santa Cruz Extension; Multiple Subject Teaching Credential, San Jose State University; M.A. Special Education, SJSU; M.A. Educational Counseling, SJSU.

KANAZAWA, ELIZABETH, 2000
Office Assistant, Science/Math

KINLEY, LAUREL, 1998
Library Media Technician, Library

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Student Services Technician, Financial Aid

KOSZCIEH, DENISE, 1987
Coordinator of Equipment for P.E. and Athletics B.S. in PE/Sports Administration, minor Athletic Training; University of Evansville, IN.

LANKER, PETER, 1994
Instructional, Lab Technician, Science Biology

LAUTERMILCH, JANE, 1996
Student Services Technician, Admissions & Records

LIENHART, KATY, 1979
Library/Media Technician, Library B.A. in Sociology, San Jose State University, Library

LIN, JANET, 1999
Library Media Technician

LITZINGER, SHIRLEY A., 1977
Senior Executive Assistant, President's Office

LOPEZ, ALVARO, 1990
Interim Senior Student Services Technician, Counseling

LOPEZ, MARIA, 1995
Student Services Technician, Financial Aid

LUDWIG, SCOTT, 2000
TV/AV Operations Coordinator, Television Operations B.A. in Journalism, San Francisco State University.

LUTGARDO, REBECA, 1987
Student Services Account Technician, Admissions & Records B.A. in Oceanography and Oceanography Engineer Degree, National Federico Villareal, Lima, Peru

MACIEL, ELIZABETH, 1998
Program Assistant/Community Education

MARANDINO, CORA, 1989
Administrative Specialist, Personnel

MASSEY, JOANNE, 1999
Student Services Technician, Counseling

MCBRIDE, REBECCA, 1995
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McDEVITT Jr., JOSEPH MICHAEL 1998
Outreach Specialist B.A. in Spanish Literature and Government, Skidmore College

McGOLDRICK, TESSA, 1990
Community Access Coordinator/TV Producer, Television Operations Saratoga Community Access Television B.A. Communications/Visual Arts, University of California, San Diego

MORAN, MARGERY, 1983
Graphic Designer, Printing Services

MURRAY, CAL, 1995
Instructional Lab Technician, Chemistry/Physics, Science

NEGASH, ABRAHAM, 2000
Library/Media Technician, Library A.A. in Library Science, University of Addis-Ababa, Ethiopia; B.A. in Management, University of Amra, Eritrea

NAVA, ELISA, 1998
Teacher, Child Development Center

NGUYEN, THUONG, 1987
Offset Printer, Printing Services

NGUYEN, TRANG (ANGIE), 1986
Senior Student Services Technician, Counseling A.A. in Electronic Technology, Mission College, Santa Clara; B.S. Management Information Systems, University of San Francisco, San Francisco.

OGILVIE, BARBARA, 1996
Interim Supervisor, Admissions & Records

PACKER, LYNNETTE, 1982
Administrative Assistant, Senior Library

PECH, CHHENG, 1996
Custodian, Campus Center

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Financial Aid Advisor, Financial Aid A.S. in Biological Science, West Valley College, Saratoga

POMPOSO, SIGLINDA, 1988
Instructional Assistant, Foreign Language, Language Arts

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PRITCHETT, PAULA, 1975
Supervisor, Admissions and Records A.A. Degree, West Valley College; Certificate Supervision and Management

QWAN, DIANE W., 1979
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ROBES, KENNETH, 1999
ROBINSON, SHIRLEY, 1971
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ROMER, NANCY, 1996
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Office Coordinator, Health Center

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B.A. in Microbiology, San Jose State University
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SCALETTA, MICHAEL, 1994
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SHAPIRO, VICKI, 1971
Student Services Technician, Counseling
A.S. Secretarial, West Valley College

SHIH, SANDY, 1987
Finance Technician, Viking Bookstore

SMITH, SUE, 1998
Office Coordinator, Child Development Center

STARKS, PAUL, 1999
B.S. in Kinesiology, Cal Poly, San Luis Obispo; M.A. in Kinesiology (movement science) San Jose State University; Certified Athletic Trainer and Licensed Physical Therapist Assistant.

SWALEN, MARY, 1994
Instructional Assistant, Court Reporting

SYTY, IRINA, 1980
Administrative Assistant, Community Education.

TOM, DAVID, 1989

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Office Assistant, Language Arts

TOVAR, FRED MARTINEZ, 2000
B.A. in Psychology, Saint Mary's College of California.

TRINH, TU-LAN, 1997
Student Services Technician, Admissions and Records
A.A. in Business, West Valley College

VERDI, ROBERTA S., 1973
Instructional Lab Technician, Court Reporting
A.A. in Business, West Valley College.

VON BERCKEFELDT, AGNES, 1981
Office Coordinator, Senior, Physical Education
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WALKER, BERNADETTE, 1999
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A.A. West Valley College

WATKINS, CYNTHIA, 1997

WORLEY, STEVE, 1978
Instructional Assistant—LEAP, Supported Education Program/Student Services

YAMAMOTO, RON, 1980
Physical Education Program Attendant

YUHARA, MARILYN, 1999
Office Assistant, Business

ZIPPERER, CECELIA, 1994
Office Coordinator, Senior, Social Science

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M.A. in Education and Curriculum Development; M.A. in Social Psychology

Office Assistant, Office of Budget and Planning
A.A. Liberal Arts, Foothill College; B.S. Community Service and Public Affairs, University of Oregon; Additional graduate course work, University of Oregon; Continuing managerial, labor and manufacturing methods courses Amdahl Corporation
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