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College Calendar

2001 Summer Session

June 5 - July 27 Sessions 1 and 2 are 4 weeks and 6 weeks.

Summer Session 1
4 Week June 5 - June 29

Thursday, April 26 - Friday, May 16
T REG for continuing students by priority in the district

Monday, May 21 begins
T REG for new, new transfer and former students by priority and continuing students who may have missed their priority.

Tuesday, June 5
First day of classes

Add Deadline
10% of class meetings

Drop without "W" with a refund
10% of class meetings

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

July 2
Last day of classes & final exam

Summer Session 2
6 Week June 18 - July 27

Tuesday, April 26- Friday, May 16
T REG for continuing students by priority in the district

Monday, May 21 begins
T REG for new, new transfer and former students by priority and continuing students who may have missed their priority.

Monday, June 16
First day of classes

Add Deadline
10% of class meetings

Drop without "W" with a refund
10% of class meetings

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

July 27
Last day of classes & final exam

2001 Fall Semester

August 20 - December 19

Saturday, May 12 - Saturday, August 16
New student orientation, counseling and registration

Monday, August 20
Instruction begins

Saturday, September 6
Last day to add a semester-length class

Monday, September 10
15 week classes begin

Saturday, September 15
Last day to drop a semester-length class with no notation on Academic Record

Wednesday, November 21
Last day to drop a semester-length class with a "W"

Thursday, December 13 -
Wednesday, December 19
Fall semester final exams

Campus Closed Non Instructional Days

Monday, September 3
Legal holiday, Labor Day

Monday, November 12
Legal holiday, Veterans Day

Thursday-Saturday, November 22-24
Thanksgiving Holiday

2002 Spring Semester

January 14 - May 24

January 14 - May 24

January 14 - May 24

January 14 - May 24

All information contained in this 2001-2002 catalog is current as of 4/23/01. 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.
West Valley College
2001-2002
Catalog

West Valley College
14000 Fruitvale Avenue
Saratoga, CA 95070-5698
(408)867-2200

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!

At West Valley College, we pride ourselves on being known as a college that does an outstanding job of preparing students to meet their educational goals. In fact, when we queried students last year about why they chose West Valley over other colleges and universities, they cited reputation as a primary reason. They also cited convenience, faculty expertise and caring attitudes. These are high marks for West Valley – and ones we will continue to work on. We measure our success by the success of our students. We feel we can always do better.

Each year more than 10,000 students, representing all groups in the cultural mosaic that makes up Santa Clara County, make the choice to study with us in West Valley’s day, evening, off-campus and distance learning courses. When you join us, you will find what others have found—learning at West Valley College takes place in a great environment conducive to optimum learning. We have a beautiful campus and great people.

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

West Valley College programs have been carefully crafted for the convenience 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 has conveniently located many of its traditional courses out in the neighborhoods at Leigh and Branham High Schools.

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

I look forward to greeting you on campus.

Sincerely,

Marchelle S. Fox
President
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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:

College Strategic Goals

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

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

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

2. **Diversity & Inclusion.** We will foster an increasingly diverse and inclusive learning community by:
   - Communicating and building better relationships with the communities we serve

   - Decreasing systemic financial, geographic, academic, physical, personal and cultural barriers to make the campus more accessible and inviting
   - Attracting, hiring, retaining, and supporting a highly qualified, multi-faceted staff
   - Preparing and encouraging students to contribute successfully to our contemporary, multi-cultural society

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

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

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

Accreditation

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/Mission Colleges Foundation

The West Valley/Mission Colleges Foundation was established in 1971 to administer an endowed scholarship fund provided by the Sun-Sweet Growers Association. Since then it has broadened the scope of its activities to reach out to students and to the community itself. Its four main purposes are:

• To provide scholarships and assistance to students
• To administer and manage the Olympiad of the Arts
• To support programs and services of West Valley and Mission College
• To provide liaison between the Colleges and their communities

Our motto is “We Are Here to Help” whether it be a student who needs textbooks or an individual who may wish to endow a memorial scholarship, etc. For information call (408) 741-2066.

West Valley 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.
Academic Programs

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

General Statement

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

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

Lower-Division Requirements for Selected California Colleges and Universities

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

Santa Clara University

Admission to Advanced Standing

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

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

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

Transfer students may apply for admission to any quarter.

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

Stanford University

Transfer Admission Policy

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

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

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

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

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

Freshman Applicant:
A freshman applicant is a student who has graduated from high school within the previous three years. Completion of the articulated major and support courses in the subjects that both interest and challenge them. Because the transfer application also includes references from faculty members, we encourage prospective applicants to establish close relationships with professors and to get involved in student activities.

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

Admission as a Transfer Applicant:
The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at another college or university. You may not disregard your college record and apply as a freshman. If you plan to attend a California community college before applying to the University, you should take courses that are transferable, that satisfy University and college requirements, and 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 may 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 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, and;
   b. Complete a course pattern requirement to include:
      - two transferable college courses (3 semester or 4-5 quarter units each) in English composition; and
      - one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning; and
      - four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences.

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

Nonresidents
The minimum admission requirements for nonresident transfer applicants are the same as those for residents except that nonresidents must have a grade point average of 2.8 or higher in all transferable college 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. For certification, all IGETC areas must be completely fulfilled. A minimum grade of “C” in each class is required.

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

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

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

### Area 1. ENGLISH COMMUNICATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 1A</td>
<td>English Composition (1 course, 3 sem. units)</td>
<td>3</td>
</tr>
<tr>
<td>Group B: Critical Thinking–English Composition (1 course, 3 sem. units)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engl 1C</td>
<td>Clear Thinking in Writing</td>
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</tr>
<tr>
<td>Engl 1C (Honors)</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 C: Oral Communication (1 course, 3 sem. units) CSU only |
| Comm 1 | Public Speaking | 3 |
| Comm 1(Honors) | 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>Math 1</td>
<td>Pre-Calculus Algebra</td>
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<td>Math 2</td>
<td>Pre-Calculus Algebra &amp; Trigonometry</td>
<td>5</td>
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<tr>
<td>Math 3A,3B</td>
<td>AnalyticGeom &amp; Calculus</td>
<td>5,5</td>
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<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>
<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>
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</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>
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</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 Art</td>
<td>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>
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<tr>
<td>Music 1</td>
<td>Music Literature</td>
<td>3</td>
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<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>
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<tr>
<td>Music 2 (Honors)</td>
<td>Music Literature</td>
<td>3</td>
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<tr>
<td>Music 3A,3B</td>
<td>Musicianship</td>
<td>4,4</td>
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<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>
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<tr>
<td>Music 7</td>
<td>Counterpoint</td>
<td>3</td>
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<tr>
<td>Music 9</td>
<td>Jazz–Past &amp; Present</td>
<td>3</td>
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<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>
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<tr>
<td>Theatr 10</td>
<td>Intro to Theatre</td>
<td>3</td>
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<tr>
<td>Theatr 10 (Honors)</td>
<td>Intro to Theatre</td>
<td>3</td>
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<tr>
<td>Theatr 14A,14B</td>
<td>Survey of Film</td>
<td>3,3</td>
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<td>Theatr 15</td>
<td>Intro to Film</td>
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<tr>
<td>Theatr 15 (Honors)</td>
<td>Intro to Film</td>
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**HUMANITIES COURSES:**

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<th>Units</th>
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<tbody>
<tr>
<td>Engl 5A,5B</td>
<td>Survey English Literature</td>
<td>3,3</td>
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<tr>
<td>Engl 6A,6B</td>
<td>World Literature</td>
<td>3,3</td>
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<tr>
<td>Engl 6A,6B (Honors)</td>
<td>World Literature</td>
<td>3,3</td>
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<tr>
<td>Engl 7A,7B</td>
<td>American Literature</td>
<td>3,3</td>
</tr>
<tr>
<td>Engl 12</td>
<td>Black Literature</td>
<td>3</td>
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<tr>
<td>Engl 13</td>
<td>Survey Chicano Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl 16</td>
<td>Latin American Literature</td>
<td>3</td>
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<td>Engl 18</td>
<td>Asian American Literature</td>
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<tr>
<td>Engl 43</td>
<td>Classical Mythology</td>
<td>3</td>
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<tr>
<td>Engl 43 (Honors)</td>
<td>Classical Mythology</td>
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<tr>
<td>Engl 44</td>
<td>The Bible as Literature</td>
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<td>Engl 46</td>
<td>Contemporary American Multicultural Literature</td>
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<td>Engl 46(Honors)</td>
<td>Contemporary American Multicultural Literature</td>
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<tr>
<td>Engl 47</td>
<td>Intro to Poetry</td>
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<td>Engl 48</td>
<td>Intro to Shakespeare</td>
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<tr>
<td>Engl 49</td>
<td>Modern Fiction</td>
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<tr>
<td>Engl 49 (Honors)</td>
<td>Modern Fiction</td>
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<tr>
<td>French 1B</td>
<td>Beginning French</td>
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<td>French 2A,2B</td>
<td>Intermediate French</td>
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<td>French 3A,3B</td>
<td>Advanced French &amp; Written Composition</td>
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<td>German 1B</td>
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<td>German 2A,2B</td>
<td>Intermediate German</td>
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<tr>
<td>History 3</td>
<td>Intro Asian American Experience The Chinese</td>
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<tr>
<td>History 4A,4B</td>
<td>History of Western Civ</td>
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<tr>
<td>History 4A,4B (Honors)</td>
<td>History of Western Civ</td>
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<td>History 8A,8B</td>
<td>History of the Americas</td>
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<td>History 11</td>
<td>History of Africa</td>
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<tr>
<td>History 12</td>
<td>Afro-American History</td>
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<tr>
<td>History 14</td>
<td>History Native North American</td>
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<tr>
<td>History 16</td>
<td>Mexican-American History</td>
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<tr>
<td>History 17A,17B</td>
<td>United States History</td>
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<tr>
<td>History 17B (Honors)</td>
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<td>History 20</td>
<td>History &amp; Geography of California</td>
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<tr>
<td>History 30A</td>
<td>History of Asian Civilization</td>
<td>3</td>
</tr>
<tr>
<td>History 30B</td>
<td>History of Asian Civilization</td>
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<tr>
<td>Humanities 1A,1B</td>
<td>Human Values in and from the Arts</td>
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<tr>
<td>Humanities 1A,1B (Honors)</td>
<td>Human Values in and from the Arts</td>
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<td>Humanities 2</td>
<td>Intro to Humanities</td>
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<td>Humanities 5</td>
<td>Humanities in Oriental, Islamic &amp; Indian Cultures</td>
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<tr>
<td>Italian 1B</td>
<td>Beginning Italian</td>
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<td>Italian 2A,2B</td>
<td>Intermediate Italian</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>
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<tr>
<td>PE 51 (Honors)</td>
<td>Dance in America; A Cultural Perspective</td>
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<tr>
<td>Phil 1</td>
<td>Intro to Philosophy</td>
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<tr>
<td>Phil 4</td>
<td>Patterns in Comparative Religions</td>
<td>3</td>
</tr>
<tr>
<td>Phil 4 (Honors)</td>
<td>Patterns in Comparative Religions</td>
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<tr>
<td>Phil 6</td>
<td>Intro to the Philosophy of the Person</td>
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<td>Phil 8</td>
<td>Intro to Asian Philosophy</td>
<td>3</td>
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<tr>
<td>Phil 8 (Honors)</td>
<td>Intro to Asian Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Phil 12</td>
<td>Intro to Environmental Ethics</td>
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<td>Phil 16</td>
<td>Religious Pluralism in the U.S.</td>
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<tr>
<td>Phil 17</td>
<td>Logic and Critical Reasoning</td>
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<tr>
<td>Phil 21</td>
<td>World Philosophers on Death</td>
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<tr>
<td>Russian 1B</td>
<td>Beginning Russian</td>
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<tr>
<td>Spanish 1B*</td>
<td>Beginning Spanish</td>
<td>5</td>
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<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>
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<tr>
<td>WS 1</td>
<td>intro to Women’s Studies</td>
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### 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>
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<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 (Honors)</td>
<td>Intro to Cultural Anthro</td>
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</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>
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<td>Econ 1A (Honors)</td>
<td>Macroeconomics</td>
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</tr>
<tr>
<td>Econ 1B</td>
<td>Microeconomics</td>
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</tr>
<tr>
<td>Econ 1B (Honors)</td>
<td>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 (Honors)</td>
<td>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 (Honors)</td>
<td>Intro to Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>Poli 1</td>
<td>American Government</td>
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</tbody>
</table>
Area 5. PHYSICAL & BIOLOGICAL SCIENCES
(2 courses, 7 to 9 semester units: One Physical Science course and one Biological Science course and at least one of the courses must include a laboratory.)

A. PHYSICAL SCIENCE COURSES
(Courses underlined contain a laboratory component.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astro 1</td>
<td>Astronomy</td>
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<tr>
<td>Astro 2</td>
<td>Astronomy Lab</td>
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</tr>
<tr>
<td>Astro 2 (Honors)</td>
<td>Astronomy Lab</td>
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<tr>
<td>Astro 10</td>
<td>Solar System Astronomy</td>
<td>3</td>
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<tr>
<td>Astro 11</td>
<td>Stellar Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>Chem 1A,1B</td>
<td>General Chemistry</td>
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</tr>
<tr>
<td>Chem 2</td>
<td>Intro to Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Chem 5</td>
<td>Quantitative Analysis</td>
<td>4</td>
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<tr>
<td>Chem 12A,12B</td>
<td>Organic Chemistry</td>
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<td>Chem 20A,20B</td>
<td>Fundamentals of Chemistry</td>
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<tr>
<td>Geol 1</td>
<td>Intro to Physical Geography</td>
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</tr>
<tr>
<td>Geol 1A</td>
<td>Physical Geology</td>
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<tr>
<td>Geol 1B (Honors)</td>
<td>Physical Geology</td>
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<tr>
<td>Geol 2B</td>
<td>Historical Geology Laboratory</td>
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<td>Geol 15</td>
<td>Geology of California</td>
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<tr>
<td>Ocean 1</td>
<td>Oceanography</td>
<td>3</td>
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<tr>
<td>PSci 10*</td>
<td>Physical Science Survey</td>
<td>3</td>
</tr>
<tr>
<td>PSci 20</td>
<td>Weather &amp; Climate</td>
<td>3</td>
</tr>
<tr>
<td>PSci 30</td>
<td>Descriptive Environmental Science</td>
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</tr>
<tr>
<td>Physics 1*</td>
<td>Intro Physics Problem Solving</td>
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</tr>
<tr>
<td>Physics 2A,2B</td>
<td>General Physics</td>
<td>5.5</td>
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<tr>
<td>Physics 4A*</td>
<td>Engineering Physics-Mechanics</td>
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<tr>
<td>Physics 4B*</td>
<td>Engineering Physics-Electricity &amp; Magnetism</td>
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<tr>
<td>Physics 4C*</td>
<td>Engineering Physics-Light &amp; Heat</td>
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<td>Physics 10*</td>
<td>Intro to Physics</td>
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B. BIOLOGICAL SCIENCE COURSES
(Courses underlined contain a laboratory component.)

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<th>Course Title</th>
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<tbody>
<tr>
<td>Anthro 1</td>
<td>Intro to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Bio 10*</td>
<td>Intro to Biology</td>
<td>4</td>
</tr>
<tr>
<td>Bio 11</td>
<td>Human Biology</td>
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<tr>
<td>Bio 11 (Honors)</td>
<td>Human Biology</td>
<td>4</td>
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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

California State University Graduation Requirement in U.S. History, Constitution, and American Ideals. (Not part of IGETC; may be completed at CSU; courses used to meet the American Institutions requirement may NOT be used to satisfy IGETC requirements.)

Complete one of the following options:
- History 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 (Honors)
- History 17B and Political Science 1,1 (Honors), 17B (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 AJ  | 2 | AJ 1, Introduction to the Administration of Justice |
| CAN AJ  | 4 | AJ 2, Concepts of Criminal Law |
| CAN AJ  | 6 | AJ 4, Legal Aspects of Evidence |
| CAN ANTH | 2 | Anth 1, Introduction to Physical Anthropology |
| CAN ANTH | 4 | Anth 3, Introduction to Cultural Anthropology |
| CAN ART | 2 | Art 1A, Survey of Western Art I |
| CAN ART | 4 | Art 1B, Survey of Western Art II |
| CAN ART | 6 | Art 65A, Ceramics Handbuilding |
| CAN ART | 8 | Art 31A, Drawing |
| CAN ART | 10 | Art 49A, Painting |
| CAN ART | 12 | Art 85A, Sculpture |
| CAN ART SEQ A | Art 1A&B Survey of Western Art I and II |
| CAN BIOL | 2 | Biol 43, Principles of Cells |
| CAN BIOL | 6 | Biol 42, Principles of Botany |
| CAN BIOL | 10 | Biol 47, Human Anatomy |
| CAN BIOL | 12 | Biol 48, Human Physiology |
| CAN BIOL | 14 | Biol 45, Microbiology |
| CAN BIOL SEQ A | Biol 41A/42A/43; Human Anatomy + Human Physiology |
| CAN BIOL SEQ B | Biol 47A/48; Human Anatomy + Human Physiology |
| CAN BUS | 2 | Accqtg 10, Accounting Fundamentals-Financial |
| CAN BUS | 4 | Accqtg 11, Accounting Fundamentals-Managerial |
| CAN BUS SEQ A | Accqtg 10+11: Accounting Fundamentals-Financial + Accounting fundamentals-Managerial |
| CAN CHEM | 2 | Chem 1A, General Chemistry |
| CAN CHEM | 4 | Chem 1B, General Chemistry |
| CAN CHEM | 6 | Chem 30A, Fundamentals of Chemistry |
| CAN CHEM | 8 | Chem 30B, Fundamentals of Chemistry |
| CAN CHEM SEQ A | Chem 1A+1B: General Chemistry |
| CAN CHEM SEQ B | Chem 30A+30B: General Chemistry |
| CAN DRAM 18 | Thear 10, Introduction to Theatre |
| CAN ECON | 2 | Econ1A, Principles of Macroeconomics |
| CAN ECON | 4 | Econ1B, Principles of Microeconomics |
| CAN ENGL | 2 | Engl 1A, English Composition |
| CAN ENGL | 4 | Engl 1B, English Composition |
| CAN ENGL | 6 | Engl 70A, Creative Writing |
| CAN ENGL | 8 | Engl 5A, Survey of English Literature |
| CAN ENGL | 10 | Engl 5B, Survey of English Literature |
| CAN ENGL 14 | Engl 7A, American Literature |
| CAN ENGL 16 | Engl 7B, American Literature |
| CAN ENGL 20 | Engl 47A, Introduction to Poetry |
| CAN ENGL SEQ A | Engl 1A+1B; English Composition |
| CAN ENGL SEQ B | Engl 5A+5B; Survey of English Literature |
| CAN ENGL SEQ C | Engl 7A+7B; 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 FCS | 2 | NS 1 |
| CAN FCS | 14 | CH 1-2 |
| CAN GEOG | 2 | Geog 1, Introduction to Physical Geography |
| CAN GEOG | 4 | Geog 2, Introduction to Cultural Geography |
| CAN GEOL | 2 | Geol 1A, Physical Geology |
| CAN GOVT | 2 | Polit 1, American Government |
| 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 HIST SEQ B | Hist 17A+17B: United States History |
| 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 MUS SEQ A | Music 3A+3B Musicianship |
| 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 4B, 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 2, Sociology Problems |
| CAN SPOCH | 4 | Comm 1, Public Speaking |
| CAN SPOCH 6 | Comm 20, Argumentation and Debate |
| CAN STAT | 2 | Math 10, Elementary Statistics |

## California State University (CSU)

### Transfer Requirements*

#### Lower Division Transfer Requirements—If you

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

- have completed at least 56 transferable semester units (84 quarter units), 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.
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 minimum of 39 units in the 5 categories listed below. A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. “Certification” or “Partial Certification” may be requested on a Transcript request form available in the Admissions and Records Office.

General Education for California State University Transfer Students

(Independent College transfer students should consult a counselor)

A. Basic Subjects - Language and Rationality:

9 units minimum
1. Oral Communication: Communication Studies 1, 1 (Honors) 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, 2 or 17 (3 units)

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

B. Natural Sciences - Mathematics:

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

Lecture Courses

Biological Sciences
- Anthropology 1
- Biology 24

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

Lecture/Laboratory Courses

Biological Sciences
- Biology 10, 11, 11 (Honors), 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, 1A (Honors), 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, 10 (Honors), 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, 1A (Honors), 1B, 1B (Honors), 2, 5
- Interdisciplinary Studies 12 (Honors)
- Italian 1A, 1B, 2A, 2B
- Japanese 1A, 2A, 2B
- Philosophy 1, 4, 4 (Honors), 6, 8, 8 (Honors), 9, 12, 16, 21
- Photography 1
- Russian 1A, 1B
- Spanish 1A, 1B, 2A, 2B, 3A, 3B
- Women's Studies 1

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, 4B (Honors), 8B, 17B, 17B (Honors), 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 Political Science 1,
- History 14, History of the Native North 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 Political Science 1,
- American Government (also Honors)
- History 17B, 17B (Honors), United States History and Political Science 1,
- American Government (also Honors)
- History 17A, United States History and
- History 17B, 17B (Honors), United States History

E. Understanding and Development:

3 units minimum
- Counseling 5, 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 7.9, 12.33
- 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 proficiency accepted as completed at any of the participating campuses. No additional course work will be required if the certification is officially presented. Students will still be required to complete all courses or prerequisites needed for a major. The agreement also means that the other colleges will accept the General Education pattern of West Valley College if a certification is presented to the member colleges. The agreement will be reviewed periodically.

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

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

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, 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, 1 (Honors), 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 11 (Honors), 12, 13, 14, 15, 18, 20, 21(Honors), 24, 30, 41, 42, 43, 45, 46, 47, 48
Chemistry 1A, 1B, 2, 30A, 30B
Geography 1
Geology 1A, 1A(Honors)1B, 2B, 3B, 5, 10, 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

II. Minimum Requirements: 25 units

A. Language and Rationality

1. English Composition (written composition) (3)
English 2 (Honors), 5A, 5B, 6A, 6B, 6A, 6B (Honors) 7A, 7B, 10, 12, 13, 16, 18, 41, 43, 43 (Honors), 44, 46, 47, 48, 49, 49 (Honors) 70A, 70B
Fashion Design 32
French 1A, 1B, 2A, 2B, 30A, 50A, 50B, 51A, 51B, 602
German 1A, 1B, 2A, 2B, 50A, 50B, 51A, 51B
Greek 50A
Humanities 1A, 1A (Honors), 1B, 1B (Honors), 2, 5
Italian 1A, 1B, 2A, 2B, 50A, 50B, 51A, 51B
Japanese 1A, 1B, 2A, 2B, 50A, 50B, 51A, 51B
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 3.1-3.24
Physical Education Theory 50
Russian 1A, 1B, 50A, 50B
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, 4B (Honors) 8B, 12, 14, 16, 18
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, 17B (Honors)
Political Science 1, 1 (Honors)
If history is used to fulfill the Series 2 requirement, a course from a discipline other than history must be used to satisfy the Series 1 requirement. If political science is used to fulfill the Series 2 requirement, a course from a discipline other than political science must be used to satisfy the Series 1 requirement.
E. LIFELONG UNDERSTANDING AND DEVELOPMENT
Option 1: Three (3) units from Area A, B, C or D, which are not part of the student’s major.
Option 2: Three (3) units from courses listed below which cultivate self-understanding and development of the student as an integrated individual capable of coping with life in our modern society, assist students to acquire the skills necessary to adapt to change, gain self-understanding, and set achievable goals, and which include consideration of such matters as cognitive, affective and psychomotor development, health, stress management, and key relationships of human beings to their social and physical environment.
Business 61
CHS 33
Communication Studies 4, 8, 17, 18, 25
Fashion Design 27
Health Education 7, 8, 9, 10, 12, 13
Interdisciplinary Studies 4, 9A
Leadership 20A, 20B, 30A
Library 4
Psychology 12, 25, 30
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
Women's Studies 1
G. PHYSICAL EDUCATION ACTIVITY
Effective the Fall 1993 Semester, a one (1) semester unit activity course in physical education (P.E. 1-10) will be required to receive an Associate Degree. A course used to fulfill this requirement cannot be used to fulfill another associate degree requirement. (Double counting is not permitted.)
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, 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).
WVC COURSE EQUIVALENT
AP SUBJECT AREA UNITS
Art-Drawing 3.0 *Art 31A
Art-General 3.0 *Art 33A
Biology 4.0 Bio 10
Chemistry (score of 4 or 5) 5.0 Chem 1A
Computer Science-A 3.0 *CIS 4A
A student wishing to challenge a course for credit by examination must be enrolled for the term they are requesting the credit but not enrolled in the class they will take an exam for. They must file an application with the Records Office.

The application will be forwarded to the appropriate instructional area and if approval is granted, the student will be notified of the time of the examination. The instructional area in which the examination occurs will directly inform the Records Office of the grade earned on the examination.

College Level Examination Program (CLEP)

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

Military Credit

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

Such credit must be requested on a Petition for Military Credit form available in the Records Office of the College and shall be determined on the basis of the “Guide to Evaluation of Educational Experiences in the Armed Forces.” This publication sets forth the amount of credit which may be granted the veteran, and any credit so earned is posted on the student’s permanent record.

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

Credit for Certified Professional Secretary (CPS) Rating

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

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

Limitations

Students are cautioned that any credits obtained by any of the methods listed above, while accepted by West Valley College, may not be acceptable for credit by any other institution, public or private.
Career Programs Advisory Boards
Administration of Justice Advisory Board
Lieutenant Jim Lucarotti, San Jose Police Department
Sgt. Steve Clark, Santa Cruz Police Department
Dr. George Payton, Criminal Justice Services
Jim Walker, Director, Santa Teresa High School
Officer Lois Hansen, Ret., Sunnyvale Department of Public Safety
Chief Laura Lorman, West Valley/Mission District Police Department
Jim Lucarotti, Investigator, Office of the District Attorney
Chief Steve Belcher, Santa Cruz Police Department
Undersheriff Robert Wilson, Santa Clara County Sheriff, West side Sub-Station
Lieutenant Diana Cuencu, Santa Clara County Department of Corrections
Mrs. Marge Faulstich, AJ Department Chairperson, West Valley College A.J.
Officer Darlene Michaud, Sunnyvale DPS, Ret.
Dr. George Cochern Professor, Emeritus San Jose State University
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kelly McCarthy, CSR, Santa Clara County
Kim Meierotto, CSR, Deposition Reporter
Larry Nelson, CSR, Deposition Reporter, CART
Antonia Pulone, CSR, Pulone & Stromberg
Robin Riviello, CSR, Deposition Reporter

Sarah Robinson, CSR, Santa Clara County
Kathy Robson, CSR, Broadcast Captioner
Marianne Sarrao, Stanographic Medical Transcriptionist
Anne Torreano, CSR, Deposition Reporter, President, Deposition Reporters Association

Digital Media/Internet Services Advisory Board:
Judith Bill, San Jose City College
James Campbell, Exhibit Group
Arthur Castro, Freelance graphic design and printing
Michael Clinkerman, Yahoo
Peter Commandeur, Digital Impressions
David Duncan, Commerce One
Celese Eikassed, The Webb Group
Patrick Forrest, Graphic-Web Design Consultant
Jennifer Kam, InChorus
Eric Larson, Sun Microsystems
Cas Lehman, San Jose State University
Jim MacNair, Masters’ Institute
Robert Main, California State University, Chico
Sherry Montoya, SM Graphic Communications
Mike Otwell, Metzler Printing
Dale Poor, Central County Occupational Center
Lee Rhodes, Hewlett-Packard
Bob Setterlund, Leland High School
Kiana Tran, Inforgrames Entertainment, Inc.
David West, West Pro

Office Administration Advisory Board:
Janie Bevens, CPS, Palm Computing, Inc.
Martha Bravo-Perrault, County of Santa Clara
Brenda Brown, West Valley College
Michelle Burke, Executive Counterparts
Claire Canderle, SIRF Technology, Inc.
Shirley Church, Californian Employment Development Department
Bobbi Dolan, CPS, B.I. Cassin
Jane Ellis, Alien Technology Corp.
Jenny L. Erwin, Women’s Bureau, U.S. Dept. of Labor
Gilda Fournier, Intuit
Melanie Gadener, Productivity Plus Processes
Gia Gilmour, Attawave
Diana Gomez, Space Systems Loral
Jean N. Inman, Actel Corporation
Lucy McGough, Goldent Gate Technologies
Gail Pedersen, AvantiCom Network, Inc.
Elizabeth Sanchez, Working Partnerships, USA
Barbara Sanford, Retired, U.S. Department of Labor

Fashion Design and Apparel Technology Advisory Board:
Marian Clayden, Clayden, Inc.
Diane Demoss, Gap, Inc.
Joseph Domingo, Joseph Domingo Studio
Mark Erickson, Erickson Outdoors
Donna Foster-Live Oak High School
Stephanie Greer, Joe Boxer
Randall Harris, San Francisco Fashion Industries
Clark Hodges, MAC-Marin Apparel Co.
Charlotte Hutter-Brock, Hutter-Brock & Co.
Kaleene Kenning-Gymboree
Michelle Linder-Gerber Technology
Trudi Muller-Mervyn’s California
Candy Myers-California Kids
Jane Przybysz, SJ Museum of Textiles
Janet Rice, ITS Lab Test
Joanne Stabb, University of California Davis, Environmental Design
Susan Stark, San Francisco State University
Betty Tracy-California State University, Pomona
Trudy Valenzuela, Farr West Fashions

Health Care Technologies Advisory Board:
Dee Dee Bicocca, Regional Health Occupations Resource
Karen Bohanan-Read, Camino Health Group
Priscilla Carrasquilla, Valley Medical Center
Dr. Theodore Chu
Ann Cowles, Mission College
Judi Madrigal, Judy Madrigal and Associates
Liliana Sackett, MD
Carol Schulz, Valley Medical Center
Marianne Sarrao
Barbara Malaspina, Ed.D., Adult/Community Careers & Family Education
Vicky Houle, R.N., Planned Parenthood
Sue Sirlin, CCAM, S.O.A.R.
Dr. Stanford Shoor, Kaiser Hospital
Cathy Riccosa, Regional Health Occupation Resource
Jennifer Ho, Kaiser Permanente
Diane Gamberg, Kaiser Permanente
Carla Read, Silicon Valley College
Joe Corbett, Silicon Valley College
Vicky Bello, El Camino Hospital
Barbara Guarino, Office Manager

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
Anna K. Harrison, ASID, Job Captain, Anderson Brule Architects, San Jose
Barbara Jacobs, FASID, Principal, Barbara Jacobs Interior Design, Los Gatos
Elke MacGregor, Interior Designer, DES, Redwood City
Patricia McDonald, ASID, Principal, McDonald & Moore, Ltd., San Jose
Marcia Miller, ASID, Principal, Miller/Stein, Palo Alto
CAREER EDUCATION NONDISCRIMINATORY POLICY

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

Career Education Programs include offerings in:
- Accounting Clerk
- Administration of Justice
- Architecture
- Business
- Business Management
- Child Studies
- Computer Applications
- Computer Arts Animation
- Computer & Information Systems
- Court Reporting
- Digital Publishing
- Digital Media
- Fashion Careers
- Health Care Technologies
- Interior Design
- Landscape Architecture
- Paralegal
- Marketing
- Office Administration
- Park Management
- Retail Management

Admission to the College is open to high school graduates and to persons 16 years of age and older who show evidence that they can profit from instruction, including those who have passed the High School Proficiency Exam or the test of General Educational Development (GED). Verification of eligibility must be included with the application.

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

POLIZA NO DISCRIMINATORIA
DE EDUCACION VOCACIONAL

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

Los Programas de Educación Vocacional incluyen:
- Contabilidad
- Administración de Justicia
- Arquitectura
- Arquitectura de Jardines
- Negocios
- Administración de Empresas
- Estudios de la Niñez
- Aplicaciones de Computadoras
- Animaciones de Informática
- Sistemas de Computación e Información
- Transcripción Jurídica
- Publicación "Desktop"
- Medios Digitales/Servicios de la Red Mundial (Servicios del Internet)
- Diseño
- Carreras de Costura y Modelado
- Tecnologías de Asistencia Médica
- Diseño Interior
- Asistencia Legal
- Mercadotecnia
- Administración de Oficina
- Superintendencia de Parques
- Administración de Ventas al por Menor

La Admisión al Colegio está abierta para los graduados de la Escuela de Secundaria y para las personas mayores de 16 años de edad que puedan mostrar que han pasado el Examen de Habilidad en la Secundaria o el Examen de Desarrollo General Educacional (GED). La prueba de elegibilidad debe ser incluida con la aplicación.

CHÍNH SÁCH KHÔNG KÝ THỊ TỪ CỦA CHƯƠNG TRÌNH HUẤN NGHỆ

Những sinh viên theo học các chương trình Huấn Nghệ tại trường West Valley sẽ không bị kỳ thi bồi dưỡng, sắc tộc, phái tính hay tôn giáo.

Chương trình Huấn Nghệ gồm có những môn học sau đây:
- Kỹ Toán
- Quản Trí Tư Pháp
- Kỹ Trúc
- Quản Trí Kinh Doanh
- Quản Trí Kinh Doanh Nghề Nhân Văn bản Trí Em
- Quản Trí Toàn và Tìm Học
- Xây Dựng
- Tộc Kiến Vực Toạ An
- Hướng Kỹ-Nghệ
- Thịnh Trang
- Kỹ Thủ San Sơ Y Tế
- Trang Trí
- Phụ Tần Luật Sứ
- Quản Trí
- Thị Trí
- Quản Trí Văn Phòng
- Quản Trí Công và Lâm Viên
- Eua Ở

Trường chưa nhận những học sinh từ những trường học và những ai đã từng học 10 năm trước, những học sinh chỉ được tham gia các chương trình Huấn Nghệ khi đã hoàn thành các khóa học và các chương trình Huấn Nghệ của trường.

Sự lựa chọn những sinh tình không phải là những ai chỉ tập trung vào việc học và việc làm các chương trình Huấn Nghệ của trường.
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<th>PROGRAM</th>
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<td>Infant Toddler Child Care Certificate</td>
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<td>Legal Secretarial Studies</td>
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<td>Legal Transcript Technician</td>
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<td>Note Reading and Scoping Technician</td>
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<td>Office Assistant/Transcription Technician</td>
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<td>Fashion Design / Apparel Manufacturing</td>
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ARCHITECTURE: Transfer:
See Transfer Planning Guide available at the Counseling Center.

ARCHITECTURE (A.S. Degree)

Major Requirements:
Course | Units
--- | ---
Arch 30 | Construction Materials | 2
Arch 31A | Architectural Graphics | 3
Arch 31B | Architectural Graphics | 3
Arch 32A | Introduction to Architecture and Environmental Design | 2
Arch 32B | Basic Architectural Design | 3
Arch 33AB | Architectural Design | 3
Arch 34AB | Architectural Practice | 3
Arch 35A | Strength of Materials | 4
Arch 35B | Stress Analysis | 2
Arch 36 | Intro to Urban Environment | 3
Engr 1A | Plane Surveying | 3
Engr 21 | Computer Science | 3
Math 3A,B | Analytical Geometry and Calculus | 5
Phys 4AC | Engineering Physics | 5

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

Recommended Electives:
Course | Units
--- | ---
Arch 29AB | Architectural History | 2
Art 1A | Survey of Art | 3
Arch 10A | Architectural Drawing | 3
Draft 73 | AutoCAD Intro to Computer-Aided Drafting | 3
Econ 1A | Principles of Macroeconomics | 3
Geol 1A | Physical Geology | 4
Psych 1 | General Psychology | 3

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

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:
Course | Units
--- | ---
Art 9AB | Survey of Western Art | 3
Art 31AB | Drawing | 3
Art 33A | Basic Design: Two Dimensional | 3
Art 33C | Basic Design: Color | 3
Electives from recommended list | 3

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

- Art History: Art 10, 12A,B, 37, 38, 39A,B
- Ceramics: Art 65A,B,C,D, 67A,B,C,D
- Graphic Design: Art 35A,B,C,D, 46
- Painting/Drawing: Art 40A,B,C,D, 47A,B,C,D, 49A,B,C,D
- Printmaking: Art 40A,B,C,D, 41A,B,C,D
- Sculpture: Art 85A,B, 86A

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:
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.

ARCHITECTURE (Certificate)

Facilities Management Technician

Major Requirements:
Course | Units
--- | ---
Arch 30 | Construction Materials | 2
Arch 34A | Architectural Practice | 3
Arch 70 | Intro to CAD | 3
Bus 72 | Office Communications | 3
CA 62B | Beg. Spreadsheets | 1
CA 63B | Interim. Spreadsheets | 2
CIS 12 | Data Base Management Systems | 3

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:
Course | Units
--- | ---
Art 9AB | Survey of Western Art | 3
Art 31AB | Drawing | 3
Art 33A | Basic Design: Two Dimensional | 3
Art 33C | Basic Design: Color | 3
Electives from recommended list | 3

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

- Art History: Art 10, 12A,B, 37, 38, 39A,B
- Ceramics: Art 65A,B,C,D, 67A,B,C,D
- Graphic Design: Art 35A,B,C,D, 46
- Painting/Drawing: Art 40A,B,C,D, 47A,B,C,D, 49A,B,C,D
- Printmaking: Art 40A,B,C,D, 41A,B,C,D
- Sculpture: Art 85A,B, 86A

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:
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.

ARCHITECTURE (Certificate)

Facilities Management Technician

Major Requirements:
Course | Units
--- | ---
Arch 30 | Construction Materials | 2
Arch 34A | Architectural Practice | 3
Arch 70 | Intro to CAD | 3
Bus 72 | Office Communications | 3
CA 62B | Beg. Spreadsheets | 1
CA 63B | Interim. Spreadsheets | 2
CIS 12 | Data Base Management Systems | 3

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:
Course | Units
--- | ---
Art 9AB | Survey of Western Art | 3
Art 31AB | Drawing | 3
Art 33A | Basic Design: Two Dimensional | 3
Art 33C | Basic Design: Color | 3
Electives from recommended list | 3

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

- Art History: Art 10, 12A,B, 37, 38, 39A,B
- Ceramics: Art 65A,B,C,D, 67A,B,C,D
- Graphic Design: Art 35A,B,C,D, 46
- Painting/Drawing: Art 40A,B,C,D, 47A,B,C,D, 49A,B,C,D
- Printmaking: Art 40A,B,C,D, 41A,B,C,D
- Sculpture: Art 85A,B, 86A

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

BIOLOGICAL SCIENCE (A.S. Degree)
Major Requirements:
1. Three courses in Biology from below:
   Biology 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 (A.A. Degree)
Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Acctg 10</td>
<td>5</td>
</tr>
<tr>
<td>Acctg 11</td>
<td>5</td>
</tr>
<tr>
<td>Bus 28</td>
<td>3</td>
</tr>
<tr>
<td>Cis 2</td>
<td>4</td>
</tr>
<tr>
<td>Econ 1A</td>
<td>3</td>
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<td>Econ 1B</td>
<td>3</td>
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<td>Eng 1B</td>
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</tr>
<tr>
<td>Math 8</td>
<td>3</td>
</tr>
<tr>
<td>Math 10</td>
<td>3</td>
</tr>
<tr>
<td>Math 12</td>
<td>4</td>
</tr>
</tbody>
</table>

Recommended Additional Course
Math 12 Calculus for Business Majors

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

BUSINESS ADMINISTRATION (A.S. Degree)
Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 50</td>
<td>1</td>
</tr>
<tr>
<td>FD 27</td>
<td>3</td>
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<tr>
<td>Bus 28</td>
<td>3</td>
</tr>
<tr>
<td>Bus 61</td>
<td>3</td>
</tr>
<tr>
<td>Bus 62</td>
<td>3</td>
</tr>
<tr>
<td>Bus 78</td>
<td>3</td>
</tr>
<tr>
<td>Cis 2</td>
<td>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 I
(Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 62</td>
<td></td>
</tr>
<tr>
<td>Bus 73</td>
<td></td>
</tr>
<tr>
<td>CA 10</td>
<td></td>
</tr>
<tr>
<td>CA 15</td>
<td></td>
</tr>
<tr>
<td>CA 20</td>
<td></td>
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<tr>
<td>CA 27</td>
<td></td>
</tr>
<tr>
<td>Engl 105</td>
<td></td>
</tr>
<tr>
<td>Engl 110</td>
<td></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>
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<tbody>
<tr>
<td>Acctg 50</td>
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</tr>
<tr>
<td>Bus 66</td>
<td></td>
</tr>
<tr>
<td>Comm 12</td>
<td></td>
</tr>
<tr>
<td>Comm 19</td>
<td></td>
</tr>
<tr>
<td>CA 31A</td>
<td></td>
</tr>
<tr>
<td>CA 31B</td>
<td></td>
</tr>
<tr>
<td>CA 32A</td>
<td></td>
</tr>
<tr>
<td>CA 46B</td>
<td></td>
</tr>
<tr>
<td>CA 61B</td>
<td></td>
</tr>
<tr>
<td>CA 62B</td>
<td></td>
</tr>
<tr>
<td>CA 61D</td>
<td></td>
</tr>
<tr>
<td>CA 81A</td>
<td></td>
</tr>
<tr>
<td>CA 62A</td>
<td></td>
</tr>
<tr>
<td>CA 81B</td>
<td></td>
</tr>
<tr>
<td>CA 61D</td>
<td></td>
</tr>
<tr>
<td>CA 81B</td>
<td></td>
</tr>
</tbody>
</table>

MANAGEMENT CAREERS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Bus 33</td>
<td>3</td>
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<tr>
<td>Bus 61</td>
<td>3</td>
</tr>
<tr>
<td>Bus 66</td>
<td>3</td>
</tr>
</tbody>
</table>

MARKETING CAREERS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 40</td>
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<tr>
<td>Bus 51</td>
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<td>Bus 56</td>
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<tr>
<td>Bus 66</td>
<td>3</td>
</tr>
<tr>
<td>Bus 81</td>
<td>3</td>
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</table>

SMALL BUSINESS CAREERS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Bus 40</td>
<td>3</td>
</tr>
<tr>
<td>Bus 51</td>
<td>3</td>
</tr>
<tr>
<td>Bus 56</td>
<td>3</td>
</tr>
<tr>
<td>Bus 66</td>
<td>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:

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Careers Certificate</td>
<td>English</td>
</tr>
<tr>
<td>Management Careers Certificate</td>
<td>German</td>
</tr>
<tr>
<td>Marketing Careers Certificate</td>
<td>Spanish</td>
</tr>
</tbody>
</table>

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
- **German**: 1A, 1B, 2A, 2B, 50A, 50B
- **Japanese**: 1A, 1B, 2A, 2B, 50A, 50B
- **Russian**: 1A, 1B, 50A, 50B
- **Spanish**: 1A, 1B, 2A, 2B, 3A, 3B
- **French for International Business**: 1A, 1B, 2A, 2B, 3A, 3B
- **German for International Business**: 1A, 1B, 2A, 2B, 50A, 50B
- **Japanese for Business**: 1A, 1B, 2A, 2B, 50A, 50B
- **Russian for Business**: 1A, 1B, 50A, 50B
- **Spanish for International Business**: 1A, 1B, 2A, 2B, 3A, 3B

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 70</td>
<td>3</td>
</tr>
<tr>
<td>Bus 71</td>
<td>3</td>
</tr>
<tr>
<td>Bus 72</td>
<td>3</td>
</tr>
<tr>
<td>CA 10</td>
<td>1</td>
</tr>
<tr>
<td>CA 15</td>
<td>2</td>
</tr>
<tr>
<td>CA 31B</td>
<td>1</td>
</tr>
<tr>
<td>CA 62B</td>
<td>1</td>
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<tr>
<td>CA 70</td>
<td>1</td>
</tr>
<tr>
<td>CA 73</td>
<td>1</td>
</tr>
<tr>
<td>CA 74</td>
<td>1</td>
</tr>
<tr>
<td>COUNS 18</td>
<td>1</td>
</tr>
</tbody>
</table>

Two-Semester Plan

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Bus 70</td>
<td>3</td>
</tr>
<tr>
<td>Bus 72</td>
<td>3</td>
</tr>
<tr>
<td>CA 10</td>
<td>1</td>
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<tr>
<td>CA 31B</td>
<td>1</td>
</tr>
<tr>
<td>CA 70</td>
<td>1</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 71</td>
<td>3</td>
</tr>
<tr>
<td>CA 15</td>
<td>2</td>
</tr>
<tr>
<td>CA 62B</td>
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<tr>
<td>CA 73</td>
<td>1</td>
</tr>
<tr>
<td>CA 74</td>
<td>1</td>
</tr>
<tr>
<td>COUNS 18</td>
<td>1</td>
</tr>
<tr>
<td>Office Internship -Optional</td>
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</tbody>
</table>

Recommended Additional Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 10</td>
<td>1</td>
</tr>
<tr>
<td>DM/IS 20A</td>
<td>1</td>
</tr>
<tr>
<td>CA 28</td>
<td>1</td>
</tr>
<tr>
<td>FD 27</td>
<td>3</td>
</tr>
<tr>
<td>CA46B</td>
<td>1</td>
</tr>
<tr>
<td>CA 32B</td>
<td>2</td>
</tr>
<tr>
<td>CA 81B</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 903</td>
<td>3</td>
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</tbody>
</table>

RETAIL MANAGEMENT (Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 10</td>
<td>5</td>
</tr>
<tr>
<td>Bus 78</td>
<td>3</td>
</tr>
<tr>
<td>Bus 56</td>
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<tr>
<td>Bus 62</td>
<td>3</td>
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<tr>
<td>Bus 33</td>
<td>3</td>
</tr>
<tr>
<td>Bus 66</td>
<td>3</td>
</tr>
<tr>
<td>Bus 34</td>
<td>3</td>
</tr>
<tr>
<td>Bus 35</td>
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</tr>
<tr>
<td>Comm12</td>
<td>3</td>
</tr>
<tr>
<td>CA 62B</td>
<td>1</td>
</tr>
<tr>
<td>CA 31B</td>
<td>1</td>
</tr>
</tbody>
</table>

CA46B Presentation, Powerpoint 1 Office Internship (Optional)


CHEMISTRY (A.S. Degree)

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Chem 1A,B</td>
<td>5-5</td>
</tr>
<tr>
<td>Phys 2A,B</td>
<td>5-5</td>
</tr>
<tr>
<td>Phys 4A</td>
<td>5</td>
</tr>
<tr>
<td>Phys 4B</td>
<td>5</td>
</tr>
<tr>
<td>Chem 12A,B</td>
<td>5-5</td>
</tr>
</tbody>
</table>

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

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

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.

Alternative: Complete the chemistry requirement in four semesters assuming 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 major program he/she should talk with any instructor in the chemistry department.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 6</td>
<td>3</td>
</tr>
<tr>
<td>CHS 2</td>
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<tr>
<td>CHS 63</td>
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<tr>
<td>CHS 66</td>
<td>3</td>
</tr>
<tr>
<td>CHS 62</td>
<td>3</td>
</tr>
<tr>
<td>CHS 52</td>
<td>3</td>
</tr>
<tr>
<td>CHS 87</td>
<td>4</td>
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<td>CHS 5</td>
<td>3</td>
</tr>
<tr>
<td>CHS 57</td>
<td>3</td>
</tr>
<tr>
<td>CHS 88</td>
<td>3</td>
</tr>
<tr>
<td>CHS 61A/B</td>
<td>8</td>
</tr>
</tbody>
</table>

Choose at least 3 elective courses (3 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 Children’s Ways of Thinking and Knowing 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 2</td>
<td>3</td>
</tr>
<tr>
<td>CHS 6</td>
<td>1</td>
</tr>
<tr>
<td>CHS 62</td>
<td>3</td>
</tr>
<tr>
<td>CHS 63</td>
<td>3</td>
</tr>
<tr>
<td>CHS 66</td>
<td>3</td>
</tr>
</tbody>
</table>

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

- CHS 1 Intro to Early Childhood Education 3
- CHS 57 Understanding Children’s Play in EC Settings 3
- CHS 58 Language, Literacy and the Developing Child 3
- CHS 59 Movement and Melody for the Young Child 3
- CHS 60 Children’s Ways of Thinking and Knowing 3
- CHS 67 Creative Art Experiences 3
- CHS 86 Technology for Teachers and Administrators in ECE 3
### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 2</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 6</td>
<td>Careers in Education</td>
<td>1</td>
</tr>
<tr>
<td>CHS 62</td>
<td>EC Principles and Practices OR</td>
<td>3</td>
</tr>
<tr>
<td>CHS 52</td>
<td>School Age Child Care Principles &amp; Practices</td>
<td>3</td>
</tr>
<tr>
<td>CHS 63</td>
<td>Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 66</td>
<td>Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHS 87</td>
<td>Methods of Observation in EC Settings</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 1</td>
<td>Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHS 56</td>
<td>School Age Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 57</td>
<td>Understanding Children's Play in EC Settings</td>
<td>3</td>
</tr>
<tr>
<td>CHS 58</td>
<td>Language Literacy and the Developing Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 59</td>
<td>Movement and Melody for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 60</td>
<td>Children's Ways of Thinking and Knowing</td>
<td>3</td>
</tr>
<tr>
<td>CHS 67</td>
<td>Creative Art Experiences</td>
<td>3</td>
</tr>
<tr>
<td>CHS 70</td>
<td>Infant/Toddler Dev. and Care</td>
<td>3</td>
</tr>
<tr>
<td>CHS 86</td>
<td>Technology for Teachers &amp; Admin.</td>
<td>3</td>
</tr>
<tr>
<td>CHS 88</td>
<td>Early Childhood Environments</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 6</td>
<td>Careers in Education</td>
<td>1</td>
</tr>
<tr>
<td>CHS 2</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 63</td>
<td>Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 66</td>
<td>Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHS 62</td>
<td>EC Principles and Practices OR</td>
<td>3</td>
</tr>
<tr>
<td>CHS 52</td>
<td>School Age Child Care Principles &amp; Practices</td>
<td>3</td>
</tr>
<tr>
<td>CHS 87</td>
<td>Methods of Observation in EC Settings</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose at least 6 units from the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 1</td>
<td>Intro to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CHS 56</td>
<td>School Age Child</td>
<td>3</td>
</tr>
<tr>
<td>CHS 86</td>
<td>Technology for Teachers and Administration in ECE</td>
<td>3</td>
</tr>
<tr>
<td>CHS 54</td>
<td>Developmental Parent Education</td>
<td>3</td>
</tr>
<tr>
<td>CHS 55</td>
<td>Family Services: Information and Referral</td>
<td>3</td>
</tr>
</tbody>
</table>

### EARLY CHILDHOOD PROGRAM DIRECTOR CERTIFICATE:

Prerequisite: Successful completion of Early Childhood Education Certificate program and/or AS degree requirements plus completion of 19 semester units in the coursework listed below:

- CHS 64 Supervision and Administration I 3
- CHS 65 Supervision and Administration II 3
- CHS 87 Methods of Observation in EC Settings 4

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 53</td>
<td>Contemporary Education in a Changing Society</td>
<td>3</td>
</tr>
<tr>
<td>CHS 55</td>
<td>Family Services: Information and Referral</td>
<td>3</td>
</tr>
<tr>
<td>CHS 86</td>
<td>Technology for Teachers and Administrators in ECE</td>
<td>3</td>
</tr>
<tr>
<td>CHS 88</td>
<td>Early Childhood Environments</td>
<td>3</td>
</tr>
<tr>
<td>CHS 87</td>
<td>Methods of Observation in EC Settings</td>
<td>4</td>
</tr>
</tbody>
</table>

### FAMILY CHILD CARE PROGRAM CERTIFICATE:

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 2</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 63</td>
<td>Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 66</td>
<td>Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHS 72</td>
<td>Family Child Care Principles and Practices</td>
<td>3</td>
</tr>
<tr>
<td>CHS 73A</td>
<td>Operating a Family Child Care Program: Part One</td>
<td>2</td>
</tr>
<tr>
<td>CHS 73B</td>
<td>Operating a Family Child Care Program: Part Two</td>
<td>2</td>
</tr>
</tbody>
</table>

### INFANT-TODDLER CHILD CARE CERTIFICATE:

Successful completion of 15 semester units in 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 2</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 66</td>
<td>Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHS 63</td>
<td>Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 62</td>
<td>EC Principles and Practices OR</td>
<td>3</td>
</tr>
<tr>
<td>CHS 70</td>
<td>Infant/Toddler Development and Care</td>
<td>3</td>
</tr>
</tbody>
</table>

### PARENT EDUCATION CERTIFICATE:

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 2</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 05</td>
<td>Childhood and Culture</td>
<td>3</td>
</tr>
<tr>
<td>CHS 63</td>
<td>Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 54</td>
<td>Developmental Parent Education</td>
<td>3</td>
</tr>
<tr>
<td>CHS 55</td>
<td>Family Services: Information and Referral</td>
<td>3</td>
</tr>
</tbody>
</table>

### SCHOOL AGE CHILD CARE CERTIFICATE:

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHS 02</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHS 66</td>
<td>Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>CHS 63</td>
<td>Child Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>CHS 52</td>
<td>School Age Child Care Principles &amp; Practices</td>
<td>3</td>
</tr>
<tr>
<td>CHS 56</td>
<td>The School Age Child</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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 following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 10</td>
<td>Persuasive Speaking</td>
<td>3</td>
</tr>
<tr>
<td>COMM 20</td>
<td>Argumentation and Debate</td>
<td>3</td>
</tr>
<tr>
<td>COMM 8</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 17</td>
<td>Effective/Critical Listening</td>
<td>3</td>
</tr>
<tr>
<td>COMM 25</td>
<td>Improving Relationships Through Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following courses (3 units):

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

Select one of the following courses (3 units):

- Computer Applications courses to total 3 units

Select one of the following courses (3 units):

1. Select one of the following courses (3 units):
   - COMM 1 Public Speaking
   - COMM 10 Persuasive Speaking
   - COMM 20 Argumentation and Debate

2. Select one of the following courses (3 units):
   - COMM 8 Interpersonal Communication
   - COMM 17 Effective/Critical Listening
   - COMM 25 Improving Relationships Through Communication

3. Select one of the following courses (3 units):
   - COMM 4 Small Group Discussion
   - COMM 12 Intercultural Communication
   - COMM 18 Career Communication

Select one of the following courses (3 units):

4. Select one of the following courses (3 units)
   - Child Studies
   - Counseling
   - Math
   - Philosophy
   - Psychology

5. Select 6 units from the following courses:
   - Computer Applications courses to total 3 units
   - Anthropology
   - Introduction to Cultural Anthropology
   - Anthropology
   - Introduction to Linguistic Anthropology
   - Business
   - Sales Strategies
   - Child Studies
   - Childhood and Culture
   - Counseling
   - Personal Growth
   - Elementary Statistics
   - Introduction to Logic
   - Introduction to Problems in Ethics
To be awarded an A.S. degree, a student must complete:
1. All the major requirements.
2. Additional units to meet the college graduation requirements.
3. A "C" average in all CA courses.

**MICROSOFT OFFICE (Certificate)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 20A</td>
<td>Macintosh: Learning the Desktop OR .5</td>
</tr>
<tr>
<td>CA 20</td>
<td>Introduction to Macintosh OR 1</td>
</tr>
<tr>
<td>CA 70A</td>
<td>Getting Around Windows OR .5</td>
</tr>
<tr>
<td>CA 70</td>
<td>Using Microsoft Windows 1</td>
</tr>
<tr>
<td>CA 34A</td>
<td>Using Microsoft Word: Basic Features OR .5</td>
</tr>
<tr>
<td>CA 31B</td>
<td>Beginning WP, Microsoft Word OR 1</td>
</tr>
<tr>
<td>CA 34B</td>
<td>MW: Indents, Tabs and Tables .5</td>
</tr>
<tr>
<td>CA 34C</td>
<td>MW: Report Formatting Features .5</td>
</tr>
<tr>
<td>CA 34D</td>
<td>Microsoft Word: Mail Merge .5</td>
</tr>
<tr>
<td>CA 34E</td>
<td>MW: 5.1 to 6.0 to 7.0 .5</td>
</tr>
<tr>
<td>CA 28C</td>
<td>MO: Intro to Microsoft Office OR 1</td>
</tr>
<tr>
<td>CA 28</td>
<td>Microsoft Office OR 1</td>
</tr>
<tr>
<td>CA 28D</td>
<td>MO: Integ. Word, Excel and Pwrpnt .5</td>
</tr>
<tr>
<td>CA 28E</td>
<td>MO: Introducing PowerPoint and Producing a Business Proposal .5</td>
</tr>
<tr>
<td>CA 62D</td>
<td>MS Excel: Learning Basic Excel OR .5</td>
</tr>
<tr>
<td>CA 62B</td>
<td>Beginning Spreadsheets, M. Excel OR 1</td>
</tr>
<tr>
<td>CA 62E</td>
<td>MS Excel: Creating Charts .5</td>
</tr>
<tr>
<td>CA 46C</td>
<td>MS PowerPoint: Creating a Presentation .5</td>
</tr>
<tr>
<td>CA 81B</td>
<td>Beg. Database, Microsoft Access 1</td>
</tr>
<tr>
<td>DMIS 14A, B, or C Computer Skills Development 1-3</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

**BUSINESS APPLICATIONS OPTION (A.S. Degree)**

<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>CIS 11</td>
<td>Systems Analysis 3</td>
</tr>
<tr>
<td>CIS 12</td>
<td>Data Base Management Systems 3</td>
</tr>
<tr>
<td>Econ 1A</td>
<td>Principles of Macroeconomics 3</td>
</tr>
<tr>
<td>Econ 1B</td>
<td>Principles of Microeconomics 3</td>
</tr>
<tr>
<td>Math 8</td>
<td>Finite Math 3</td>
</tr>
</tbody>
</table>

At least four of the following:
- CIS 4A or 4A1 Computer Programming I OR 4
- CIS 37  C Programming 3
- CIS 4B or 4B1 Computer Programming II OR 4
- CIS 31  BASIC Programming 3
- CIS 32  FORTRAN Programming 3
- CIS 38  C++ Programming 3
- CIS 39  Micro Assembler Programming 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 the major requirements.
2. Additional units to meet the college graduation requirements.
3. A "C" average in all CIS course work.

**BUSINESS APPLICATIONS OPTION (Certificate)**

<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>CIS 11</td>
<td>Systems Analysis 3</td>
</tr>
<tr>
<td>CIS 12</td>
<td>Data Base Management Systems 3</td>
</tr>
<tr>
<td>Econ 1A</td>
<td>Principles of Macroeconomics 3</td>
</tr>
<tr>
<td>Econ 1B</td>
<td>Principles of Microeconomics 3</td>
</tr>
<tr>
<td>Math 8</td>
<td>Finite Math 3</td>
</tr>
</tbody>
</table>

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  Micro Assembler Programming 3
- CIS 45A Intro to Unix Operating System 3
- CIS 45B Adv. Unix Utilities and Shell Programming 3

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 4A</td>
<td>Computer Programming I 4</td>
</tr>
<tr>
<td>CIS 4B</td>
<td>Computer Programming II 4</td>
</tr>
<tr>
<td>CIS 38</td>
<td>C++ Programming 3</td>
</tr>
<tr>
<td>CIS 39</td>
<td>Microcomputer Assembler Programming 3</td>
</tr>
<tr>
<td>CIS 45A</td>
<td>Introduction to Unix Operating System 3</td>
</tr>
<tr>
<td>Math 3AB</td>
<td>Analytical Geometry and Calculus 5-5</td>
</tr>
<tr>
<td>Math 19</td>
<td>Discrete Mathematics 4</td>
</tr>
<tr>
<td>Phys 4A</td>
<td>Engineering Physics - Mechanics 5</td>
</tr>
<tr>
<td>Phys 4B</td>
<td>Engineering Physics - Electricity 5</td>
</tr>
</tbody>
</table>

At least two of the following:
- CIS 31  BASIC Programming 3
- CIS 32  FORTRAN Programming 3
- CIS 45B Adv. Unix Utilities and Shell Programming 3
To be awarded an A.S. degree, a student must complete:
1. All the major requirements
2. Additional units to meet the college graduation requirements.
3. A “C” average in all CIS course work.

COMPUTER SCIENCE OPTION
(Certificate)
Required Courses:
Course Course Units
CIS 4A Computer Programming I 4
CIS 4B Computer Programming II 4
CIS 38 C++ Programming 3
CIS 39 Microcomputer Assembler Programming 3
CIS 45A Introduction to Unix Operating System 3
Math 10 Elementary Statistics 3
Math 19 Discrete Mathematics 4

At least four of the following:
CIS 11 Systems Analysis 3
CIS 12 Data Base Management Systems 3
CIS 31 BASIC Programming 3
CIS 32 FORTRAN Programming 3
CIS 45B Adv. Unix: Utilities and Shell Programming 3

LOCAL AREA AREA NETWORK ADMINISTRATION (Certificate)
Required Courses
Course Course Units
CA 51 Personal Computer Hardware & Software 1
CIS 50.1 Installing and supporting Microcomputers 3
CIS 60 Local Area Networking Technologies 2
CIS 61 Network Administration 3
CIS 62 Advanced Network Administration 3
CIS 63 Network Installation & Configuration 2
CIS 64 TCP/IP Services 1
CIS 65 Intro. to Network Printing 1.5

COMPUTER INFORMATION SYSTEMS (A.S and Certificate) Programming Emphasis
Students must be able to demonstrate a solid grounding in the concepts and practices of programming, as demonstrated in competency in at least one programming language, such as C++.

Major Requirements:
Course Course Units
CIS 4A or 4A1 Computer Programming 4
CIS 4B or 4B1 Computer Programming 4
Math 3A Analytical Geometry and Calculus 5
Math 3B Analytical Geometry and Calculus 5
Math 19 Discrete Mathematics 4

C/C++ Emphasis
CIS 15 Object-Oriented Software Design 3
CIS 37 C Programming 3
CIS 38 C++ Programming 3

Java Emphasis
CIS 40.4 Programming with Java 1 3
CIS 40.6 Programming with Java 2 3
CIS 40.7 Programming with Java 3 3
Java Emphasis Recommended Electives
CIS 14 Data structures and Algorithms (Using Java) 3

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

UNIX Emphasis
CIS 45A The UNIX Operating System 3
CIS 45B Advanced UNIX: Utilities and Shell Programming 3

Visual Basic Emphasis
CIS 31 Visual Basic Programming 3
CIS 31.2 Applications Programming Using Visual Basic 3

Traditional Programming Emphasis
CIS 5 Business Application Programming (COBOL) 3
CIS 32 FORTRAN Programming 3
CIS 36 Pascal Programming 3
CIS 39 Microcomputer Assembler Programming 3

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

COURT REPORTING AND RELATED TECHNOLOGIES
(A.S. Degree and Certificate)
Course Course Units
First Semester
CIS 6A1 Court Reporting Theory I 3
CIS 6B1 Court Reporting Theory II 3
CA 15 Document Formatting approved word processing class 2

Second Semester
CIS 8 80 WPM Speed Goal, pass any one of CTR8 A-D with grade of C or better 6.5
Engl 1A English Composition 3
CTR 30A Realtime Basic Dictionary Building 2
HiTech 5 Basic Medical Terminology 3

Summer Session
Appropriate speed building class 2

Third Semester
Appropriate speed building class 6.5
CIS 24A English and Editing for Transcription 1.5
CIS 24B English and Editing for Transcription 1.5
(CIS 24A & B are 9 weeks each)

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

UNIX Emphasis
CIS 45A The UNIX Operating System 3
CIS 45B Advanced UNIX: Utilities and Shell Programming 3

Visual Basic Emphasis
CIS 31 Visual Basic Programming 3
CIS 31.2 Applications Programming Using Visual Basic 3

Traditional Programming Emphasis
CIS 5 Business Application Programming (COBOL) 3
CIS 32 FORTRAN Programming 3
CIS 36 Pascal Programming 3
CIS 39 Microcomputer Assembler Programming 3

To be awarded an AS Degree, a student must complete:
1. All the major requirements
2. Elective units plus emphasis courses and major requirements must total a minimum of 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.

RECOMMENDED ELECTIVES
A. Principles and Procedures of the Justice System 3
Bus 28 Business Law 3
Read 975A-D Reading Skills .5 each

To be awarded an A.S. Degree, a student must complete:
1. All of the major requirements
2. A 200-word-per-minute goal speed building class (CTR 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
--- | ---
CA 32A | Intern. Word Processing, WordPerfect or
CA 32B | Intern. Word Processing, MS Word
CTR 24A | English and Editing for Transcription 1.5
CTR 24B | English and Editing for Transcription 1.5 (CTR 24A, B are 9 weeks each)
Engl 90S | Can be alternate for CTR 24A, B
CTR 35L | Word Processing for the Law Office or
CA 35A | WordPerfect for the Law Office
PARA 65A | Word Processing for the Law Office
PARA 65B | Wordprocessing for the Law Office
CTR 50X | Court Reporting Workshop-Night (Goal-80)

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)

Course | Units
--- | ---

First Semester
CTR 6A1 | Court Reporting Theory I 2
CTR 6B1 | Court Reporting Theory II 2
CA 15 | Document Formatting 2 or approved word processing class
CTR 24A | English and Editing for Transcription 1.5
CTR 24B | English and Editing for Transcription 1.5 (CTR 24A, B are 9 weeks each)
Engl 90S | Can be alternate for CTR 24A, B

Second Semester
CTR 8A | 80 WPM, Speed Goal 6.5
CTR 50X1 | CTR Workshop (NIGHT) 4
CTR 28A | Basic Computer-Aided Transcription 2.5
CTR 26 | English Review and Office Practices for the Court Reporter 3

A Certificate of Proficiency as a Note Reading and Scoping Technologist can be earned by students who have completed all required courses with at least a grade of “C” or “Credit”.

OFFICE ASSISTANT/TRANSCRIPTION TECHNOLOGIST (Certificate)

Course | Units
--- | ---
CTR 6A1 | Court Reporting Theory I 2
CTR 6B1 | Court Reporting Theory II 2
CTR 24A | English and Editing for Transcription 1.5
CTR 24B | English and Editing for Transcription 1.5 (CTR 24A, B are 9 weeks each)
Engl 90S | Can be alternate for CTR 24A, B
BUS 78 | Business Communication 3
CA 31A | Beg. Word Processing, WordPerfect 1
CA 31B | Beg. Word Processing, Microsoft Word
CA 32A | Intern. Word Processing, WordPerfect 2
CA 32B | Intern. Word Processing, Microsoft Word

Any one of the following:
CTR 35L | Wordprocessing for the Law Office
CTR 35M | Wordprocessing for the Law Office
CTR 35A | 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
CTR 50X | Court Reporting Workshop-Night (Goal-80)

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

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

Course | Unit
--- | ---
CTR 24A | English and Editing for Transcription 1.5
CTR 24B | English and Editing for Transcription 1.5 (CTR 24A, 24B are 9 weeks each)
Engl 90S | Can be alternate for CTR 24A, B
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 with 97.5% accuracy. Also, a student must be able to demonstrate a realtime translation percent-age 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 | Unit
--- | ---
CTR 6A1 | Court Reporting Theory I 2
CTR 6B1 | Court Reporting Theory II 2
CTR 24A | English and Editing for Transcription 1.5
CTR 24B | English and Editing for Transcription 1.5 (CTR 24A, 24B are 9 weeks each)
Engl 90S | Can be alternate for CTR 24A, B
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 24A, 24B are 9 weeks each)
Engl 90S | Can be alternate for CTR 24A, B
CA 32A | Intern. Word Processing, WordPerfect 1
CA 32B | Intern. Word Processing, Microsoft Word
CA 32C | Intern. Word Processing, Microsoft Word
CA 10 | Computer Keyboarding 2
CA 15 | Document Formatting 2

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

WEST VALLEY COLLEGE 2001 • 2002 CATALOG 21
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.

DIETETICS, FOOD, NUTRITION: (Certificate)

Recommended:
- CA 20 - Introduction to Mac or
- CA 70 - Introduction to PC

Major Requirements:
1. All the major requirements
2. Elective units plus major requirements must total a minimum of 35 units.

To be awarded a certificate AS Degree, a student must complete:
1. All the major requirements
2. Elective units plus major requirements must total a minimum of 35 units.

No more than 8 of the elective units may come from Additional Electives category, to be awarded a degree a student must meet 1 and 2, above in addition to 3.

3. Additional units to meet the college graduation requirements.

DIGITAL MEDIA DESIGN AND PRODUCTION LEVEL 1 (Certificate)

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>DMIS 1</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 3</td>
<td>3</td>
</tr>
<tr>
<td>DMIS 5</td>
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<tr>
<td>DMIS 6</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 10A</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 14A</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 14B</td>
<td>2</td>
</tr>
<tr>
<td>DMIS 15A</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 15B</td>
<td>2</td>
</tr>
<tr>
<td>DMIS 50A</td>
<td>3</td>
</tr>
<tr>
<td>DMIS 56A</td>
<td>1</td>
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<tr>
<td>DMIS 56B</td>
<td>2</td>
</tr>
<tr>
<td>DMIS 64</td>
<td>3</td>
</tr>
</tbody>
</table>

DIGITAL MEDIA DESIGN AND PRODUCTION LEVEL 2 (Certificate)

Prerequisites - Digital Media Design and Production-Level 1 Certificate

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMIS 10B</td>
<td>2</td>
</tr>
<tr>
<td>DMIS 50B</td>
<td>3</td>
</tr>
<tr>
<td>DMIS 58</td>
<td>2</td>
</tr>
<tr>
<td>DMIS 64</td>
<td>3</td>
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<td>DMIS 84</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 86</td>
<td>3</td>
</tr>
<tr>
<td>DMIS 87</td>
<td>3</td>
</tr>
</tbody>
</table>

DIGITAL MEDIA DESIGN AND PRODUCTION (AA Degree)

Recommended:
- CA 20 - Introduction to Mac or
- CA 70 - Introduction to PC

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMIS 1</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 3</td>
<td>3</td>
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<tr>
<td>DMIS 5</td>
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</tr>
<tr>
<td>DMIS 6</td>
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</tr>
<tr>
<td>DMIS 10A</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 14A</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 14B</td>
<td>2</td>
</tr>
<tr>
<td>DMIS 15A</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 15B</td>
<td>2</td>
</tr>
<tr>
<td>DMIS 50A</td>
<td>3</td>
</tr>
<tr>
<td>DMIS 56A</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 56B</td>
<td>2</td>
</tr>
<tr>
<td>DMIS 64</td>
<td>3</td>
</tr>
<tr>
<td>DMIS 84</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 86</td>
<td>3</td>
</tr>
<tr>
<td>DMIS 87</td>
<td>3</td>
</tr>
</tbody>
</table>

WEB DESIGN AND PRODUCTION LEVEL 1 CONTENT DESIGN EMPHASIS (Certificate)

Recommended:
- CA 20 - Introduction to Mac or
- CA 70 - Introduction to PC

Major Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMIS 01</td>
<td>1</td>
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<tr>
<td>DMIS 03</td>
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<td>DMIS 05</td>
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<tr>
<td>DMIS 07</td>
<td>3</td>
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<tr>
<td>DMIS 09</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 10A</td>
<td>1</td>
</tr>
<tr>
<td>DMIS 14A</td>
<td>1</td>
</tr>
</tbody>
</table>
WEB DESIGN AND PRODUCTION-
LEVEL 2-CONTENT DESIGN EMPHASIS (Certificate)

Certificate Courses select 7 units
DM/IS 10B Digital Image Manipulation 2: Photoshop 2
DM/IS 14B Digital Illustration 2; Illustrator 1
DM/IS 15B Digital Illustration 2; FreeHand 1
DM/IS 25 Internet Marketing 1
DM/IS 31 Digital Text Preparation: FrameMaker 2
DM/IS 62A Flash: Creating Interactive Web Pages 3
DM/IS 63 Flash 2: Scripting and Web Interfaces 3
DM/IS 64 Digital 3D Modeling Application 3
DM/IS 65 Dynamic CD-ROMs 3
DM/IS 067 Digital Video 1; Quicktime 1
DM/IS 068 Digital Audio 1 1

Project Course 10 units required
DM/IS 080 Commercial Web Site Project 3
DM/IS 084 Digital Media Project 1
DM/IS 086 Portfolio Planning and Review: Digital Media and Desktop Publishing 3
DM/IS 087 Digital Media Intern Experience 3

WEB DESIGN AND PRODUCTION-
LEVEL 1 (Certificate)
Production Emphasis or Development Emphasis

Recommended Prerequisites
CA 20 Introduction to Mac or 1
CA 70 Introduction to PC 1

Certificate Requirements:
DM/IS 001 Digital Media 1 1
DM/IS 007 Digital Media Production Process 1
DM/IS 020A Web Development 1 1
DM/IS 020B Web Development 2 1
DM/IS 020C Web Development 3 1
DM/IS 024 Information and Content Design 1
DM/IS 025 Internet Marketing 1
DM/IS 068 Digital Audio 1 1
DM/IS 070A XML Technologies 1 3
GIS 40.3 Java for Non-Programmers 3
GIS 42.1 Web Programming 1-Client Side 3

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

Certificate Courses select 10 units
DM/IS 026 Web Applications: User Analysis, Documentation, Use Cases, & UML 3
DM/IS 060 Web Page Design: Dreamweaver 2
DM/IS 070B XML Technologies 2 3
DM/IS 072 Wireless Technologies 3
GIS 42.2 Web Programming 2; Server Side 3
GIS 43.3 Internet Security 3

Project Course 7 units required
DM/IS 060 Commercial Web Site Project 3
DM/IS 064 Digital Media Project 1
DM/IS 066 Portfolio Planning and Review: Desktop Publishing and Digital Media 3
DM/IS 087 Digital Media Intern Experience 3
To be awarded an AS Degree, a student must complete:
1. All the major requirements with grades of C or better
2. Additional units to meet the college graduation requirements.
3. No more than four units of major requirements may overlap, for credit toward a certificate or degree within the Digital Media and Internet Services department or Desktop Publishing.

NOTE: No courses in the certificates or degrees may be challenged for credit. Students demonstrating efficiency in a course, in the form of a product created within one year of the course, may meet with an instructor to select a replacement course.

WEB DESIGN AND PRODUCTION-DEVELOPMENT EMPHASIS

(A.S. Degree)

Recommended
CA 20 Introduction to Mac or PC 1
CA 70 Introduction to PC 1

Major Requirements:
Course Course Units
DMIS 007 Digital Media Production Process 1
DMIS 020A Wide Development 1
DMIS 020B Wide Development 2
DMIS 020C Wide Development 3
DMIS 024 Information and Content Design 1
DMIS 025 Internet Marketing 1
DMIS 026 Web Applications: User Analysis, Interface Design, Documentation 1
DMIS 60 Web Page Design: Dreamweaver 2
DMIS 68 Digital Audio 1
DMIS 70A XML Technologies 1
DMIS 70B XML Technologies 2
DMIS 72 Wireless Technologies 3
GIS 40.3 Java for Non-Programmers 3
GIS 42.1 Web Programming 1, Client Side 3
GIS 42.2 Web Programming 2, Server Side 3
GIS 43.1 Web Technologies 3
GIS 43.3 Internet Security 3

Project Courses 10 units required
DMIS 080 Commercial Web Site Project 3
DMIS 084 Digital Media Project 1
DMIS 086 Portfolio Planning and Review: Digital Media and Desktop Publishing 3
DMIS 087 Digital Media Intern Experience 3

To be awarded an AS Degree, a student must complete:
1. All the major requirements with grades of C or better
2. Additional units to meet the college graduation requirements.
3. No more than four units of major requirements may overlap, for credit toward a certificate or degree within the Digital Media and Internet Services department.

NOTE: No courses in the certificates or degrees may be challenged for credit. Students demonstrating efficiency in a course, in the form of a product created within one year of the course, may meet with an instructor to select a replacement course.

DESKTOP PUBLISHING

(A.S. Degree)

Recommended Prerequisites: CA 20, 70 Introduction to Mac or Introduction to PC

Course Course Units
Art 33A Basic Design: Two Dimensional 3
DMIS 3 Digital Visual Design 3
DMIS 5 Digital Color Application 1
DMIS 9 Digital Typography 1
DMIS 10A Digital Image Manipulation 1: Photoshop 1
DMIS 10B Digital Image Manipulation 1: Photoshop 2
DMIS 14A Digital Illustration 1: Illustrator 1
DMIS 14B Digital Illustration 2: Illustrator 2
DMIS 30 Graphic Preparation for Printing 2
DMIS 30A Page Layout 1: PageMaker 1
DMIS 30B Page Layout 2: PageMaker 2
DMIS 31 Digital Text Preparation: FrameMaker 1
DMIS 36A Page Layout 1: QuarkXPress 2
DMIS 36B Page Layout 2: QuarkXPress 2
DMIS 42 Desktop Publishing Design 2
DMIS 45A Digital Painting 1: Painter 1
DMIS 45B Digital Painting 2: Painter 2
DMIS 60 Web Page Design: Dreamweaver 2
DMIS 84 Digital Media Project 1
DMIS 86 Portfolio Planning and Review: Digital Media & DTP 3
DMIS 87 Digital Media Intern Experience 3

To be awarded an AS Degree, a student must complete:
1. All of the major requirements with grades of C or better.
2. Additional units to meet the college graduation requirements.
3. No more than four units of major requirements may overlap, for credit toward a certificate or degree within the digital Media and Internet Services department.

NOTE: No courses in the certificates or degrees in Desktop Publishing may be challenged for credit. Students demonstrating efficiency in a course, in the form of a product created within one year of the course, may meet with an instructor to select a replacement course.

DRAFTING TECHNOLOGY

(A.S. Degree and Certificate)

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

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

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

Major Requirements:
Course Course Units
Draft 51A Beginning Technical Drafting 3
Draft 51B Intermediate Technical Drafting 3
Draft 51CD Advanced Technical Drafting 3
Draft 58A Electronics Drafting 3
Draft 73 Design and Drafting: Auto CAD 3
Draft 73 Draft Electives 6
Engr 22 Descriptive Geometry 3
Illust 55A Technical Illustration 3
Math D Trigonometry 3

Recommended Electives: Available at both campuses:
Couns 1 College Survival Skills 2
Couns 12 Careers and Life Styles 3
Phys 2A General Physics 5

Available at Mission College:
Draft 58A Electronics Drafting 3
Draft 58B  P.C. Board Design  3
Draft 58C  Electro/Mechanical Packaging Design  3
Draft 70  Survey to CAD  2
Draft 71  CAD Printed Circuits  3
Draft 72  CAD Mechanical Design  3

Available at West Valley College:
Arch 32A  Introduction to Architecture and Environmental Design  2
Draft 50  Beginning Drafting  2
Draft 51A  Technical Drafting: Beginning  3
Draft 51B  Technical Drafting: Intermediate  3
Engr 1A  Plane Surveying  3
Engr 20  Engineering Graphics  3

Available at other schools only:
MFTech 101  Introduction to Machine Tech  (See note below)  3
ETech 108  Engineering Processes  (See note below)  3

NOTES: Machine Tech. 101 and Engr. Tech. 106 may be taken at Evergreen Valley College or other local community colleges.

For a certificate, only the major requirements listed above must be completed.
To be awarded an A.S. Degree, a student must complete:
1. All of the major requirements
2. Additional units to meet the college graduation requirements.

Mission College—Drafting Options:
- CAD Applications: Electronic
- CAD Applications: Mechanical
- Drafting: Mechanical

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

ECONOMICS:
See Social Science A.A. Degree with option in Economics.

EDUCATION (Credential)
Transfer: See Transfer Planning Guide available at the Counseling Center.

ELECTRONIC COMPUTER TECHNOLOGY
The West Valley College Electronics Program and all electronics courses have been discontinued. However, Mission College offers a complete program and a large selection of courses. Please contact Mission College at (408) 988-2200, 3000 Mission College Boulevard, Santa Clara, CA 95054.

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

ENGINEERING (A.S. Degree)
Common Lower-Division Requirements: Certain math and physical science courses are common to all engineering programs as follows (check with your counselor regarding the specific four-year transfer school of your choice):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 1A</td>
<td>Gen. Chemistry (see note below)  5</td>
</tr>
<tr>
<td>Engr 10</td>
<td>Intro to Engineering            4</td>
</tr>
<tr>
<td>Engr 20</td>
<td>Engineering Graphics            3</td>
</tr>
<tr>
<td>Engr 21</td>
<td>Intro to Computing for Scientists and Engineers  3</td>
</tr>
<tr>
<td>Engr 23</td>
<td>Mechanics                       3</td>
</tr>
<tr>
<td>Engr 24</td>
<td>Intro to Circuit Analysis       3</td>
</tr>
<tr>
<td>Math 3AB</td>
<td>Analytical Geometry and Calculus 5-5</td>
</tr>
<tr>
<td>Math 4A</td>
<td>Intermediate Calculus           4</td>
</tr>
<tr>
<td>Math 4B</td>
<td>Differential Equations          4</td>
</tr>
<tr>
<td>Phys 4ABC</td>
<td>Engineering Physics             5-5</td>
</tr>
</tbody>
</table>

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

NOTE: Only Chemistry 1A is required for the A.S. degree. Transfer students may need to take additional chemistry at the transfer institution to complete the requirement for the B.S. degree. San Jose State University requires an additional 1 unit course, Chemistry 11AS, offered at San Jose State University. Students transferring to other institutions should check individual requirements.

Additional math may be required.
Those students majoring in civil engineering should enroll in Engr 1A, Plane Surveying.
Recommended Electives: Choose those general education requirements outside the major which may apply toward the bachelor’s degree requirements at the four-year institution where you transfer.

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

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

ENGLISH (A.A. Degree)
Major Requirements:
1. Completion of 6 units of English Composition selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 1A,B,C</td>
<td>English Composition             3-3-3</td>
</tr>
<tr>
<td>Engl 5A,B</td>
<td>Survey of English Literature    3-3</td>
</tr>
<tr>
<td>Engl 7A,B</td>
<td>American Literature             3-3</td>
</tr>
<tr>
<td>Engl 9A,B</td>
<td>World Literature                3-3</td>
</tr>
<tr>
<td>Engl 10</td>
<td>American Literature             3-3</td>
</tr>
<tr>
<td>Engl 12</td>
<td>Children’s Literature           3</td>
</tr>
<tr>
<td>Eqn 13</td>
<td>African-American Literature     3</td>
</tr>
<tr>
<td>Eng 14</td>
<td>Latin/Chicano Literature        3</td>
</tr>
<tr>
<td>Eng 16</td>
<td>Latin-American Literature       3</td>
</tr>
<tr>
<td>Eng 18</td>
<td>Asian-American Literature       3</td>
</tr>
<tr>
<td>Eng 41</td>
<td>Literature and Film             3</td>
</tr>
<tr>
<td>Eng 43</td>
<td>Classical Mythology             3</td>
</tr>
<tr>
<td>Eng 44</td>
<td>The Bible as Literature         3</td>
</tr>
<tr>
<td>Eng 46</td>
<td>Contemporary American Multi-Cultural Literature  3</td>
</tr>
<tr>
<td>Eng 47</td>
<td>Introduction to Poetry          3</td>
</tr>
<tr>
<td>Eng 48</td>
<td>Introduction to Shakespeare     3</td>
</tr>
<tr>
<td>Eng 49</td>
<td>Modern Fiction                  3</td>
</tr>
<tr>
<td>Eng 70A,B</td>
<td>Creative Writing                3-3</td>
</tr>
</tbody>
</table>

Literature courses used to meet general education requirements cannot be used to satisfy major requirements.

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

A student planning to transfer to a B.A. program in English should select courses that apply toward both the college graduation requirements and the bachelor’s degree requirements of the four-year institution to which he/she intends to transfer.

Students planning to undertake graduate study in English are advised to complete Intermediate Foreign Language 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.

African American Studies:
- History 12  African American History  3
- English 12  African American Literature  3
- English 1B  English Composition  3

Asian American Studies:
- English 18  Asian American Literature  3

Chicano/Latino Studies:
- History 16  Mexican American History  3
- English 13  Chicano/Latino Literature  3
- Soc. 12  Sociology of Chicanismo  3
- Span. 49  Spanish for Spanish Speaking  3

Native American Studies:
- History 14  History of the Native North American  3

FACILITIES MANAGEMENT TECHNICIAN:
(Certificate) See Architecture

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

APPAREL DESIGN Level 1
(Certificate)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>FD 30</td>
<td>Intro. to Fashion Design        3</td>
</tr>
<tr>
<td>FD 30A</td>
<td>Success Strategies              3</td>
</tr>
<tr>
<td>FD 40A</td>
<td>Flats and Specs                 1</td>
</tr>
<tr>
<td>FD 40B</td>
<td>Fashion Sketching               2</td>
</tr>
<tr>
<td>FD 52A</td>
<td>Fabric Analysis                 3</td>
</tr>
<tr>
<td>FD 52B</td>
<td>Fabric Analysis                 3</td>
</tr>
<tr>
<td>FD 54</td>
<td>Apparel Manufacturing           3</td>
</tr>
<tr>
<td>FD 60</td>
<td>Pattern Making                  3</td>
</tr>
<tr>
<td>FD 70</td>
<td>Elemt. and Princ. of Design     3</td>
</tr>
<tr>
<td>FD 84</td>
<td>Internship                      3</td>
</tr>
<tr>
<td>FD 85</td>
<td>Scanning &amp; Color Printing       1</td>
</tr>
<tr>
<td>FD 87</td>
<td>CAD: Tech. Draw &amp; Specs         2</td>
</tr>
</tbody>
</table>
3 Units Career Enhancement Courses
FD 27 Professional Image 3
Comm 12 Intercult. Communication 3
Comm 18 Career Communication 3
Bus 30 Total Quality Management 3
Bus 54 Small Bus. Start Up & Mgmt. 3
Bus 62 Business Math 3
Bus 78 Business Communications 3
Coun 12 Job Search Methods 3
Coun 50 Cross Cultural Perspectives 3

APPAREL DESIGN Level 2
(A.S. Degree Option: Apparel Design)
Course Units
FD 30 Intro. to Fashion Design 3
FD 30A Success Strategies 3
FD 32 History of Fashion 3
FD 40A Flats and Specs 1
FD 40B Fashion Sketching 2
FD 52A Fabric Analysis 1 3
FD 52B Fabric Analysis 2 3
FD 54 Apparel Fabricating 3
FD 60 Patternmaking 1 3
FD 62 Patternmaking 2 3
FD 70 Elem. and Princ. of Design 3
FD 76 Creative Apparel Design 3
FD 78 Creating & Mktg. a Line 4
FD 82 Portfolio Development 1
FD 84 Internship 3
FD 85 Scanning & Color Printing. 1
FD 87 CAD: Tech. Draw’g & Specs 2
FD 18B Elect. Pattern Making 3

Plus 3 units Fashion Electives from below:
FD 11 Intro. to Electronic Manufacturing 1
FD 12A,B,C Elect. Pattern Making 1
FD 17 Product Data Management 1
FD 20 Couture Embellish 3
FD 27 Professional Image (cannot be used twice) 3
FD 42 Fashion Illustration II 3
FD 53 Surface Print Design 3
FD 63 Fitting & Pattern Adjustment 2
FD 64 Professional Draping 3
FD 65 Prod. Patternmaking 3
FD 67 Manual Pattern Grading 1
FD 83 Fashion Field Studies 1
FD 86 CAD: Texture/Backgrd. 2
FD 88 CAD: Surface Design 3

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

APPALE PRODUCTION-Level 1
(Certificate)
Course Units
FD 30 Intro. to Fashion Design 3
FD 30A Success Strategies 3
FD 40A Flats and Specs 1
FD 52A Fabric Analysis 1 3
FD 52B Fabric Analysis 2 3
FD 54 Apparel Manufacturing 3
FD 60 Patternmaking 1 3
FD 67 Manual Grading 1
FD 17 Product Data Management 1
FD 18A Electronic Grading and Marking 3
FD 18B Electronic Patternmaking 3
FD 84 Internship 3

Plus 3 units from Career Enhancement Courses below:
FD 27 Professional Image (cannot be used twice) 3
Comm12 Intercult. Communication 3
Comm 18 Career Communication 3
Bus 30 Total Quality Management 3
Bus 54 Small Bus. Start Up & Mgmt. 3
Bus 62 Business Math 3
Bus 78 Business Communications 3
Coun 12 Job Search Methods 3
Coun 50 Cross Cultural Perspectives 3

APPALE PRODUCTION-Level 2
(A.S. Degree Option: Apparel Production)
Course Units
FD 30 Intro. to Fashion Design 3
FD 30A Success Strategies 3
FD 40A Flats and Specs 1
FD 52A Fabric Analysis 1 3
FD 52B Fabric Analysis 2 3
FD 54 Apparel Manufacturing 3
FD 60 Patternmaking 1 3
FD 62 Patternmaking 2 3
FD 67 Manual Grading 1
FD 68 Patternmaking 3
FD 69 Production Patternmaking 3
FD 67 Manual Grading 1
FD 17 Product Data Management 1
FD 18A Electronic Grading and Marking 3
FD 18B Electronic Patternmaking 3
FD 84 Internship 3

Plus 3 units from Career Enhancement Courses below:
FD 27 Professional Image (cannot be used twice) 3
Comm12 Intercult. Communication 3
Comm 18 Career Communication 3
Bus 30 Total Quality Management 3
Bus 54 Small Bus. Start Up & Mgmt. 3
Bus 62 Business Math 3
Bus 78 Business Communications 3
Coun 12 Job Search Methods 3
Coun 50 Cross Cultural Perspectives 3

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

ELECTRONIC PATTERNMAKING
(Certificate)
Course Units
FD 18B Electronic Patternmaking 3
FD 17 Product Data Management 1

These courses require the following pre-requisites:
Recommended: Intro. to Electronic Manufacturing 1
FD 54 Apparel Manufacturing 3
FD 67 Manual Grading 1
FD 40A Flats and Specs 1

ELECTRONIC GRADING AND MARKER MAKING
(Certificate)
Course Units
FD 18A Electronic Grading and Marking 3
FD 18B Electronic Patternmaking 3
FD 17 Product Data Management 1

These courses require the following pre-requisites:
Recommended: Intro. to Electronic Manufacturing 1
FD 54 Apparel Manufacturing 3
FD 67 Manual Grading 1
FD 40A Flats and Specs 1

SURFACE PRINT DESIGN (Certificate)
Course Units
Art 031A Drawing 3
Art 033A Basic Design: Two Dimensional 3
Art 033C Basic Design: Color 3
Art 049A Painting 3
FD 082 Fashion Portfolio Development 1
FD 053 Surface Print Design 3

Recommended
Art 031B Drawing 3
Art 048B Painting 3
Art 047A Watercolor 3
Art 047B Watercolor 3
FD 030A Success Strategies 3
FD 052A Fabrics Analysis I 3

CAD: SURFACE DESIGN (Certificate)
Course Units
DM/IS 14A Digital Illustration 1: Illustrator 1
DM/IS 15A Digital Illustration 1: Freehand 1
DM/IS 14B Digital Illustration 2: Illustrator 2
DM/IS 15B Digital Illustration 2: Freehand 2
DM/IS 45A Digital Painting 1: Painter 1
DM/IS 45B Digital Painting 2: Painter 1
DM/IS 86 Portfolio Planning/Review: Desktop Publishing and Digital Media 3
FD 085 CAD: Scanning and Color Printing 1
FD 088 CAD: Designing Textures and Backgrounds 2
FD 088 CAD: Surface Design 3
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:
Italian French German Japanese 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.

GEOGRAPHY (Certificate)
See Social Science A.A. Degree with option in Geography.

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

GEOLOGY (A.S. Degree)
Course | Units
--- | ---
Chem 1AB General Chemistry | 5-5
Geol 1A Physical Geology | 4
Geol 1B Historical Geology AND | 3
Geol 2B Historical Geology Lab | 1
Geol 5 Mineralogy | 4
Geol 20 Field Geology | 2
Math 3AB Analytical Geometry & Calculus | 5-5
Math 4A Intermediate Calculus | 4
Math 4B Differential Equations | 4
Phys 4ABC Engineering Physics | 5-5

Recommended Electives:
FD 27 Professional Image | 3
Span 52A Basic Medical Spanish | 3
Comm 12 Intercultural Communication | 3

MEDICAL ASSISTANT
(A.S. Degree and/or Certificate of Profiency)
Course | Units
--- | ---
H-Ed 11 Cardiopulmonary Resuscitation | 5
H-Tech 1 Introduction to Health Care | 1
H-Tech 2 Medical Information Processing | 2
H-Tech 4 Structure and Function of the Human Body | 3
H-Tech 5 Basic Medical Terminology | 3
H-Tech 6 Adv Medical Terminology | 3
H-Tech 7A Medical Law | 2
H-Tech 7B Medical Ethics and Bioethics | 2
H-Tech 8 Communication for Health Care Personnel | 2
H-Tech 25A Medical Transcription | 2
H-Tech 41 Basic Medical Office Business Procedures | 3
H-Tech 42 Insurance Billing and Coding | 2
H-Tech 43 Basic Medical Accounting & Record Keeping | 3
H-Tech 54A Internship | 2
H-Tech 54B Internship | 2
H-Tech 55 Clinical Procedures I | 2
H-Tech 55&57 Clinical Procedures II & III | 2.5-2.5
H-Tech 58 Laboratory Techniques | 3
H-Tech 60 Medical Office Management | 2
H-Tech 63 Administration of Medications | 1.5

Recommended Electives:
CHS 2 Child Growth and Development | 3
Comm 12 Intercultural Communication | 3
FD 27 Professional Image | 3
H-Tech 90 Medical Assisting Review | 1
Span 52A Basic Medical Spanish | 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.
See counselor for requirements.

CLINICAL ASSISTANT (Certificate)
Course | Units
--- | ---
H-Tech 1 Introduction to Health Care | 1
H-Tech 2 Medical Information Processing | 2
H-Tech 4 Structure and Function of the Human Body | 3
H-Tech 5 Basic Medical Terminology | 3
H-Tech 6 Adv Medical Terminology | 3
H-Tech 7A Medical Law | 2
H-Tech 7B Medical Ethics and Bioethics | 2
H-Tech 8 Communication for Health Care Personnel | 2
H-Tech 41 Basic Medical Office Business Procedures | 3
H-Tech 54A Internship | 2
H-Tech 55 Clinical Procedures I | 2
H-Tech 55&57 Clinical Procedures II & III | 2.5-2.5
H-Tech 58 Laboratory Techniques | 3
H-Tech 63 Administration of Medications | 1.5

Recommended Electives:
Comm 12 Intercultural Communication | 3
MEDICAL OFFICE LABORATORY ASSISTANT (Certificate)

Course | Units
--- | ---
HTech 1 | Introduction to Health Care
HTech 2 | Medical Information Processing
HTech 4 | Structure and Function of the Human Body
HTech 5 | Basic Medical Terminology
HTech 6 | Adv. Medical Terminology
HTech 7A | Medical Law
HTech 7B | Medical Ethics and Bioethics
HTech 8 | Communication for Health Care Personnel
*HTech 54A | Internship
HTech 55 | Clinical Procedures I
HTech 56 | Clinical Procedures II
HTech 58 | Laboratory Techniques

Recommended Electives:
Comm 12 | Intercultural Communication
FD 27 | Professional Image
*HTech 54A | Internship

MEDICAL OFFICE RECEPTION (Certificate)

Course | Units
--- | ---
HTech 1 | Introduction to Health Care
HTech 2 | Medical Information Processing
HTech 5 | Basic Medical Terminology
HTech 7A | Medical Law
HTech 7B | Medical Ethics and Bioethics
HTech 8 | Communication for Health Care Personnel
HTech 41 | Basic Medical Office Business Procedures

Recommended Electives:
Comm 12 | Intercultural Communication
FD 27 | Professional Image
HTech 25A | Medical Transcription
HTech 43 | Basic Medical Accounting & Record Keeping
HTech 60 | Medical Office Management
Span 52A | Basic Medical Spanish

MEDICAL TRANSCRIPTION (A.S. Degree and Certificate)

Course | Unit
--- | ---
HTech 1 | Introduction to Health Care
HTech 2 | Medical Information Processing
HTech 4 | Structure and Function of the Human Body
HTech 5 | Basic Medical Terminology
HTech 6 | Advanced Medical Terminology
HTech 8 | Communication for Health Care Personnel
HTech 20 | Pharmacology for Transcription
HTech 25ABC | Medical Transcription
HTech 54A | Internship
Engl 90S or Engl 1A | English Composition

Recommended Electives:
Acctg 10 | Accounting Fundamentals—Financial
Bus 33 | Functions of Management
Bus 54 | Small Business Start Up and Management

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

MASSAGE THERAPY

Course | Units
--- | ---
HTech 4 | Structure and Function
HTech 5 | Basic Medical Terminology
HTech 7B | Medical Ethics and Bioethics
HTech 8 | Communication for Health Care Personnel
HTech 70 | Introduction to Holistic Medicine
HTech 71A | Basic Massage Therapy
HTech 71B | Shiatsu and Chair Massage
HTech 54A | Internship

Recommended Electives:
Comm 12 | Intercultural Communication

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

Course | Units
--- | ---
Hist 4A | History of Western Civilization
Hist 4B | History of Western Civilization
Hist 17A | U.S. History
Hist 17B | U.S. History

Choose 6 Units of Electives

Electives from recommended list

Other Social Science Electives

Anth 3 | Introduction to Cultural Anthropology
Econ 1A | Principles of Macroeconomics
Geog 1 | Introduction to Physical Geography
Hist 4B | History of Western Civilization
Hist 4A | History of Western Civilization
Hist 17A | U.S. History
Hist 17B | U.S. History

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 (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

Course | Units
--- | ---
Arch 30 | Construction Materials
Art 1B | Survey of Art
Art 32A | Basic Design
ID 5 | Intro. to Interior Design
ID 10 | Elements and Principles of Interior Drafting
ID 15 | Interior Architectural Drafting
ID 20 | Color Theory and Application
ID 25 | Interior Finish Materials
ID 30 | Graphic Techniques
ID 35A | History of Furniture and Interiors
ID 35B | History of Furniture and Interiors
ID 35C | Design of Historic Interiors
ID 40 | Residential Design
ID 45 | Professional Practice
ID 50 | Kitchen and Bath
ID 55 | Estimating and Costing
ID 60 | Commercial Design
ID 65 | Intro to Computer-Aided Design and Drafting: AutoCAD
ID 70 | Advanced Graphic Techniques
ID 75 | Lighting Design
Electives from recommended list

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

Recommended Electives:
Acctg 50 | Accounting for Small Business
Arch 10 | Architectural Drawing
Arch 20 | Intro to Landscape Architecture
Arch 29A | Architectural History
Arch 29B | Architectural History
Arch 32A | Architecture and Environmental Design2
Arch 32B | Basic Architectural Design
Art 31A | Basic Drawing
Bus 28 | Business Law
Bus 54 | Small Business Start-Up & Mgt
Bus 78 | Business Communication
FD 27 | Professional Image
ID 90 | Internship
Theat 18A | Introduction to Stage Lighting

Various computer applications courses. See Interior Design Department Chair for approval.
See the Interior Design counselor for clarification and further information.

INTERIOR DESIGN (A.S. Degree)

To be awarded an A.S. degree, a student must complete:
1. All the Interior Design Certificate requirements
2. Additional units to meet the college graduation requirements for an associate degree.
A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above. See the Interior Design counselor for clarification and further information.

INTERIOR DESIGN
(Advanced Certificate)
Prerequisite: Completion of Interior Design Certificate requirements.
Recommended Courses:
Course Units
Arch 10 Architectural Drawing 3
Arch 32A Architecture and Environmental Design 3
Bus 28 Business Law 3
Bus 78 Business Communication 3
ID 66 Advanced Computer Aided Design and Drafting: AutoCAD 3
ID 80 Advanced Commercial Design 3
ID 85 Design Detailing 3
ID 90 Internship 3
ID 95 Presentation Techniques & Portfolio 3

INTERIOR DESIGN
(FIDER Accredited Advanced Certificate)
To be awarded a FIDER Accredited Advanced Certificate, a student must have completed:
1. Advanced Certificate requirements.
2. A minimum of 30 semester credit hours of diverse university level liberal arts, sciences, and humanities. These units must be taken prior to or concurrently with the other coursework. To petition for a FIDER Accredited Advanced Certificate, contact the Department Chair of Interior Design at the beginning of the semester.
A certificate or degree will be awarded to those students achieving a grade of C or better in the major requirements listed above. See the Interior Design counselor for clarification and further information in Interior Design.

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

LANDSCAPE ARCHITECTURE
(A.S. Degree)
Major Requirements:
Course Units
Arch 20 Introduction to Landscape Architecture 3
Arch 21AB Landscape Site Analysis and Development 3-3
Arch 30 Construction Materials 2
Arch 31AB Architectural Graphics 3-3
Arch 32A Introduction to Architecture and Environment Design 2
Arch 32B Basic Architectural Design 3
Arch 33AB Architectural Design 3-3
Arch 36 Introduction to Urban Environment 3
Arch 38 Plant Composition 2
Arch 39AB Landscape Plants 3-3
Bio 42 Plant Biology 5
Math 8 Finite Math 3
Psci 10 Physical Science Survey 3

NOTE: The above is a heavy program. Students may wish to take three to six units each year during the summer session in order to lighten the load. Students with no drafting experience should take Drafting 50 during summer session or first semester.

Recommended Electives:
Bio 24 Contemporary Biology 2
Bus 28 Business Law 3
Draft 73 AutoCAD Intro to Computer Aided Drafting 3
Econ 1A Principles of Macroeconomics 3
Engr 1A Plane Surveying 3
Engr 21 Computer Science 3
Geol 1A Physical Geology 4
Psych 1 General Psychology 3
Soc 1 Introduction to Sociology 3

To be awarded an A.S. degree, a student must complete
1. All the major requirements.
2. Additional units to meet the college graduation requirements.
The student should choose those general education requirements which may apply both toward graduation requirements of the college and toward the bachelor’s degree requirements at the four-year institution to which he/she plans to transfer.

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

LIBERAL ARTS
(A.A. Degree)
In some cases the student’s career goals and transfer program are such that there is little opportunity for a specialized major at the lower division level. The Liberal Arts major can be a creative and flexible method of meeting West Valley College graduation requirements. Students may earn an A.A. degree in Liberal Arts by completing the following:
1. Demonstrated breadth of knowledge by completion of twenty units of course work from West Valley College General Education Pattern for Bachelor Degrees at California State Universities and Colleges.
2. Meeting West Valley College graduation requirements. (Courses completed from paragraph 1 may be used to fulfill the requirements for paragraph 2).

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

MATHMATICS
(A.A. Degree)
Major Requirements:
Course Units
Math 3AB Analytical Geometry and Calculus 5-5
Math 4A Intermediate Calculus 4
Math 4B Differential Equations 4
Phys 4ABC Engineering Physics 5-5-5

Recommended Electives:
Course Units
Engr 21 Computer Science 3
Engr 4C Linear Algebra 4
Phys 19 Discrete Mathematics 4
*Upper Division at SJSU

To be awarded an A.A. degree, a student must complete
1. All the major requirements.
2. Additional units to meet the college graduation requirements.
The student should choose those general education requirements which may apply both toward graduation requirements of the college and toward the bachelor’s degree requirements at the four-year institution to which he/she plans to transfer.

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

MUSIC
(A.A. Degree)
Major Requirements:
Course Units
Music 3AB Musicianship 4-4
Music 4AB Harmony 4-4
Select 4 units, depending on area of music emphasis from:
Music 30AB, 31AB Piano 1-1-1-1
Music 32AB, 33AB Voice 1-1-1-1
Music 40, 49, 51 Performances Courses 2-1-2
Electives from Recommended List 3

Recommended List:
Music 4, 7, 20, 22, 27, 39, 40, 42, 43, 48, 49, 51, 52, 53.

To be awarded an A.A. Degree, a student must complete
1. All the major requirements.
2. Two units selected from Music 30, 31, 32, 33, or a music performance course 40, 42, 48, 49, 51, 53, 60
3. Additional units to meet the college graduation requirements.

NOTES:
1. All music majors ARE REQUIRED to participate in at least one major music ensemble group per semester according to their own individual interests. Consult with a music instructor before making a choice of choir, chorale, ensembles, chorus, orchestra or band.
2. Music majors should have piano proficiency or corresponding ability in voice or orchestral instruments. Study of the major instrument or voice should be included each semester.
3. Music majors who plan to become teachers should include English 18 and courses in piano and voice in their program.
**PARALEGAL (A.S. Degree)**

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Para 18</td>
<td>Legal Analysis</td>
</tr>
<tr>
<td>Para 19</td>
<td>Intro to Paralegalism</td>
</tr>
<tr>
<td>Para 21</td>
<td>Intro to American Law</td>
</tr>
<tr>
<td>Para 22</td>
<td>Civil Litigation</td>
</tr>
<tr>
<td>Para 23</td>
<td>Research and Writing</td>
</tr>
<tr>
<td>Para 24</td>
<td>Adv Research and Writing</td>
</tr>
<tr>
<td>Para 25</td>
<td>Legal Ethics and Professional Resp.</td>
</tr>
<tr>
<td>Para 29</td>
<td>Internship</td>
</tr>
<tr>
<td>Para 40</td>
<td>Advanced Civil Litigation</td>
</tr>
<tr>
<td>Para 65B</td>
<td>Microsoft for the Law Office</td>
</tr>
</tbody>
</table>

**Electives from Recommended List (12 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Para 26</td>
<td>Computers in the Law</td>
</tr>
<tr>
<td>Para 27</td>
<td>Corporate Law</td>
</tr>
<tr>
<td>Para 28</td>
<td>Administrative Law</td>
</tr>
<tr>
<td>Para 30</td>
<td>Business Contract Laws</td>
</tr>
<tr>
<td>Para 32</td>
<td>Family Law</td>
</tr>
<tr>
<td>Para 33</td>
<td>Real Estate Law</td>
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<tr>
<td>Para 34</td>
<td>Bankruptcy Law</td>
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<tr>
<td>Para 35</td>
<td>Probate</td>
</tr>
<tr>
<td>Para 36</td>
<td>Wills &amp; Estate Planning</td>
</tr>
<tr>
<td>Para 37</td>
<td>Intellectual Property</td>
</tr>
<tr>
<td>Para 38</td>
<td>Constitutional Law</td>
</tr>
<tr>
<td>Para 39</td>
<td>Interviewing and Investigation</td>
</tr>
<tr>
<td>Para 41</td>
<td>Torts and Personal Injury</td>
</tr>
<tr>
<td>Para 42</td>
<td>Criminal Trial Techniques</td>
</tr>
<tr>
<td>Para 43</td>
<td>Law Office Management</td>
</tr>
<tr>
<td>Para 44</td>
<td>Computerized Assisted Legal Research (LEXIS)</td>
</tr>
<tr>
<td>Para 47</td>
<td>Trademark Law</td>
</tr>
<tr>
<td>Para 48</td>
<td>Copyright Law</td>
</tr>
<tr>
<td>Para 49</td>
<td>Securities Regulation</td>
</tr>
<tr>
<td>Para 50</td>
<td>Field Experience</td>
</tr>
<tr>
<td>Para 66</td>
<td>Legal Resources on the Internet</td>
</tr>
<tr>
<td>Para 68</td>
<td>Computerized Litigation Document Management</td>
</tr>
<tr>
<td>Para 80C</td>
<td>Current Legal Topics: Time Management in the Office</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- **Current Legal Topics**
  - Para 80C: Time Management | .5 |
  - Para 80D: CLT: LEXIS Quick Start | .5 |
  - Para 80E: CLT: Intro. to the Law Library | .5 |
  - Para 80F: CLT: How to Read the Law | .5 |
  - Para 80G: CLT: How to Read Statutes | .5 |
  - Para 81 B: CLT: Intro. to LEXIS | 1 |
  - Para 81 C: CLT: Legal Drafting/Correspondence | 1 |
  - Para 81 D: CLT: Legal Drafting/Plain Language Pleadings | 1 |

To be awarded an A.S. degree, a student must fulfill the following requirements:

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Para 18</td>
<td>Legal Analysis</td>
</tr>
<tr>
<td>Para 19</td>
<td>Intro to Paralegalism</td>
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<td>Para 21</td>
<td>Intro to American Law</td>
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<td>Para 23</td>
<td>Research and Writing</td>
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<td>Para 24</td>
<td>Advanced Research and Writing</td>
</tr>
<tr>
<td>Para 25</td>
<td>Legal Ethics and Professional Resp.</td>
</tr>
<tr>
<td>Para 29</td>
<td>Internship</td>
</tr>
<tr>
<td>Para 40</td>
<td>Advanced Civil Litigation</td>
</tr>
<tr>
<td>Para 65B</td>
<td>Word Processing for the Law Office</td>
</tr>
</tbody>
</table>

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

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PKMGT 10</td>
<td>Introduction to Park Management</td>
</tr>
<tr>
<td>PKMGT 11</td>
<td>Park Communications</td>
</tr>
<tr>
<td>PKMGT 12A</td>
<td>Basic Outdoor Skills OR</td>
</tr>
<tr>
<td>PKMGT 12B</td>
<td>Intermediate Outdoor Skills for the Park Ranger</td>
</tr>
<tr>
<td>PKMGT 13</td>
<td>Fire Suppression and Use</td>
</tr>
<tr>
<td>PKMGT 14</td>
<td>Conservation of Natural Resources</td>
</tr>
<tr>
<td>PKMGT 15A</td>
<td>Duties of the Ranger</td>
</tr>
<tr>
<td>PKMGT 15B</td>
<td>Interpretive Skills</td>
</tr>
<tr>
<td>PKMGT 15C</td>
<td>Introduction to Park Maintenance Skills</td>
</tr>
<tr>
<td>PKMGT 16A</td>
<td>Intro to GIS &amp; GPS</td>
</tr>
<tr>
<td>PKMGT 17</td>
<td>Basic Horticulture for Parks</td>
</tr>
<tr>
<td>PKMGT 18</td>
<td>Park-Planning and Design</td>
</tr>
<tr>
<td>PKMGT 20/A/B</td>
<td>Park Internship Seminar</td>
</tr>
<tr>
<td>PKMGT 21</td>
<td>Park Operations Lab</td>
</tr>
<tr>
<td>Bio 14</td>
<td>California Plants and Animals</td>
</tr>
<tr>
<td>Geol 1A</td>
<td>Physical Geology</td>
</tr>
<tr>
<td>Geol 15</td>
<td>Geology of California</td>
</tr>
<tr>
<td>AJ 160I-PC 832</td>
<td>Laws of Arrest, Search and Seizure</td>
</tr>
</tbody>
</table>

**Recommended Electives:**

- **Current Legal Topics**
  - PKMGT 20A/B: Park Internship Seminar | 3-3 |
  - PKMGT 21: Park Operations Lab | 1-1 |
  - Bio 14: California Plants and Animals | (3) |
  - Geol 1A: Physical Geology | 4 |
  - Geol 15: Geology of California | (3) |
  - AJ 160I-PC 832: Laws of Arrest, Search and Seizure | 3 |

For a certificate, only the major requirements listed above must be completed. To be awarded an A.S. degree, a student must complete:

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

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

**Major Requirements:**

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

**Recommended Electives:**

- Photo 20B: Intermediate Studio Photo/Portraiture | 2 |
- Photo 21A: Studio Photography/Product Lighting | 2 |
Major Requirements

1. All the major courses plus a minimum of six units to be selected from the recommended elective list. To be awarded the A.S. Degree, a student must complete all the major courses plus a minimum of 9 units from the recommended elective list. Six units to be selected from photography electives.

2. Additional units to complete the college graduation requirements.

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

PHYSICAL EDUCATION (A.A. Degree)

Major Requirements
Course | Units
--- | ---
**Bio 47** | Human Anatomy and Human Physiology | 5
**Bio 48** | Human Physiology OR | 5
H-Ed 5 | Standard First Aid OR | 1.5
H-Ed 11 | CPR | 5
PE 30 | Introduction to Physical Education | 3
**PE Activity Courses** | 8

*At San Jose State University students are required to take Human Anatomy and Human Physiology. See a counselor for further information.

**Achieve at least beginning level in a minimum of 6 activities selected from at least 4 of the following categories: Aquatics, Team Sports, Individual Sports, Dance, Combatives/Conditioning, Racquet Sports. See a counselor for specific sports and requirements.

Aquatic Sports
- Concepts of Coaching
- Standboard Divining
- Swimming Beg
- Swimming Int
- Swimming Adv
- Master’s Swimming

Dance
- Afro-Jazz Dance
- Ballet Beg

Fitness
- Aerobics
- Aqua Aerobics
- Deep Water Jogging
- Competitive Athlete
- Stretching & Flexibility
- Walking
- Water Exercise
- Weight Training
- Step
- Total - Men
- Total - Women
- Get Fit Lab
- Yoga for Health
- Jogging
- Body Sculpting
- Functional Fitness
- Core Training
- Boot Camp
- Cardio Cross Training

Combatives and Martial Arts
- Karate Beg
- Self-Defense
- Techniques of Amateur Wrestling
- Kick Boxing: Coed
- Fitness Boxing: Coed
- Cardio Kickboxing
- Tai Chi

Lifestyle Sports
- Badminton Beg
- Badminton Int
- Intro to Sport Climbing/Rock Climbing
- Intro to Cycling
- Intro to Off Road Cycling
- Fencing Beg
- Fencing Int
- Fencing Adv

Team Sports
- Arena Football
- Baseball Adv
- Basketball, Men
- Adv Techniques of Football
- Soccer Beg Men
- Soccer Adv Men
- Soccer Women
- Softball Beg
- Softball Int
- Track & Field Fundamentals Adv
- Volleyball Beg Skills
- Volleyball Int Skills
- Volleyball Adv Skills
- Volleyball Outdoor Sand & Grass Doubles
- Volleyball Adult Camp

Intercollegiate Athletics
- Intercollegiate Baseball Men
- Intercollegiate Basketball Men
- Intercollegiate Basketball men
- Intercollegiate Cross Country Men
- Intercollegiate Cross Country Women
- Intercollegiate Football Men
- Intercollegiate Football Men
- Intercollegiate Soccer Men
- Intercollegiate Soccer Women
- Intercollegiate Softball Women
- Intercollegiate Swimming Men
- Intercollegiate Swimming Women
- Intercollegiate Track men
- Intercollegiate Track Women
- Intercollegiate Volleyball Women
- Intercollegiate Water Polo Men
- Intercollegiate Wrestling Men
- Intercollegiate Water Polo Women

***Chem 30A and Math G are prerequisites for Upper Division courses at San Jose State University within the Department of Human Performance. Although not required for the A.A. degree at West Valley College, it is highly recommended that these courses be completed at West Valley College.

***Chem 30A - Fundamentals of Chemistry

***Math G - Math for Liberal Arts Student

(These two courses satisfy General Education requirements.)

Recommended Electives:
- PE 37 - Concepts of Coaching
- PE-Th 38A - Introduction to Sports Medicine
- PE 60 - Aerobic Leadership Training
- PE 4.18 - Personal Fitness Appraisal
- H-Ed 7 - Lifetime Fitness (highly recommended)
- H-Ed 8 - Contemporary Health Issues
H-Ed 10  Health, Human Sexuality 2
H-Ed 12  Stress Management 2
H-Ed 13  The Heart and Cardiovascular Disease; Drugs, the Drug Addiction Process and other Chronic Diseases. 3
CHS 2  Child Growth & Development 3
Math 10  Elementary Statistics 3
Anthro 3  Intro. to Cultural Anthropology 3
Soc 1  Introduction to Sociology 3
NS 15  Human Nutrition 3
Psych 1  General Psychology 3

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

PHYSICAL EDUCATION—Sports
Medicine Emphasis (Certificate of Completion—
Upon completion of Internship

Major Requirements
Course Units
Bi 47  Human Anatomy 5
Bi 48  Human Physiology 5
Chem 30A  Fundamentals of Chemistry 3
H-Ed 6  Advanced First Aid/CPR 3
H-Ed 9  Health, Drug Abuse, Human Disease 2
NS 1  Nutritional Science (Sports Emphasis) 3
Psych 1  General Psychology 3
PE 30  Intro to Physical Education 3
PE Activities selected from Aquatics, Team Sports, Individual Sports, Dance, Combatives, Conditioning, and Racquet Sports. See course list under Physical Education A.A. Degree 4

Core Courses
PE-Th 38A  Intro to Sports Medicine 3
PE-Th 38B  Adv Assessment of Sports Injury 3
PE-Th 39ABCD  Sports Injury Management and Rehabilitation 2-2-2-2

Recommended Electives
H-Ed 7  Lifetime Fitness 2
H-Ed 8  Contemporary Health Issues 2
PE 4.18  Personal Fitness Appraisal .5

A certificate will be awarded upon completion of 20 units with 2.5 GPA (10 each from Major requirements and core courses). See a counselor about transferability of courses to specific institutions.

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 4ABC  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.

GEOPHYSICS (A.S. Degree)

Center

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

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

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

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

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

SOCIOLGY (A.A. Degree)

Major Requirements
Course Units
Anth 1  Intro to Physical Anthropology 3
Anth 2  Intro to Archaeology 3
Anth 3  Intro to Cultural Anthropology 3
Econ 1A  Principles of Macroeconomics 3
Econ 1B  Principles of Microeconomics 3
Econ 3  Intro to Political Economy 3
Geog 1  Intro to Physical Geography 3
Geog 2  Intro to Cultural Geography 3
Hist 1  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
Psych 1  General Psychology 3
Psych 2  Experimental Psychophysiology 4
Psych 7  Psychological Physiology 3
Psych 9  Intro to Psychology of Women 3
Psych 12  Human Growth and Development 3
Psych 13  Human Growth and Development 3
Psych 33  The Psychology of Personal Growth 3
Soc 1  Intro to Sociology 3
Soc 2  Social Problems 3
Soc 20  American Race Relations 3
Soc 40  Marriage and Family 3
Soc 43  Sociology of Religion 3
Soc 45  Sociology of Human Sexuality 3

Courses used to satisfy general education requirements cannot be used to satisfy major requirements.

For an A.A. Degree in Social Science with an option in one of the following specific areas, the 20-unit requirement must include:
- Anthropology  Anth 1, 2, 3
- Economics  Econ 1A, 1B
- Geography  Geog 1, 2, 9
- Political Science  Polit 1, 2, 3, 4

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

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

PUBLIC RELATIONS: Transfer:
See Transfer Planning Guide available at the Counseling Center.
**THEATRE ARTS (A.A. Degree)**

**ACTING EMPHASIS**

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 7A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 35A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 40B</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 41A</td>
<td>3</td>
</tr>
</tbody>
</table>

and 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 17A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 18A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 47A</td>
<td>3</td>
</tr>
</tbody>
</table>

and 1 additional unit from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 1</td>
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<tr>
<td>THEAR 6A</td>
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</tr>
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<td>THEAR 7B</td>
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<tr>
<td>THEAR 15</td>
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<td>3</td>
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<tr>
<td>THEAR 21ABC</td>
<td>3</td>
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<tr>
<td>THEAR 22ABC</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 26</td>
<td>3</td>
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<tr>
<td>THEAR 27</td>
<td>3</td>
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<tr>
<td>THEAR 30</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 41B</td>
<td>2</td>
</tr>
<tr>
<td>THEAR 44A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 60-73</td>
<td>3</td>
</tr>
</tbody>
</table>

Music 32 | 3 |
Music 33 | 3 |
Music 34 | 3 |

Other Recommended Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEAR 10</td>
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</tr>
<tr>
<td>THEAR 14AB</td>
<td>3</td>
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<tr>
<td>THEAR 17A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 19A</td>
<td>3</td>
</tr>
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<td>THEAR 44A</td>
<td>3</td>
</tr>
<tr>
<td>Art 4</td>
<td>3</td>
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<tr>
<td>Arch 29B</td>
<td>3</td>
</tr>
<tr>
<td>Arch 31A</td>
<td>3</td>
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<tr>
<td>Draft 50</td>
<td>3</td>
</tr>
<tr>
<td>ID 15</td>
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</table>

Electives from recommended list

3

**COURTROOM VIDEOGRAPHY**

(Certificate)

<table>
<thead>
<tr>
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<th>Units</th>
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<tbody>
<tr>
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<tr>
<td>THEAR 80</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 8A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 8B</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS = 17**

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

* Theatrical Production

**STAGE TECHNOLOGY**

(A.A. Degree)

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEAR 1</td>
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<td>THEAR 6A</td>
<td>3</td>
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<td>3</td>
</tr>
<tr>
<td>THEAR 6A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 18A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 18B</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 17B</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 19A</td>
<td>3</td>
</tr>
<tr>
<td>Art 4</td>
<td>3</td>
</tr>
<tr>
<td>English 41</td>
<td>3</td>
</tr>
<tr>
<td>French 60</td>
<td>3</td>
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</tbody>
</table>
| Additional units to meet the college graduation requirements.

**COSTUME/MAKEUP EMPHASIS**

(A.A. Degree)

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 21ABC</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 22ABC</td>
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<tr>
<td>THEAR 60-73</td>
<td>3</td>
</tr>
</tbody>
</table>

and 6 additional units form the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 6A</td>
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<td>3</td>
</tr>
<tr>
<td>THEAR 17A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 18B</td>
<td>3</td>
</tr>
<tr>
<td>TA 20</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 30</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 40B</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 47B</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 60-73</td>
<td>3</td>
</tr>
<tr>
<td>FD 32</td>
<td>3</td>
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<tr>
<td>FD 40B</td>
<td>3</td>
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<td>FD 60</td>
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Other recommended courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEAR 1</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 15</td>
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<td>3</td>
</tr>
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<td>Art 4</td>
<td>3</td>
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<td>F064</td>
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<td>FD 67</td>
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<td>FD 70</td>
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</table>

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.

**THEATRE ARTS: Transfer**

See Transfer Planning Guide available at the Counseling Center.

**OTHER RECOMMENDED COURSES**

<table>
<thead>
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<th>Units</th>
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<tbody>
<tr>
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</table>

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

**ACTING EMPHASIS**

Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 7A</td>
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</tr>
<tr>
<td>THEAR 35A</td>
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</tr>
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<td>THEAR 40B</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 41A</td>
<td>3</td>
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</table>

and 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEAR 17A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 18A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 47A</td>
<td>3</td>
</tr>
</tbody>
</table>

and 1 additional unit from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 1</td>
<td>3</td>
</tr>
<tr>
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</tr>
<tr>
<td>THEAR 7B</td>
<td>3</td>
</tr>
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<tr>
<td>THEAR 20</td>
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<td>THEAR 27</td>
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<tr>
<td>THEAR 30</td>
<td>3</td>
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<tr>
<td>THEAR 41B</td>
<td>2</td>
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<tr>
<td>THEAR 44A</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 60-73</td>
<td>3</td>
</tr>
</tbody>
</table>

Music 32 | 3 |
Music 33 | 3 |
Music 34 | 3 |

Other Recommended Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 3</td>
<td>3</td>
</tr>
<tr>
<td>THEAR 4</td>
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<tr>
<td>THEAR 5AB</td>
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</tr>
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<td>THEAR 17B</td>
<td>3</td>
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<td>Art 4</td>
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<td>English 48</td>
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<tr>
<td>Music 33</td>
<td>3</td>
</tr>
<tr>
<td>Music 34</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional units to meet the college graduation requirements.

* A repeatable course taken to fulfill a category may be taken again to fulfill another category.
THEATRE STUDIES EMPHASIS
(A.S. DEGREE)

**Major Requirements:**

<table>
<thead>
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<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>THEAR 1</td>
<td>Intro to Media Arts</td>
</tr>
<tr>
<td>THEAR 2A</td>
<td>Technical Production</td>
</tr>
<tr>
<td>THEAR 10</td>
<td>Intro to Theatre</td>
</tr>
<tr>
<td>THEAR 15</td>
<td>Intro to Film</td>
</tr>
<tr>
<td><em>THEAR 21A or 22A Reh/Perf: Technical or Costumes</em></td>
<td>3</td>
</tr>
<tr>
<td>and 6 units from the following:</td>
<td></td>
</tr>
<tr>
<td>THEAR 17A</td>
<td>Set Design</td>
</tr>
<tr>
<td>THEAR 18A</td>
<td>Stage Lighting</td>
</tr>
<tr>
<td>THEAR 40A</td>
<td>Beginning Acting</td>
</tr>
<tr>
<td>THEAR 47A</td>
<td>Costumes: Stage/Screen</td>
</tr>
<tr>
<td>and 6 units from the following:</td>
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</tr>
<tr>
<td>THEAR 3</td>
<td>Stage Confidence</td>
</tr>
<tr>
<td>THEAR 5A</td>
<td>Filmmaking</td>
</tr>
<tr>
<td>THEAR 6A</td>
<td>Screenwriting</td>
</tr>
<tr>
<td>THEAR 7A</td>
<td>TV/Film Acting</td>
</tr>
<tr>
<td>A 17AB</td>
<td>Set Design</td>
</tr>
<tr>
<td>THEAR 18AB</td>
<td>Lighting Design</td>
</tr>
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<td>THEAR 20</td>
<td>Studio Performance</td>
</tr>
<tr>
<td><em>THEAR 21ABC Reh/Perf: Technical</em></td>
<td>3</td>
</tr>
<tr>
<td><em>THEAR 22ABC Reh/Perf: Costumes and Makeup</em></td>
<td>3</td>
</tr>
<tr>
<td>THEAR 26</td>
<td>Improvisation</td>
</tr>
<tr>
<td>THEAR 27</td>
<td>Special Subjects for the Actor</td>
</tr>
<tr>
<td>THEAR 30</td>
<td>Playwriting</td>
</tr>
<tr>
<td>THEAR 40B</td>
<td>Stage Acting</td>
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<tr>
<td>THEAR 44A</td>
<td>Makeup: Stage/Screen</td>
</tr>
<tr>
<td>THEAR 45B</td>
<td>Intermediate Stagecraft</td>
</tr>
<tr>
<td>THEAR 47A</td>
<td>Costumes: Stage/Screen</td>
</tr>
<tr>
<td>THEAR 60-73</td>
<td>Mainstage Performance</td>
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<tr>
<td>Art 4</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>Engl 48</td>
<td>Introduction to Shakespeare</td>
</tr>
</tbody>
</table>

**VIDEO/FILM (A.A. Degree)**

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAR 1</td>
<td>Intro to Media Arts</td>
</tr>
<tr>
<td><em>THEAR 4</em></td>
<td>Digital Editing/Narrative Film</td>
</tr>
<tr>
<td>THEAR 5A</td>
<td>Filmmaking</td>
</tr>
<tr>
<td>THEAR 10</td>
<td>Intro to Theatre</td>
</tr>
<tr>
<td>THEAR 15</td>
<td>Intro to Film</td>
</tr>
<tr>
<td><em>THEAR 21A or 22A Reh/Perf: Technical or Costumes and Makeup</em></td>
<td>3</td>
</tr>
<tr>
<td>and 3 additional units from the following:</td>
<td></td>
</tr>
<tr>
<td>THEAR 3</td>
<td>Stage Confidence</td>
</tr>
<tr>
<td><em>THEAR 4</em></td>
<td>Digital Editing/Narrative Film</td>
</tr>
<tr>
<td>THEAR 7BC</td>
<td>TV/Film Acting</td>
</tr>
<tr>
<td>THEAR 8B</td>
<td>Television Production</td>
</tr>
<tr>
<td>THEAR 14AB</td>
<td>Film Genre</td>
</tr>
<tr>
<td>THEAR 18A</td>
<td>Lighting Design</td>
</tr>
<tr>
<td>THEAR 19A</td>
<td>Movie Special Effects</td>
</tr>
<tr>
<td>THEAR 21</td>
<td>Reh/Perf: Technical</td>
</tr>
<tr>
<td><em>THEAR 22</em></td>
<td>Reh/Perf: Costumes and Makeup</td>
</tr>
<tr>
<td>THEAR 30</td>
<td>Playwriting</td>
</tr>
<tr>
<td>THEAR 40A</td>
<td>Beginning Acting</td>
</tr>
<tr>
<td>THEAR 44A</td>
<td>Makeup: Stage/Screen</td>
</tr>
<tr>
<td>THEAR 60-73</td>
<td>Mainstage Performance</td>
</tr>
<tr>
<td>Art 4</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>Art 55</td>
<td>Introduction to Computer Arts</td>
</tr>
<tr>
<td>Art 57</td>
<td>Computer Animation</td>
</tr>
<tr>
<td>DMIS 56A</td>
<td>Digital Editing 1: Premiere</td>
</tr>
<tr>
<td>English 41</td>
<td>Literature and Film</td>
</tr>
<tr>
<td>Additional units to meet the college graduation requirements.</td>
<td></td>
</tr>
</tbody>
</table>

**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.

**Major Requirements:**

To earn an A.A. degree in Women's Studies, students must complete 20 units from Groups 1, 2, and 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>Introduction to Women's Studies: Knowledge, Gender and Power</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.

**Course**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 16</td>
</tr>
<tr>
<td>Anthr 3*</td>
</tr>
<tr>
<td>Art 4*</td>
</tr>
<tr>
<td>Cours 24*</td>
</tr>
<tr>
<td>Econ 1B*</td>
</tr>
<tr>
<td>Engl 1A*</td>
</tr>
<tr>
<td>Engl 1B*</td>
</tr>
<tr>
<td>Engl 1C*</td>
</tr>
<tr>
<td>Engl 46*</td>
</tr>
<tr>
<td>French 40A</td>
</tr>
<tr>
<td>French 40B</td>
</tr>
<tr>
<td>Hist 4A*</td>
</tr>
<tr>
<td>Hist 17A*</td>
</tr>
<tr>
<td>Hist 17B*</td>
</tr>
<tr>
<td>Human 1A*</td>
</tr>
<tr>
<td>Human 1B*</td>
</tr>
<tr>
<td>Psych 9</td>
</tr>
<tr>
<td>Soc 1*</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.

Course Units
CHS 5 Childcare and Culture 3
Couns 50 Cross-Cultural Perspectives 3
Eng 12 African American Literature 3
Eng 13 Latino/Chicano Literature 3
Eng 18 Asian American Literature 3
Eng 46 Contemporary American Multicultural Literature 3
PE 51 Dance in America: A Cultural Perspective 3
Polt 5 American Ideals and Institutions 3

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

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.

WORD PROCESSING/OFFICE AUTOMATION (A.S. Degree and Certificate)

Major Requirements:
A minimum grade of C (or credit) must be attained in each of the following classes:

Course Units
Bus 66 Human Relations in Business 3
Bus 78 Business Communication 3
CA 20 Introduction to Macintosh OR 1
CA 70 Using Microsoft Windows 1
CA 31B Beg. Word Processing, Microsoft Word AND 1
CA 32B Intern. Word Processing, Microsoft Word 2
CA 31A Beg. Word Processing, WordPerfect AND 1
CA 32A Intern. Word Processing, WordPerfect 2
CA 33A Advanced Word Processing, WordPerfect 3
CS 2 Introduction to Computer Based Systems/ OR 4
CA Electives 3

Recommended Electives:
Course Units
FD 27 Professional Image 3
Bus 51 Introduction to American Business 3
Bus 70 Administrative Procedures and Technology 3
CA 28 Microsoft Office 1
CA 41A Beg. Page Layout, PageMaker 1
CA 81D Beg. DBase FileMaker Pro 1

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

Course Units
CA15 Document Formatting 2
CA10 Computer Keyboarding Speed & Accuracy 1
Engl 58 Writing at Work and Home 1

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.

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

Course Units
Couns 26 Workplace Success Skills 2
CA 15 Document Formatting 2
CA 10 Computer Keyboarding 1
CA 70 Using Microsoft Windows OR 1
CA 20 Introduction to Macintosh OR 1
CA 31B Beginning Word Processing, Microsoft Word 1
CA 62B Beg. Spreadsheets, Microsoft Excel 1
Couns 18 Job Search Methods 1
Libr 6/CA 74 Using the Internet for Research OR 1
CA 73 Internet, Hands-On 1
Libr 5 Basic Information Skills OR 1
Couns 45 Study Skills 1

Explanation of Prerequisites and Corequisites

A PREREQUISITE is a course or skill which is required before you can enroll in a particular course. For example, Chemistry 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 3SA, 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 on this basis, contact the Assessment Office for information on equivalencies and challenges.

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

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

- English 905
- Reading 970, or Reading 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 1 is recommended before you take Political Science 4. 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

- **Couns 919A-C**: Basic Skills for the Disabled
- **Engl 903**: Basic Grammar and Sentence Structure
- **Engl 905**: English Fundamentals: A Prep. course for Engl 1A
- **Engl 975A-D**: Writing Skills
- **Engl 980A-D**: Computer Assisted Writing
- **ESL 975A-D**: English as a Second Language Skills
- **LS 960A-B**: Assessment of Communication Skills
- **LS 961**: Speech Production Skills Level I
- **LS 962**: Speech Production Skills
- **LS 963**: Language Comprehension and Expression I
- **LS 964A**: Language Comprehension and Expression Level II
- **LS 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 900A-B**: Assessment for Learning Disabilities
- **LS 911A**: Effective Learning-Reading Lab
- **LS 911B**: Effective Learning-Math Lab
- **LS 911C**: Effective Learning-Spelling Lab
- **LS 911D**: Effective Learning-Writing Lab
- **LS 911E**: Effective Learning: Learning Strategies Lab
- **LS 912**: Effective Learning: Reading
- **LS 913A**: Effective Learning-Emph. on Fundamental Arithmetic
- **LS 933**: Preparation for Algebra
- **LS 933C**: Effective Learning: Spelling
- **LS 933D**: Preparation for Algebra
- **LS 933E**: Preparation for Algebra
- **LS 937G**: Vocabulary Development Module

### 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. Graded awards 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 58161F 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:

- AL 9  Firearms
- AL 10A  Defensive Tactics
- AL 10B  Defensive Tactics
- AL 37A  Internship
- AL 90ABCD  Safety Services Cadet
- Art 3A  Workshop in Art Gallery and Museum Operations
- Art 37  Introduction to Computer Arts
- Art 38  Computer Arts: Color Design
- Art 39A  Computer Arts: Modeling
- Art 39B  Computer Arts: Animation
- Art 50A  Critical Analysis in Oil Painting
- CA 10  Beginning Computer Keyboarding
- CA 046D  Intermediate Microsoft PowerPoint
- CA 048A  Graphic Preparation for Printing
- CA 98  Multimedia Project
- COUNS 22A-D  Personal Growth
- COUNS 23A-D  Personal Growth
- COUNS 24A-D  Personal Growth
- CTR 20  Lab
- CTR 22  Lab
- CTR 20X  Lab
- CTR 22X  Lab
- CTR 46  Current Workplace Practices in Court Reporting and Related Technologies
- CTR 50S  Court Reporting Workshop-Night (Goal 80)
- CTR 50X, S-50X  CTR Workshop (Goal 80)
- CTR 51X  CTR Workshop (Goal 100)
- CTR 52X  CTR Workshop (Goal 120)
- CTR 53X  CTR Workshop (Goal 140)
- CTR 91  Directed Studies
- CTR 120  20-Hour Dictation
- DMIS 91,92,93  Directed Studies
- ESL 50  Reading Development in ESL
- ESL 61GW  Basic Grammar and Writing 1
- ESL 62GW  Basic Grammar and Writing 2
- ESL 63GW  Sentence Development
- ESL 64GW  Paragraph Development
- ESL 65GW  Composition in English as a Second Language
- ESL 61LS  Basic Listening and Speaking 1
- ESL 62LS  Basic Listening and Speaking 2
- ESL 63LS  Oral Communication 1
- ESL 64LS  Oral Communication 2
- ESL 65LS  Academic Listening and Speaking
- ESL 61RV  Basic Reading and Vocabulary 1
- ESL 62RV  Basic Reading and Vocabulary 2
- ESL 63RV  Intermediate Reading and Vocabulary 1
- ESL 64RV  Intermediate Reading and Vocabulary 2
- ESL 65RV  Academic Reading and Vocabulary
- ESL 68  Pronunciation Skills
- ESL 70  Presentation Skills for ESL Students
- ESL 975A-D  Adv First Aid, CPR & Emergency Care
- ESL 976A-D  Cardiopulmonary Resuscitation
- ESL 977A-D  Internship
- HTech 54A  Internship
- HTech 72  Phlebotomy
- HTech 970  Computer Lab for Speech and Language Development
- HTech 991AB  AdapTech Assisted Instruction
- HTech 992A  AdapTech Word Processing
- HTech 993A  Effective Learning: Reading Lab
- HTech 993B  Effective Learning: Math Lab
- HTech 993C  Effective Learning: Spelling Lab
- HTech 993D  Effective Learning: Writing Lab
- HTech 993E  Effective Learning: Learning Strategies Lab
- LS 932  Learning Efficiency Assistance Program
- LS 934  Learning Efficiency Assistance Program
- LS 936  Speech Production Skills
- LS 962  Language Comprehension and Expression I
- LS 975  Successful Study Skills
- MUSIC 20  Ear Training Fundamentals
- MUSIC 22  College Chamber Ensemble
- MUSIC 36  Guitar
- MUSIC 40  Concert Choir
- MUSIC 41  Mixed Chorus
- MUSIC 42  College Chorale
- MUSIC 48  Symphony Orchestra
- MUSIC 49  Symphonic Band
- MUSIC 51  Jazz Ensemble
- MUSIC 53  Instrumental Chamber Music Ensemble
- MUSIC 60  Masterworks Chorale
- MUSIC 61  Vocal Jazz Ensemble
- PE 1.00  Adapted Perceptual Motor Development
- PE 1.01  Adapted Sports Conditioning: Aquatic Training
- PE 1.10  Adapted Weight Training
- PE 1.11  Adapted Stretch & Flex
- PE 1.20  Adapted Walk, Wheel & Roll Aerobics
- PE 2.01  Water Polo
- PE 2.02  Lifeguarding
- PE 2.03  Stockboard Diving
- PE 3.01  Afro-Jazz Dance
- PE 3.05  Choreography for Modern and Jazz Dance
- PE 3.08  Flamenco Dance of Spain
- PE 3.18  Dance Workshop
- PE 3.19  Rehearsal & Performance in Dance
- PE 3.28  Dance Repertory (A-F)
- PE 3.30  Dance: Beginning HipHop
- PE 3.31  Dance: Intermediate HipHop
- PE 3.32  Beginning Lindy Hop and Swing
- PE 3.33  Dance Intensive
- PE 4.03  Fitness, Aerobics
- PE 4.05  Fitness, AquAerobics
- PE 4.06  Deep Water Jogging
- PE 4.07  Fitness, Competitive Athletics
- PE 4.12  Fitness, Stretching and Flexibility
- PE 4.13  Fitness, Walking
- PE 4.14  Fitness, Water Exercise
- PE 4.16  Fitness, Weight Training
- PE 4.18  Personal Fitness Appraisal
- PE 4.22  Fitness, Step
- PE 4.27  Yoga for Health
- PE 4.28  Fitness, Jogging
- PE 4.29  Body Sculpting
- PE 4.30  Functional Fitness
- PE 4.31  Core Training
- PE 4.32  Fitness Bootcamp
- PE 4.33  Cardio Cross Training
- PE 6.03  Self Defense
- PE 6.05  Techniques Amateur Wrestling
- PE 6.09  Cardio Kickboxing
- PE 6.10  Tai Chi
- PE 7.04  Intro to Sport Climbing/Rock Climbing
- PE 7.15  Alpine Skiing
- PE 7.16  Cross Country Skiing
- PE 7.23  Scuba Diving
- PE 7.24  Scuba Diving-Advanced
- PE 7.25  Triathlon Training
- PE 8.01  Arena Football
- PE 8.03  Baseball - Advanced
- PE 8.04  Basketball - Men
- PE 8.07  Advanced Techniques Football
- PE 8.10  Soccer - Women
- PE 8.14  Track and Field Fundamentals—Advanced
- PE 9.01  Intercollegiate Baseball—Men
- PE 9.02  Intercollegiate Basketball—Women
- PE 9.03  Intercollegiate Basketball—Men
- PE 9.04  Intercollegiate Cross Country—Men
- PE 9.05  Intercollegiate Cross Country—Women
- PE 9.06  Intercollegiate Football—Men
course repetition

The following courses may be repeated two times:

- ART 50B: Critical Analysis in Acrylic Painting
- ART 50C: Critical Analysis in Water Color
- ART 50D: Critical Analysis in Mixed Media Painting
- BIO 52: Biology Skills and Concepts
- BUS 71: Office Record Keeping
- BUS 72: Office Communications
- CHS 30A: Success Strategies
- CA 10: Computer Keyboarding
- DMIS 94ABC: Computer Skills Development
- COURS 41: Student Government Activities Practicum
- CTR 6A1: Court Reporting Theory I
- CTR 6B1: Court Reporting Theory I
- CTR 30A: Court-Computer-Aided Dictionary
- CTR 44: Court Reporting Apprenticeship
- FD 12A: Electronic Patternmaking
- FD 14: Electronic Pattern Digitizing (pattern input)
- FD 15: Electronic Pattern Grading (pattern sizing)
- FD 30A: Success Strategies for Fashion Design Internship
- FD 84: Electronic Pattern Grading (pattern sizing)
- LS 961: Speech Production Skills I
- LS 962: Speech Production Skills II
- LS 963: Language Comprehension & Expression Level I
- LS 965: Auditory Perceptual Skills
- LS 966: Advanced Auditory Perceptual Skills
- PHYS 52: Physics Skills and Concepts
- RUSS 51B: Russian Conversation & Culture
- RUSS 61B: Russian Conversation & Culture
- THEAR 004: Post-Production: Digital Editing of the Narrative Film
- THEAR 33B: Musical Comedy Workshop
- THEAR 33B: Musical Comedy Workshop

The following courses may be repeated once:

- AJ 30AB: Justice Field Experience
- AJ 38: Spanish for Public Safety and Emergency Personnel
- AJ 150A-Z: Pre-Service Justice Training
- ART 053A: Computer Graphics Overview
- ART 053B: Computer Animation Overview
- ART 053C: Web Arts Overview
- ART 055: Introduction to Computer Arts
- ART 057A: Modeling for Animation
- ART 057B: Animation
- ART 58: Promotional Animation
- ART 59: Animation Studio
- BIO 50: Human Cadaver Dissection
- BIO 13: Natural History of California
- BIO 110B: Thoroughly California
- BUS 71: Office Record Keeping
- BUS 72: Office Communications
- CA 20A: Learning the Macintosh Desktop
- CA 24A: Creating Documents & Graphics Using QuarkXPress
- CA 24B: Creating Effective Spreadsheets Using QuarkXPress
- CA 24C: Introduction to Microsoft Office
- CA 28D: Microsoft Office: Integrating Word & Excel
- CA 31A: Beg Word Processing, WordPerfect
- CA 34A: MS Word: Basic Features
- CA 34B: MS Word: Indents, Tabs & Tables
- CA 34C: MS Word: Report Formatting Features
- CA 34D: MS Word: Mail Merge
- CA 34E: MS Word: From 5.1 to 6.0 to 7.0
- CA 46C: Creating a Presentation Using PowerPoint
- CA 040D: Intermediate Microsoft PowerPoint
- CA 048A: Graphic Presentation for Printing
- CA 54: Quicken for Home and Business
- CA 62A: Beg Spreadsheets, Microsoft Excel
- CA 62B: Learning the Basics of Excel
- CA 62E: Creating Charts in Excel
- CA 70A: Getting Around Windows
- CA 81A: Beg Database, dBase
- CA 81D: Beg Databases, Filemaker Pro
- CA 86: CAD: Designing Textures & Backgrounds
- CA 96I: Creating Web Pages for the Home User
- CHIN 050A: Basic Conversational Mandarin Chinese and Culture
- CHIN 050B: Basic Conversational Mandarin Chinese and Culture
- CHIN 058A: Chinese Immersion
- CHS 87: Methods of Observation in Early Childhood Settings
- CTR 10D: 80 WPM Speed Goal
- CTR 12D: 120 WPM Speed Goal
- CTR 14D: 140 WPM Speed Goal
- CTR 16D: 160 WPM Speed Goal
- CTR 18D: 180 WPM Speed Goal
- CTR 20CD: 200 WPM Speed Goal
- CTR 22CD: 200 WPM Speed Goal
- CTR 24: English Review for the Court Reporter
- CTR 30B: Computer Aided Medical Dictionary
- CTR 30C: Computer Aided Medical Dictionary
- CTR 34: Medical Dictation for the Court Reporter
- DMIS 9: Digital Typing/90
- DMIS 20A: Web Development I
- DMIS 20B: Web Development II
- DMIS 20C: Web Development III
- DMIS 25: Internet Marketing I
- DMIS 26: Web Applications: User Analysis, Documentation, Use Cases, and UML
- DMIS 28: Graphic Preparation for the Internet
- DMIS 60: Web Page Design, Dreamweaver
- DMIS 61: Web Graphics: Fireworks
- DMIS 62A: Flash 1: Creating Interactive Web Pages
- DMIS 62B: Flash 2: Scripting and Web Interfaces
- DMIS 64: 3D Application Graphics
- DMIS 70A: XML Technologies I
- DMIS 70B: XML Technologies II
- DMIS 72: Wireless Technologies
- DMIS 85: CAD: Scanning & Color Printing
- DMIS 100: Special Topics
- DRAFT 76: Advanced Auto Cad
- ENGR 60: Introduction to Math CAD
- ENGL 980A-D: Computer Assisted Writing
- FD 12A: Electronic Patternmaking I Intensive
- FD 12B: Electronic Patternmaking II Intensive
- FD 12Bi: Electronic Patternmaking 2 Intensive
- FD 12C: Electronic Patternmaking 3 Intensive
Students may repeat the following classes for a maximum of 6 units total:
At Directed Studies 91, 92, 93

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

Course Repetition
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. 3 hrs scheduled by student
5 Lecture hrs per week
6 Necessary course and /or skills to take this class
7 Concurrent: may be taken at the same time
8 Corequisite must be taken at the same time
9 Acceptable for credit to university/ies
10 Course description

2 EXPERIMENTAL PSYCHOPHYSIOLOGY

3 4 Units
5 Lecture 2 hours; lab 3 hours lab, 3 hours by arrangement
6 Prerequisite: Psych 01
7 Corequisite: 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...
Accounting

THE FACULTY
Lana Bone
Randy R. Castello
Clo Ann Hampton

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 work sheets, 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. (ACCTG 10+11=CAN BUS SEQ A)

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

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 of financial statement analysis. Microcomputer applications of these topics will be covered in the lab.

• 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.
Administration of Justice

THE FACULTY
Marge Faulstich
James E. Smith

1 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE
3 units
Acceptable for credit: University of California, California State University.
This course will offer students the opportunity to learn about the history and philosophy of justice as it evolved throughout the world. There will be an in-depth study of the American system and the various subsystems; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causations, punishments and rehabilitation; ethics, education and training for professionalism in the social system. This course may also be taught in a distance learning format. (CAN AJ 2)

2 CONCEPTS OF CRIMINAL LAW
3 units
Lecture 3 hours; lab 2 hours
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, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system.

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 6)

5 CRIMINAL INVESTIGATION
3 units
Lecture 3 hours; lab 2 hours
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 patrol activities to include functions of patrol, traffic and other preliminary investigative duties of the field officer; techniques for planning patrol activities; handling complaints and requests for services; mechanics of field interviews, searches and arrests; the handling of traffic-related problems; civil and domestic disturbances and other community crime incidents.

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.

20 COMMUNITY RELATIONS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University. The relationship of criminal justice agents and the community; causal and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavioral causes; ways to develop and maintain amicable relationships. This course may also be taught in a distance learning format.

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 infusion of organized crime into legitimate business.

27 COMPUTERS IN LAW ENFORCEMENT
3 units Lecture 3 hours, lab 2 hours by arrangement Acceptable for credit: California State University. This course will provide students with a better understanding of law enforcement computer systems, related applications, and computer related crimes. Computer programs will be utilized for crime report writing, crime-scene sketches, evidence reports, in-house justice agency memos, and related criminal justice written projects. Course requires 2 hours per week by arrangement in the computer lab.

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 IV security). Students are subject to justice institution security clearances, and those convicted of a Felony may be excluded. Must be 18 or older to visit Penal Institutions. Credit/No Credit Option.

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.

• 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.
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 Highway 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
3 Units 3 Lecture Hours, 2.0 Lab Hours by Arrangement
Acceptable for credit: California State University. History and development of firearms are briefly discussed. Various types of firearms are introduced and their functions examined. Laws pertaining to firearm ownership, possession, use, and transportation are studied. Firearm safety is addressed. This course is West Valley College AA/AS applicable. Credit/No Credit Option.

37A ADMINISTRATION OF JUSTICE INTERNSHIP -SEMINAR
3.0 Units 1.0 Lecture Hours, 10.0 Lab Hours by Arrangement
Acceptable for Credit: California State University. Administration of Justice pre-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. This course may also be taught in a distance learning format. 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 refernces to safety personnel needs. This course may be repeated once. Credit/No Credit Option. Dual listed with SPAN 40A. This course may also be taught in a distance learning format.

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 (8 weeks)
This introductory course provides an overview of careers in legal fields, such as law enforcement, legal secretary, medical transcription, court reporting, paralegal, and park ranger; 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 A.A./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 but not included in regular courses offered by the college. Registration by contact with and only upon consent of the instructor.

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.

160I PC 832, LAWS OF ARREST, SEARCH AND SEIZURE
3 units Lecture 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 he 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)

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

Archaeology

(See Anthropology)

Architecture

(See also Landscape Architecture)

THE FACULTY
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.

• 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.
### 31B Architectural Design
- **Units:** 3
- **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.
- **Description:**
  - 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.

### 32A Introduction to Architecture and Environmental Design
- **Units:** 2
- **Lecture:** 2 hours
- **Acceptable for Credit:** University of California, California State University.
- **Description:** 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.

### 33A Architectural Design
- **Units:** 3
- **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.
- **Description:**
  - The study of visual phenomena with application to elementary composition dealing with the elements and principles of design. Analytic techniques and problem solving methodologies. Offered FALL ONLY.

### 33B Architectural Design
- **Units:** 3
- **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.
- **Description:**
  - 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.

### 34A Architectural Practice
- **Units:** 3
- **Lecture:** 2 hours; lab 4 hours; lab 2 hours by arrangement
- **Prerequisites:** ARCH 10 and ARCH 70, ARCH 30
- **Corequisite:** ARCH 33A
- **Recommended Preparation:** Math 103/103R
- **Corequisite:** Math 3B
- **Acceptable for Credit:** California State University.
- **Description:**
  - An overview of the design process for a 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.

### 35B Stress Analysis
- **Units:** 2
- **Prerequisite:** Arch 35A
- **Corequisite:** Math 3B
- **Acceptable for Credit:** California State University.
- **Description:**
  - Stress analysis of statically determinate and indeterminate structures.

### 36 Introduction to Urban Environment
- **Units:** 3
- **Lecture:** 3 hours
- **Acceptable for Credit:** California State University.
- **Description:** 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
- **Units:** 3
- **Lecture:** 2 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.
- **Description:** 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
- **Units:** 1-3
- **Laboratory:** 3, 6, 9 hours by arrangement
- **Prerequisite:** Interview with instructor to determine objectives and write a contract.
- **Acceptable for Credit:** California State University.
- **Description:** 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
- **Units:** .5-3
- **Lecture and/or Lab:** .5 to 9 hours
- **Description:** The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.
**Art**

**THE FACULTY**
Heidi Brueckner  
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 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) (ART 1A+1B=CAN ART SEQ A)

### 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, 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.

### 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.  

### 1B 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.

**REQUISITES 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.**
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.
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 editing, 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: 47B
Acceptable for credit: University of California, California State University.
Mixed media such as crayon, oil pastel, oil based media in conjunction with watercolor will be used. Emphasis will be placed on line, texture and motion. Collage techniques will be explored; painting on substances other than standard watercolor surfaces will be taught. Personal artistic development will be encouraged.

47D 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.
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 31A and Art 33A.
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 49A
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 49B
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.
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.

53A COMPUTER GRAPHICS OVERVIEW
1 unit
Lecture 2 hours; lab 2 hours;
1 lab hour by arrangement (6 weeks)
Acceptable for credit: California State University.
This course will introduce students to basic computer graphics terms and techniques. Students will be provided instruction on scanning, digitizing and downloading art work; digitally creating and manipulating text, graphics and color; and outputting to video, print and/or the web. This course is West Valley College A.A./A.S. degree applicable and may be repeated once Credit/No Credit Option.

53B COMPUTER ANIMATION OVERVIEW
1 unit
Lecture 2 hours; lab 2 hours;
1 lab hour by arrangement (6 weeks)
Acceptable for credit: California State University.
This course will introduce students to basic 2D and 3D computer animation terms and techniques. The principles of effective storyboard, composition and key framing as they relate to CGI (Computer Generated Imaging) for film and 2D animation for the web will be emphasized. This course is West Valley College A.A./A.S. degree applicable and may be repeated once. Credit/No Credit Option.

53C WEB ARTS OVERVIEW
1 unit
Lecture 2 hours; lab 2 hours;
1 lab hour by arrangement (6 weeks)
Acceptable for credit: California State University.
This course will introduce students to the basic terms and techniques used by artists producing expressive content for the world wide web. This course is West Valley College A.A./A.S. degree applicable and may be repeated once. Grade or Credit/No Credit Option.

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
Acceptable for credit: California State University.
Recommended preparation: Art 31B and 33C
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.

55A MODELING FOR ANIMATION
3 units
Lecture 3 hours; Lab 3 hours; Lab by arrangement 2 hours
Acceptable for credit: California State University.
Recommended preparation: Art 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. This course may be repeated once. Credit/No Credit Option.

57A ANIMATION
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 49A and 33C
Acceptable for credit: California State University.
Plan to utilize technology in instruction. The course will provide an overview of computer animation skills. It covers inverse kinematics, and particle simulation and students will be provided instruction on scanning, digitizing and downloading art work; digitally creating and manipulating text, graphics and color; and outputting to video, print and/or the web. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable. 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
Acceptable for credit: California State University.
This course provides students with the opportunity to develop intermediate to advanced Computer Animation skills. It covers object and effects animation, character animation including inverse kinematics, and particle simulation. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. This course may be repeated once. Credit/No Credit Option.
65A CERAMICS HANDBUILDING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: ART 055, ART 056
This course introduces students to the basic elements and principles of creating effective visual promotion with a special emphasis on computer animation. The course will include exploration of creative ideas, concept and layout work, storyboarding, etc. Principles of advertising psychology, image creation and measurement techniques for effective communication will also be discussed. The course has a strong emphasis on creative problem solving along with hands-on experimentation. This course is West Valley College Degree Certificate applicable, and can be repeated once. Credit/No Credit Option.

65B CERAMICS HANDBUILDING
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 Certificate applicable and may be repeated once. Credit/No Credit Option.

65C CERAMICS HANDBUILDING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: ART 65A
This course focuses on advances in ceramics/handbuilding techniques, firing kilns, clay body construction, and ceramic decorative effects. Further development of 3-D design concepts, development of projects to individualized self-expression. 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
The student will study and develop basic skills and techniques using the potter's wheel. Instruction will be offered in wheel-throwing, clay and glaze formulation, construction, stacking and firing of ceramic kilns. Development of aesthetic awareness of three-dimensional formats and designs.

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
Advanced wheel-throwing course directed toward refinement of skills on potter's wheel, production-throwing techniques, advanced kiln-firing techniques, clay compositions, thrown sculpture, complex thrown ceramics ware, and combination of hand-built and wheel-thrown forms.

75A THREE-DIMENSIONAL DESIGN: METAL
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: California State University
This is a studio course introducing students to the elements of design and metalsmithing techniques used in the creation of metal objects. Introductory problems will involve those concepts specific to the potential of metal, i.e., structure, surface, color, function, etc. Students will develop an aesthetic vocabulary leading to independent critical judgment.

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
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.

• 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.
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 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.

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.

85A SCULPTURE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University.
Art 85A is an introductory course in sculpture emphasizing individual expression. Subtractive, additive and fabrication techniques presenting modeling, casting and carving; utilizing clay, wood, cast stone, metal, etc. (CAN ART 12)

85B SCULPTURE
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 85A.
Acceptable for credit: University of California, California State University.
Art 85B concentrates study and exploration on the development of a personal style of sculptural design.

88A METAL-SCULPTURE CASTING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Acceptable for credit: California State University.
A basic course in metal-sculpture casting. Developing skill in lost wax and lost techniques with emphasis on three-dimensional design.

88B METAL-SCULPTURE CASTING
3 units
Lecture 2 hours; lab 4 hours, lab 2 hours by arrangement
Recommended preparation: Art 88A
Acceptable for credit: California State University.
Advanced study of the metal-casting process with emphasis on development of a personal form.

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.
Student may apply for Directed Studies in any art or art history course currently offered, provided they have successfully completed the first year of the course, applied for and obtained the consent of the instructor. Directed Studies course unit credit to be determined by the instructor based on the student’s objectives.

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.

Astronomy

THE FACULTY
Benjamin Mendelsohn

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 Hemisph eric 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 SOLAR SYSTEM ASTRONOMY
3 units  Lecture 3 hours
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
A course in descriptive astronomy, with emphasis on the evolution, structure and behavior of the Solar System and its contents. The conditions that allow for the presence of life on Earth are sought elsewhere in space and the possibility of establishing contact with extraterrestrial intelligence is considered. The thrust toward the colonization of space is used as a theme to focus the vast amount of knowledge accumulated with modern telescopes and satellites.

11 STELLAR ASTRONOMY
3 units  Lecture 3 hours
(Also offered as a television course),
Recommended preparation: Math 902
Acceptable for credit: University of California, California State University.
A course in descriptive astronomy, with emphasis on stars: their origin and evolution, their distribution within the galaxies, and the origin of the universe within which the galaxies of stars are found. The possibility of communicating with distant technical civilizations is used as a theme to focus the vast amount of knowledge accumulated with modern telescopes and satellites.

Biology

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

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 function and structure, as well as how human systems interact with their internal and external environment. Laboratory work includes hands on application of concepts discussed in lectures through dissection, computer simulations and field work. A passing grade in both lecture and laboratory is required to receive credit for this course. Biology 11 is not open to students who have completed Biology 10 with a grade of C or better.

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.

• 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.
15 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. Students will look at conservation as it pertains to water, timber, wildlife, soil and air. This course is West Valley College A. A. degree applicable for general education under Area B, Natural Science -Mathematics. It is dual listed with PKMG 014, Conservation of Our Natural Resources.

18 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.

34 TROPICAL ECOLOGY

4 Units  3.0 Lecture Hours, 3.0 Lab Hours

Acceptable for credit: California State University

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

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

35 BIOLOGY OF BIRDS

3 Units  2.0 Lecture Hours, 2.0 Lab Hours, 1.0 Lab Hour by Arrangement

Acceptable for credit: California State University

This course introduces the natural history and biology of birds. The anatomy, ecology, diversity, behavior, and identification of birds will be explored through lectures, laboratories, slide presentations, and field trips. The biology of birds in Santa Clara County will be emphasized. The course is directed towards biology students, science educators (K-12), natural history museum and environmental docents, environmental educators, as well as bird enthusiasts. This course is West Valley College AA/AS degree applicable.

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 106/106R

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

This course introduces the principles and concepts of biology with emphasis on the structure, function, and natural history of animals. Use of the scientific method is emphasized throughout. General cell structure and function, Mendelian genetics, cladistics and evolution hypotheses, animal development, and population and community ecology are also covered. The comparative study of major taxonomic groups of protists and animals include morphology, physiology, development, adaptation, and natural selection. (CAN BIOL 4)

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 biome to populations. A brief survey of plant cell fundamentals includes structure and 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 eucaryotic cells and viruses, bacterial and protistan taxonomy, meiosis, molecular and population genetics, genetic engineering, and hypotheses of the origin of life. Normally offered FALL ONLY. (CAN BIOL 2; CAN BIOL 41+42+43=CAN BIOL SEQ A)

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)

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.
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 the liberal arts student, 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; BIOL 47-48=CAN BIOL SEQ B)

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 is West Valley College Degree Applicable. This course may be repeated once.

52 BIOLOGY SKILLS AND CONCEPTS
.5 unit Lecture 1.5 hours (6 weeks)
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

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

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. (Check with your counselor for transfer exceptions)

This course is an introduction to law relating to the conduct of business, the meaning and sources of law, organization of courts and court procedures, and fundamental principles of the law of contracts and agency. A fundamental understanding of common law principles is achieved by analyzing selected cases and court decisions. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option. (CAN BUS 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 principles 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.

• 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 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 staff 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.

34 HUMAN RESOURCE 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 human resources management in public and private organizations. Specific areas of human resource management to be studied will be: the principles and methods involved in recruitment, selection and placement of employees; affirmative action programs, training and development; performance appraisals; compensation and benefits; legal aspects of human resources administration; and governmental regulations and statutes. This course is West Valley College A.A./A.S. degree and certificate applicable. Credit/No Credit Option.

35 RETAIL 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 the various kinds of retail firms and the competitive environment in which they operate. Studies will cover: consumer behavior, product analysis, location and store layout, personnel administration, sources and logistics of material movement, pricing and other merchandise mathematics, retail promotion, budgeting, and the evaluation of store operations. This course is West Valley College A.A./A.S. degree and certificate applicable. 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 relationships, production and products liability, accounting, marketing, personnel 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 required 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.

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.
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; CAN 1A+1B=CAN CHEM SEQ A)

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.

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
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, most biology majors, and for pharmacy, pre-medical and pre-dental students.

12B ORGANIC CHEMISTRY
5 units
Prerequisite: Chem 12A.
Acceptable for credit: University of California, California State University.
A continuation of Chemistry 12A.

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

30B FUNDAMENTALS OF CHEMISTRY
3 units
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. (CAN CHEM 6; CAN CHEM 30A+30B=CAN CHEM SEQ B)
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
Katherine Moore Wines

54 INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 units Lecture 1 hour; lab 6 hours; lab 1 hour by arrangement
Acceptable for credit: California State University
This foundation course explores the field of early childhood education from historical and social perspectives. It focuses on the roots of early childhood education as a profession and its growth over the past 100 years. Students will participate in the Child Studies Department’s Child Development programs on campus and gain pre-professional field experience in working with young children within an emergent play based curriculum model. This course is West Valley College A.A./A.S. degree and certificate applicable.

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 FCS 14) Credit/No Credit Option. This course is WVC degree and certificate applicable.

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. This course is WVC degree and certificate applicable.

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. Thorough discussion and information about licensing requirements, child development permits, teaching credentials, certificate programs and professional preparation for parent education are included. Students engage in a self assessment, discuss the trends regarding various jobs, and look at salary and training requirements for different professional roles. Credit/No Credit Option. This course is WVC degree and certificate applicable.

51 EARLY FIELD EXPERIENCE IN THE ELEMENTARY CLASSROOM
3 units Lecture 2 hours; lab 2 hours; 1 lab hour by arrangement
Acceptable for credit: California State University
This course is an introduction to life in the elementary school. It is designed to provide students, through observation and participation in an elementary school classroom, with the early knowledge and skills necessary to further pursue a career as elementary school teachers. This course is West Valley College A.A./A.S. degree and certificate applicable.

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.

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

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 relationships with their own children. Opportunities to analyze approaches to learning in the realm of the intellectual, emotional and social development will be given. This course is West Valley College A.A./A.S. degree applicable. 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; 1 lab hour by arrangement
Acceptable for credit: California State University.
An introduction to human growth and development from ages five through twelve, covering physical, language, cognitive, and social development of the child. Discussions will cover current issues related to the school age child such as school readiness, kindergarten policies and practices, elementary school experiences, and the influence of society. After-school care, developmentally appropriate practices, activities, and licensing are also covered. The course is designed for those who are or desire to be employed as instructional aides in child-care facilities, preschool or elementary school districts, or for parents of children ages 5 through 12. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

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. This course is West Valley College degree and certificate applicable.

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 arts materials, designing print rich environments, and planning language experiences for young children. Observations of children, language sampling, and group activities are included. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

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

60 CHILDREN’S WAYS OF THINKING AND KNOWING
3 units Lecture 3 hours; 1 lab hour by arrangement
Acceptable for credit: California State University.
This course provides an examination of cognitive development in young children. It emphasizes developmentally appropriate learning experiences which will enhance the child’s thinking and understanding of the physical and social world. Brain development; developing social knowledge; implications of Piaget’s and 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. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

61A PRACTICUM IN EARLY CHILDHOOD EDUCATION
4 units Lecture 3 hours; lab 3 hours; 2 lab hours by arrangement
Acceptable for credit: California State University.
This course focuses on integrating and applying knowledge and understanding of the processes of child growth and development to group settings with young children. It provides students with an opportunity to participate in the Early Childhood Programs of the Child Studies Department of West Valley-College. Students will observe, interact with children, parents, and staff, and plan developmentally appropriate experiences for young children under the guidance of the course instructor. Students participate four hours per week in one of the Child Development Centers on campus. This course is West Valley College degree and certificate applicable.

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. This course is West Valley College degree and certificate applicable.
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. This course is West Valley College degree and certificate applicable. 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. This course is West Valley College degree and certificate applicable. 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. This course is West Valley College degree and certificate applicable.

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. This course is West Valley College degree and certificate applicable.

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, preventative health practices, infant CPR and injury prevention. This course is designed to meet state requirements in accordance with AB 962. This course is West Valley College degree and certificate applicable. Credit/No Credit Option.

67 CREATIVE ART EXPERIENCES AND DEVELOPMENT
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.

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 information 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.

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 information 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.

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 NAEC
Accreditation self-study materials designed for use in assessing staff performance and program quality will be thoroughly discussed in an in-depth analysis of ongoing 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.

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.
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 discussion, 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.

50A 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.

50B FOSTER PARENT EDUCATION

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

50C INDEPENDENT LIVING

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

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
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 extemporaneous speaking. Includes involvement in interpersonal transactions, study of the role of the listener in oral communication, understanding audience-speaker relationship, research, organization, reasoning, and style. This course satisfies the 3 unit oral communication requirement for IGETC and CSU. (CAN SPCH 4)

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

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

20 ARGUMENTATION AND DEBATE
3 units  Lecture 3 hours
Prerequisite: English 905  
Recommended Preparation: ESL 65 LS for ESL students.
Acceptable for credit: University of California, California State University.
A basic course in argumentation and debate in which the student will learn the means of discovering and supporting intelligent decisions and effectively presenting them in oral and written modes. Attention will be given to distinguishing fact from inference; presenting, analyzing, and refuting propositions of fact, value, and policy; differentiating between inductive and deductive reasoning; analyzing reasoning from sign, cause, analogy, and example; correct use and analysis of evidence; and the identification and analysis of material and psychological fallacies. This course satisfies the 3 unit oral communication requirement for IGETC and CSU. Credit/No Credit Option. (CAN SPCH 6)

25 IMPROVING RELATIONSHIPS THROUGH COMMUNICATION
3 units  Lecture 3 hours
Acceptable for credit: California State University.
An investigation into the concepts of communication as dialog through reading and discussion of pertinent literature. The concept of dialog will be related to the human experience of friendship. Emphasis will be on developing a wide range of skills which promote one-to-one communication. Repeated opportunities will be given for practice both in and out of class. Dually listed with Counseling 25. Students may receive credit for one course only. Counseling 25. This course satisfies the AA degree and CSU transfer Area E requirement. Credit/No Credit Option. Credit/No Credit Option.

Speech Development
(See Supported Education)

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/INTERNET SERVICES

THE FACULTY

Carolee Kahn
Donette Dake
Karina Dundurs
Vivian Lock

10 COMPUTER KEYBOARDING
1 unit
Lecture 3 hours; Lab by arrangement 2 hours (6 weeks)

This course is designed for all students who want to develop good computer keyboarding skills. Beginning students will learn the touch system of keyboarding, and students who already know the keyboard will improve their basic keyboarding techniques to develop speed and accuracy. There will be extensive drill practice and time skill development exercises with personalized instruction based on individual needs. This course is West Valley College Certificate applicable and 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.

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, file system, 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 CLARISWORKS
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)

Recommended preparation: CA 10 and CA 20 or CA 70

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.

24B CREATING EFFECTIVE SPREADSHEETS USING CLARISWORKS
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)

Recommended preparation: CA 10 and CA 20 or CA 70

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 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. An introduction to the Microsoft Works program on the Apple Macintosh computer. Topics covered include: preparing documents with the word-processing module, using the database, creating spreadsheets, and communicating with other computing resources using communications applications. Credit/No Credit Only.

28 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, 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 Microsoft 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.

• 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.
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 preparation: 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
Lecture 3 hours, Lab 2 hrs. by arrangement. (6 weeks)
Recommended preparation: CA 10 and CA 20 or CA 70
Acceptable for credit: California State University.
The syntax and structure of the software and basic operating procedures of a word processing program to produce mailable documents for personal and business use will be taught in this course. Specific topics to be included are menu, icon and key commands, cursor control, basic input and editing procedures, file handling, character, paragraph, and page format features, file management, print features, and practice in simple document formatting. Courses will be offered on Macintosh and PCs. Credit/No Credit Only.

32B INTERMEDIATE WORD PROCESSING, MICROSOFT WORD
2 units each
Lecture 3 hours, lab 2 hrs by arrangement (12 weeks)
Recommended preparation: CA 31A
Acceptable for credit: California State University.
The more advanced features of a word processing program to produce business documents will be taught in this course. Topics covered include footnoting, using styles, creating tables, sorting, indexing and tables of contents, using glossaries, libraries, or macros, outlining, calculating, merging, using graphic features, drawing, and importing information. Software features will be used to produce letters, statistical documents, and reports. Courses will be offered on Macintosh and PCs. Credit/No Credit Option.

32E 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.

32G MICROSOFT OFFICE: OLE 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 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.

33B ADVANCED WORD PROCESSING, MICROSOFT WORD
3 units each
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation:
This course will provide students with the opportunity to refine their ability to use key stroke short cuts, icons and ribbons, and macro capability of the word processing program to personalize the software and produce complicated business documents. Also included will be desktop publishing features of the program and working with program manuals to learn all features of the program.
Courses will be offered on Macintosh and PCs. Credit/No Credit Option.

34A MICROSOFT WORD: BASIC FEATURES
.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 Microsoft Word interface: menus, toolbars, dialog boxes, and commands. Also included are fundamental elements of editing: inserting, deleting, aligning, copying, moving, saving, and printing. Other topics covered include simple formatting of text and accessing the help menu to assist in learning additional features of the program. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Option.

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 footnote; 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 quality 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.

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.
35A WORDPERFECT FOR THE LAW OFFICE
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CA 32A
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 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 course is West Valley College Degree and Certificate applicable. Credit/No Credit Only. (Dual listed with CTR 035M and PARA 065B)

46B PRESENTATION, POWERPOINT
1 unit
Lecture 3 hours; lab 2 hrs by arrangement (6 weeks)
Recommended preparation: CA 20 or CA 70
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.

46C CREATING A PRESENTATION USING POWERPOINT
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
The course will cover how to design slides, outlines, note pages, and slide masters and add graphics to their presentations. This course is West Valley College Degree and Certificate applicable and can be repeated once. Credit/No Credit Only.

46D INTERMEDIATE MICROSOFT POWERPOINT
1 unit
Lecture 3 hours; Lab by arrangement 2 hours (6 weeks)
Recommended Preparations: CA 010 and CA 020 or CA 070
This is an intermediate Microsoft PowerPoint course for integrating multimedia into presentations. Students will develop presentations incorporating multimedia technology, drawings, clip art, audio, video and animation. Students will also customize PowerPoint’s windows and settings. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable. This course may be repeated once. 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 FOR HOME AND BUSINESS
1 unit
Lecture 3 hours, 2 Lab Hours by Arrangement (6 weeks)
Recommended Preparation: CA 010
This course is designed to introduce students to the basic features of managing home and small business finances with Quicken. This course is non AA/AS degree applicable and may be repeated once. Credit/No Credit Only.

54D LEARNING THE BASICS OF EXCEL
1 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 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.

54E 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.

54F EXCEL: LINKING, PIVOT TABLES AND BASIC PROGRAMMING
.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 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.

54G INTERMEDIATE SPREADSHEETS, MICROSOFT EXCEL
2 units
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)
Recommended preparation: CA 10 and CA 20
Acceptable for credit: CA 62B
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 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 unit
Lecture 2 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 Extension (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 design 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

82B INTERMEDIATE DATABASE, MICROSOFT ACCESS
2 units each
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)
Recommended preparation: CA 81B for CA 82B; CA 81D for CA 82D.
Acceptable for credit: California State University. This course provides students with the opportunity to use a file management program and students receive instruction on how to create and manage database files. Emphasis will be on techniques that promote operational efficiency, effective design, and proper management of database files. Advanced features of the program will be emphasized. Courses will be offered on Macintosh or IBM PCs. They may be repeated once. Credit/No Credit Option.

86 CAD: DESIGNING TEXTURES AND BACKGROUNDS
2 Units, 3 Lecture Hours, 3 Lab Hours by Arrangement (12 weeks)
Prerequisite: DMIS 85 or FD 85
Students will have the opportunity to learn techniques for creating textures and backgrounds that can then be used in presentation and designs. Students will use paint programs including Adobe PhotoShop and Fractal Design Painter on the Mac. Students will also be introduced to the use of the digitizing tablet for creating their designs. This course is AA/AS degree and certificate applicable and may be repeated once. This course may also be taught in a distance learning format. This course may also be taught in a distance learning format. (This course is dual listed with FD 86.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.

96I CREATING WEB PAGES FOR THE HOME USER

1.0 Unit, 3 Lecture Hours, 2 Lab Hours by Arrangement (6 weeks)
Recommended Preparations: CA 010, 020 or 070 (or concurrently)
The student will have the opportunity to learn how to create dynamic websites using free web software and/or sites that offer web design services. This class focuses on the home computer user. This course is non AA/AS degree applicable and may be repeated once. 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.

Computer Information Systems

See also COMPUTER APPLICATIONS

THE FACULTY
Patricia J. Fenton
Fred George
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.

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 planning 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.

4A1 COMPUTER PROGRAMMING I (JAVA)

4 Units, 4 Lecture Hours, 6 Lab Hours by Arrangement
Recommended Preparation: Math 106/106R
Acceptable for Credit: California State University, University of California.
This is the beginning course for students planning to major in CIS-Computer Science Option and/or who plan to transfer to a four-year school’s Computer Science program. CIS 004A1 covers algorithm development, programming concepts, documentation, and programming style using the JAVA language. Topics include program control structures (sequence, selection, iteration), modular programming (functions and argument passing), and data types (simple types, arrays, files, and structures). The course includes both lecture and a hands-on component where students will use microcomputers to design, code, and execute programs in class. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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 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.

• 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.
4B1 COMPUTER PROGRAMMING II (JAVA)  
3 units  Lecture 3 hours; lab 6 hours by arrangement  
Recommended preparation: Math 106/106R  
Acceptable for credit: California State University, University of California.  

This is an advanced course in the Computer Science option which give basic data structures such as stacks, lists, trees, and the algorithms for implementing each topic. 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.

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 Visual Basic programming system. Programming in Visual Basic is an increasingly demanded technical skill for applications developed for the Windows 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 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.
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, DM/IS96 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 1. Students will create applications that are more complex Java, 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.

**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 innovation (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:** CA 20, CA 70 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 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**
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.

**41.2 WEB PROGRAMMING 1-CLIENT SIDE**
3 units Lecture 3 hours; lab 2 hours by arrangement
**Recommended preparation:** DM/IS 20B, 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 WVC degree and certificate applicable. Credit/No Credit Option.

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

**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 WVC degree and certificate applicable. Credit/No Credit Option.

**43.1 WEB TECHNOLOGIES**
3 units Lecture 3 hours
**Recommended preparation:** Math 106/106R, CA 20 or 70, DM/IS 20B
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 internet working. 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:** Math 106/106R, CA 20 or 70 and DM/IS 20B
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 be taught in a distance learning format. Credit/No Credit Option.
43.3 INTERNET SECURITY
3 units  Lecture 3 hours, lab 2 hours by arrangement
Recommended preparation: Math 106/106R, CA 20 or CA 70, DM/IS 20A
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)
Recommended preparation: Math 106/106R, CA 20 or CA 70, DM/IS 20A
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, DM/IS 20A
This course focuses on 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, internetworking, 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  Lecture 3 hours per week; lab 2 hours by arrangement
Prerequisite: CIS 061
Recommended Preparation: Math 106/106R
This course is designed to provide the skills and knowledge necessary for an experienced network administrator to oversee complex 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  Lecture 2 hours per week; lab 2 hours by arrangement
Prerequisites: CIS 062
Recommended Preparation: Math 106/106R
Students are provided the opportunity to apply skills learned in CIS 061, NetWare Administration, and CIS 062, Advanced NetWare Administration, to install and configure one or more new and/or upgraded versions of NetWare operating systems and to install and configure basic networking services. (Course content based upon Novell 802 and 804 for ECNE and CNE candidates). 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 TCP/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.
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.

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 063
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.

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
Prerequisite: Math 106/106R
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.

70.3 APPLICATION DEVELOPMENT WITH MS ACCESS
3 units Lecture 3 hours; lab 6 hours by arrangement
Prerequisite: Math 106/106R
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.

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
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.

81 MICROSOFT ADMINISTRATION
3 units Lecture 3 hours; lab 4 hours by arrangement
Prerequisite: Math 106/106R
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 recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
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 complement the networking courses already offered by CIS and expand 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.
Electronic mail and messaging services are a key component of any networking system. Exchange is the premier mail/messaging system for Windows NT and related networks. This course is added to CIS as one of the support courses within a Microsoft Certification program. This course provides an overview of Microsoft Exchange Server in which students learn how to plan and install a Microsoft Exchange Server-based system. This course is West Valley College 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 plan 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.

81.1 SUPPORTING MICROSOFT WINDOWS
3 units Lecture 3 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is one of the support courses within a Microsoft Certification program. This course will cover application-specific skills needed to implement, support, and troubleshoot Microsoft Word for Windows. There is strong emphasis on the skills required for supporting users of Microsoft Word in a workgroup. Within this context, the course identifies the most common problems that users encounter and there is discussion of effective troubleshooting solutions. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

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

81.3 SUPPORTING MICROSOFT EXCEL
3 units Lecture 3 hours; lab 4 hours by arrangement
Recommended preparation: Math 106/106R
Acceptable for credit: California State University.
This course is one of the support courses within a Microsoft Certification program. This course gives the students the opportunity to develop skills that will enable them to more effectively implement, support, and troubleshoot Microsoft Excel. There is strong emphasis on the skills required for supporting users of Microsoft Excel in a workgroup. Within an activity-based context, the course identifies the most common user problems and discusses effective troubleshooting solutions. This course is West Valley College Degree and Certificate Applicable. 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.

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.

Counseling

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
Patricia A. Yukawa
Wanda Wong

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

2 COLLEGE SURVIVAL SKILLS
2.0 Units, 2.0 Lecture Hours
Acceptable for Credit: California State University
This comprehensive survey course includes a study of the role of education in life, college systems, effective learning strategies, academic survival, career information, awareness of personal development, techniques of interpersonal communication, educational planning, and resources on and off campus to enhance student success. This course has an option of being taught with an emphasis for immigrant students. Credit/No Credit Only.

2 ACADeMIC AND PERSONAL PLANNING
1 unit Lecture 1.2, or 3 hours (16, 12 or 6 weeks)
Acceptable for credit: California State University.
Increases self-knowledge and understanding by facilitating academic and personal decision-making. Includes assessment in reading, English, math and occupational interests. Aids in setting life and career goals, determining educational objectives, and developing appropriate short- and long-range plans. Credit/No Credit Only.

3 COLLEGE SUCCESS
3.0 Units, 3.0 Lecture Hours
Acceptable for Credit: California State University
This comprehensive course integrates personal growth, academic and career success with problem solving, critical, and creative thinking. The course focuses on the following topics: life management, goal setting, career decision making, educational planning, college expectations and opportunities, instructor-student relationships, cultural diversity, health maintenance, stress management, campus resources, learning styles and strategies including lecture note-taking, test taking, memory and concentration. This course is West Valley College AA/AS degree applicable. Credit/No Credit Option.

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, 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 Lecture 3 hours (6 weeks)
This course is designed to help students nurture a sense of community involvement while gaining work experience and service learning. Reflective and Critical Thinking will occur in the classroom. Students will be placed in volunteer or paid work positions in community service agencies, where they will learn about community issues and problems as well as potential solutions. Paid work experiences will be available to students who have access to federal work-study or CalWORKS work-study funds. This course will be dual listed with IS 009. This course is West Valley College degree applicable. It may be repeated two 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.
12 CAREERS AND LIFESTYLES
3.0 Unit  3 Lecture Hours
Acceptable for credit: California State University
This course is for those who desire more in-depth career direction. Through the use of a
carpet of occupational exploration techniques, participants will identify values, interests, abili-
ties, skills, and career alternatives. The major objective is to assist students in preparing for
careers and lifestyles in an ever-changing world through the development and use of
decisionmaking, goal-setting, and life-planning tools and skills. Credit/No Credit Option.

12A, B, C CAREERS AND LIFE STYLES
1 unit each  1 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 profes-
sional 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 specific
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  2 Lecture 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 stra-
gies 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  9 Lecture/Discussion Hours
Acceptable for Credit: California State University
These multi-purpose, flexible courses will assist students in (1) increasing their aware-
ness 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 pro-
mote students’ growth in a variety of ways and to help students better deal with problems
and decisions. Specific topics will include: building self-esteem, effective communication,
time management, stress management, intergroup and cross cultural relations, and conflict
resolution. Credit/No Credit Option.

23A, B, C, D PERSONAL GROWTH
1.0 Unit Each  18 Lecture/Discussion Hours
Acceptable for Credit: California State University
These multi-purpose, flexible courses will assist students in (1) increasing their aware-
ness 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 pro-
mote students’ growth in a variety of ways and to help students better deal with problems
and decisions. Specific topics will include: building self-esteem, effective communication,
time management, stress management, intergroup and cross cultural relations, and conflict
resolution. Credit/No Credit Option.

24A, B, C, D PERSONAL GROWTH
1.5 units each
Lecture/Discussion 9, 18, 27 total hours per semester
Acceptable for credit: California State University
These multi-purpose, flexible courses will assist students in (1) increasing their aware-
ness 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 tech-
niques 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. The course length will be determined by
the instructor, commensurate with the desired goals and objectives. Counseling 22 requires
9 hours of participation for .5 unit; Counseling 23 requires 18 hours for 1 unit; Counseling
24 requires 27 hours for 1.5 units. Credit/No Credit Option.

24 PERSONAL GROWTH
3 units  3 Lecture hours
Acceptable for credit: California State University
Personal growth is designed to assist students in increasing their awareness of themselves
and others and identifying their personal strengths and weaknesses and potential for
personal growth. By enhancing their self esteem, students will function more effectively and
fully in dealing with conflicts and life changing events. This course will promote growth by
helping students to develop decision making strategies, conflict resolution skills, assertive
training techniques and stress management. Students will learn effective communication
skills, so they can express thoughts and feelings and improve and enrich their relationships
with others. This course is A.A./A.S. Degree applicable under Area E General Education and
the CSU G.E. Pattern. This course is transfer-
able to California State University system and
meets the Area E general education require-
ments. Credit/No Credit Option.

25 IMPROVING RELATIONSHIPS THROUGH COMMUNICATION
3 units  3 Lecture hours
Acceptable for credit: California State University
An investigation into the concept of commun-
ication as dialog through reading and dis-
cussion 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 prac-
tice 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
2 units  2 Lecture hours (12 weeks)
This course will expose students to those
people skills and organizational skills neces-
sary to be successful in today’s workplace.
Major topics are: getting started at a job; solv-
ing 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. Stu-
dents 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.
30 PRINCIPLES AND PRACTICES OF STUDENT ADVISING
2 units Lecture 2 hours
Recommended Preparation: Courses 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.

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 - SUCCESSFUL STUDY STRATEGIES
1 Unit 3 Lecture Hours (6 weeks)
Acceptable for Credit: California State University
This course is designed to teach students to improve their study skills and become more aware of their potential for success. Opportunity is provided for implementing new approaches to time management, note taking, test preparation, and other study techniques. Credit/No Credit Option.

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 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 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.
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.

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.

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 knowledge of general legal terminology through oral and written instruction.

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.

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 may be repeated one time. This course is normally offered only during summer session.

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 to 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.

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 knowledge of medical terminology through oral and written instruction.

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.

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 is designed to assist the student's progress in the 100-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

10S 100 WPM SPEED GOAL
2 units
Lecture 4 hours; lab 4 hours (7.5 weeks)
Prerequisite: CTR 6A 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 80-120 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.

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, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

**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 English vocabulary 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.

**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, jury charge, and multiple-voice. This course 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.

**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.
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 (.75 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 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

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 to 200 words per minute. Materials include literary, 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 (.75 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 160 to 200 words per minute. Materials include literary, jury charge, and multiple-voice. This course may be repeated one time. This course is normally offered only during summer session.

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-min 180wpm Literary test and one 5-minute 200 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-min 180wpm Literary test and one 5-minute 200 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 also provides methods of expanding knowledge of general legal terminology through oral and written instruction. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

20T 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 also provides methods of expanding knowledge of general legal terminology through oral and written instruction. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

**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.**
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 LAB
2.5 units
Lab 5 hours; lab 2.5 hours by arrangement
Prerequisite: Any one of CTR 20 A-D or CTR 20S.
This course is designed to provide high-speed, live dictation to students who presently write at 200 words per minute and who are preparing to pass qualifying examinations for state or national court reporting certification or who plan to enter areas of employment utilizing realtime stenotype output. The dictation contains a variety of relevant material containing vocabulary applicable to the profession, including multivoice courtroom testimony, congressional record, and material from medical and literary sources. All students will participate in read back from this dictation. They will have the opportunity to upgrade their skills in realtime writing. This course may be repeated three times. Credit/No Credit Only.

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.

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 200-240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple voice. This course is designed to access the student’s progress in the 220-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.

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.
This course will prepare students for the competency goals of 220 words per minute. Speed will vary from 200 to 240 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple voice. This course is designed to access the student’s progress in the 220-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.
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 multivoice courtroom testimony, congressional record, and material from medical and literary sources. All students will participate in read back from this dictation. They will have the opportunity to upgrade their skills in realtime writing. This course may be repeated three times. Credit/No Credit Only.

24A 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 English and transcription conventions that anyone working in the legal and medical professions should know and be able to apply. It is a review for all wishing to pass the English components of state and national licensing examinations. Entering court reporting and medical transcription students learn ways to modify the rules in order to make verbatim English, as heard in courtrooms, deposition chambers, and doctors’ reports, readable without changing content. Students review medical and legal documents and the organization and formatting of these documents. This course is designed for students in court reporting, medical transcription, paralegal studies, legal secretarial studies, park management, and areas in the administration of justice. Students may take this course, CTR 24A, before or after CTR 24B.

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.

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.
This course will cover advanced grammar, punctuation, syntax, and word usage; communication skills; proofreading; filing procedures; dictation/transcription procedures; and court reporting office methods and forms. This course may be repeated one time.

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.
This class will instruct the student in the theory and practice of Computer-Aided Transcription (CAT). It includes computer terminology, proficiency in use of CAT software, hardware and realtime stenographic writing.

29A ADVANCED COMPUTER-AIDED TRANSCRIPTION A

1.5 units Lecture 2 hours; lab 1 hour; lab by arrangement 2 hours
This class will instruct court reporters and court reporting students in the advanced methods of computer-aided transcript production, including various formatting, automatic editing and indexing, dictionary maintenance, and other technical skills required of a court reporter. This course may be repeated three times. Credit/No Credit

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, stena machine editing, steno-interpreting, and an introduction to captioning. This course may be repeated three times. Credit/No Credit Only.

29C ADVANCED COMPUTER-AIDED TRANSCRIPTION C

.5 unit Lecture 2 hours; lab 1 hour; lab by arrangement 2 hours (3 weeks)
This class will instruct court reporters and court reporting students in the advanced methods of litigation support to include the creation of ASCII and other forms of file transfer, and in computer-integrated courtroom methods. 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.
Students receive instruction in basic English text entry and nontechnical dictionary building on an electronic stenotype machine. Using specialized computer software, students create personal electronic dictionaries of several thousand words. This course may be repeated two times. Credit/No Credit Option.

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.
Students receive instruction in legal text entry and legal dictionary building on an electronic stenotype machine. Students create personal electronic dictionaries of several hundred legal terms. Students learn legal formatting and legal real-time writing. This course may be repeated one time.

30C REALTIME AND COMPUTER-AIDED MEDICAL DICTIONARY BUILDING

2 units Lecture 1 hour, lab 2 hours, arrangement 2 hours
Prerequisite: CTR 6B1.
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 form various professional medical series at varying speeds for testing and transcription. The vocabulary of various medical specialties and anatomical and medical terminology will be covered. Dictation will be given from medical case histories, operation reports, and other selected medical data. This course may be repeated one time. This course may also be offered in an distance learning format.

• 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.
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 include document preparation, time management, desk management, electronic mail and importing information from other sources, i.e., spreadsheets, databases, CD-ROM, Internet and Fax.

35M WORD PROCESSING FOR THE LAW OFFICE
3 units
Lecture 3 hours; lab 2 hours by arrangement
Prerequisite: 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 course is West Valley College Degree and Certificate applicable. Credit/No Credit Only. (dual listed with CA 35B and PARA 65B)

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
3 Units
3 Lecture Hours
Acceptable for Credit: California State University.
This course provides training in the procedures and professional practices in the federal and California court structures as these practices apply to the court reporter. The student will become acquainted with the California laws governing the profession of shorthand reporting. The material covered includes all of the statutes and rules of court that the Certified Shorthand Reporter's Board requires an applicant to know when preparing for the California State licensing examination. Procedures and ethical conduct in the deposition chamber are emphasized as well as the preparation and handling of the deposition transcript. Introductory exposure to reporters working in concert with videotaped depositions, video teleconferencing, and other emerging technologies is provided. This course is West Valley College AA/AS degree and certificate applicable. This course may also be taught in a distance learning format.

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.

50X COURT REPORTING WORKSHOP-NIGHT (GOAL 80)
4 units
Lecture 2 hours per week; lab 4 hours per week (18 weeks)
Prerequisite: CTR 6B1, CTR 5OS 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.

50S COURT REPORTING WORKSHOP-NIGHT (GOAL 80)
1.5 units
Lecture 3 hours per week; lab 4.5 hours per week (18 weeks)
Prerequisite: CTR 6B1, 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.

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.
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,D 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,D or D
Acceptable for credit: California State University.
Students will review theory and operation of the Stenotype machine. They will develop sufficient skill to write new material dictation for five minutes at the competency goal speeds and transcribe notes with at least 97.5 percent accuracy. This course may be repeated three times.

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 prepare the students for the competency goals of 100 words per minute. Speed will vary from 100-140 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

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 include literary, jury charge, and multiple-voice dictation drills. Speed will vary between 160-200 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course 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 course will prepare the students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary, jury charge, business letters, and multiple voice. The course also covers formatting and English punctuation as well as speaker designation.

53X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 140)
3 units Lecture 2 hours; lab 4 hours (NIGHT)
Prerequisite: CTR 52X or 53S or 53S 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 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.

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 54S 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 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.

54X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 160)
3 units Lecture 2 hours; lab 4 hours; lab by arrangement 3 hours
Prerequisite: CTR 54X or 54S or 55S or 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 160-200 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course 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 54S or 54X or 55X or 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 tests. Speed will vary between 160-200 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.

55X1 COURT REPORTING WORKSHOP-NIGHT (GOAL 180)
3 units Lecture 2 hours; lab 4 hours; lab by arrangement 3 hours
Prerequisite: CTR 54S or 55S or 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 160-200 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course 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.
56S COURT REPORTING WORKSHOP (GOAL 200)-NIGHT
1.5 units  Lecture 3 hours; lab 4.5 hours; lab by arrangement 3 hours (7.5 weeks)
Prerequisites: CTR 55X or 55S or 56X or CTR 18 A, 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 180 and 220 words per minute. Students will analyze and transcribe their stenotype notes from proficiency tests. Proper formatting, typing skills, punctuation, and spelling will be emphasized. This course is West Valley College Certificate and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.

56X1 COURT REPORTING WORKSHOP (Goal 200)-NIGHT
3 units  Lecture 2 hours; lab 4 hours; lab by arrangement 3 hours
Prerequisites: CTR 55X or 55S or 56X or CTR 18 A, 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 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.

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.

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 may be repeated three times. Credit/No Credit Option.

84 CAREER EXPLORATION IN THE LEGAL FIELDS
.5 unit  Lecture 1 hour (6 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.

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 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.

91, 92, 93, S-91, S-92, S-93 (Summer Offerings)
1-3 units
DIRECTED STUDIES 91
1 unit  Laboratory 3 hours by arrangement
DIRECTED STUDIES S-91
1 unit  Laboratory 6 hours by arrangement (Summer)
DIRECTED STUDIES 92
2 units  Laboratory 6 hours by arrangement
DIRECTED STUDIES S-92
2 units Laboratory 12 hours by arrangement (Summer)
DIRECTED STUDIES 93
3 units  Laboratory 9 hours by arrangement
DIRECTED STUDIES S-93
3 units Laboratory 18 hours by arrangement (Summer)
Acceptable for credit: California State University.
A student who is eligible for a speed building contract, but cannot fully participate in that course due to a certifiable condition outside his or her control, may contract to fulfill a percentage of the requirements of that course for reduced credit. If conditions of the contract are met, proficiency tests passed during the term of the contract will count toward eligibility for the next higher speed building course. Credit/No Credit Option. These classes can be repeated for a maximum of six units.

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.
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.

120 COURT REPORTING 20-HOUR DICTATION
.5 unit
Lab 20 hours; lab by arrangement 6 hours (1 week)
This shortened dictation course allows students to continue preparation for the competency goals. This course is particularly designed for students and working reporters who are preparing to take national and state licensing examinations and also for those who wish to increase and maintain their speed writing and transcription skills during the college’s spring and winter breaks. The speed of dictation for each section of this course will be announced in the schedule of classes. This course may be repeated three times. Credit/No Credit Only.

Dance
(See Physical Education)

DIGITAL MEDIA/INTERNET SERVICES

THE FACULTY
Robert Anthony
Kelly Carey
Carolee Kahn
Jeff Rascov

1 DIGITAL MEDIA 1
1 unit
Lecture 3; lab 2 hours by arrangement (6 weeks)
Students will explore the world of digital media including digital media technology, skills, and creative processes. Examples of programs that have been created and are on the market, along with experimental applications and ideas for digital media programs, are included. Students will understand how digital media fits into the business structure and how digital media tools can benefit operations. Digital media communications in education, art, publishing, television and theater will be discussed. This course is WVC degree and certificate applicable. Credit/No Credit Only.

2 DIGITAL VISUAL DESIGN
3 units
Lecture 3; lab 2 hours by arrangement
Recommended preparations: CA 20 or CA 70
This course focuses on the planning, drawing, gathering information and resources, and preparation process of digital media development. This course is WVC degree and certificate applicable. Credit/No Credit Option.

3 DIGITAL COLOR APPLICATION
1 unit
Lecture 3 hours; lab 2 hours by arrangement 2 hours (6 weeks)
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 Only.

5 DIGITAL MEDIA PRODUCTION PROCESS
1 unit
Lecture 3 hours, lab 2 hours by arrangement (6 weeks)
This course is an introduction to the multimedia business. Topics include copyright issues, pricing of products, finding clients, and developing business plans. This course is WVC degree and certificate applicable. Credit/No Credit Only.

8 DIGITAL TYPEGRAPHY 1
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
This course is WVC degree and certificate applicable. Credit/No Credit Option.

9 DIGITAL TYPOGRAPHY 1
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
This course focuses on the planning and use of digital type for commercial web site design and other digital media applications. Selecting, purchasing, installing, and managing fonts for design and communication with the user will be emphasized. This course is WVC degree and certificate applicable. It may be repeated once. Credit/No Credit Only.

10A 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. This course is WVC degree and certificate applicable. Credit/No Credit Only.

10B 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 continues the skill development of DM/IS 10A, Beginning Photoshop. 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. This course is WVC degree and certificate applicable. Credit/No Credit Option.

14A 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. This course is WVC degree and certificate 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.
14B DIGITAL ILLUSTRATION 2: ILLUSTRATOR  
2 units  
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)  
Recommended preparation: DM/IS 14A  
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. This course is WVC degree and certificate applicable. Credit/No Credit Only.

15A 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. This course is WVC degree and certificate applicable. Credit/No Credit Only.

15B DIGITAL ILLUSTRATION 2: FREEHAND  
2 units  
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)  
Recommended preparation: DM/IS 15A  
Intermediate digital illustration focuses on the selection and practice of creative techniques to enhance work for student portfolio using Macromedia FreeHand. This course is WVC degree and certificate applicable. Credit/No Credit Option.

20A WEB DEVELOPMENT 1  
1 Unit  
3 Lecture Hours, 2 Lab Hours by arrangement (6 weeks)  
Recommended preparations: CA 020 or CA 070  
Acceptable for Credit: California State University  
This course focuses on the basics of web site development and design using XHTML. The course introduces additional current web technologies such as Cascading Style Sheets and simple JavaScript. This course is WVC degree and certificate applicable and may be repeated once. Credit/No Credit Only.

20B WEB DEVELOPMENT 2  
1 Unit  
3 Lecture Hours, 2 Lab Hours by arrangement (6 weeks)  
Recommended Prep: DM/IS 10A, 10B  
Acceptable for Credit: California State University  
This course introduces additional current web technologies such as Cascading Style Sheets and JavaScript. This course is WVC degree and certificate applicable. This course is WVC degree and certificate applicable. Credit/No Credit Only.

20C WEB DEVELOPMENT 3  
1 Unit  
3 Lecture Hours, 2 Lab Hours by arrangement (6 weeks)  
Prerequisite: DM/IS 020B  
This course focuses on transitioning students from XHTML to XML, Java, and other web technologies by introducing basic ideas and terminologies of web programming. Hands-on work includes further study of commercial web development. Lectures prepare students to enter the Computer Information Systems Web programming series of courses and/or to continue into DM/IS XML and wireless technologies courses. This course is WVC degree and certificate applicable and may be repeated once. Credit/No Credit Only.

24 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; DM/IS 10A, 10B  
This course will focus on creating well-defined information structures, logical navigation, responsive feedback mechanisms, and effective interaction on the Web. This course is WVC degree and certificate applicable. Credit/No Credit Only.

25 INTERNET MARKETING 1  
1 Unit  
3 Lecture Hours, 2 Lab Hours by arrangement (6 weeks)  
Recommended Preparations: CA 020 or CA 070  
This course introduces the marketing of web sites on the Internet. Students learn to prepare web sites for submission to search engines and other web directories. Additionally, marketing plans, marketing budgets, and advertising options are explored. This course is WVC degree and certificate applicable. Credit/No Credit Only.

26 WEB APPLICATIONS: USER ANALYSIS, DOCUMENTATION, USE CASES, AND UML  
3 Units  
3 Lecture Hours, 2 Lab Hours by arrangement  
Recommended Preparation: DM/IS 020B  
This course focuses on user analysis and the subsequent requirements and documentation needed to develop effective commercial web applications. This is not a technical writing course; rather, documentation preparation for developers is explored. As such, practice includes real project documentation requirements and documentation based on actual user analysis performed by the student. When this course is offered as a distance learning course, e-mail is used for communication between the student and the instructor; Internet chat is used for group meetings once per week; the web site is used for course content, exercises, and discussion; and the web-based project management site is used for coordinating group projects. This course is WVC degree and certificate applicable. Credit/No Credit Option.

28 GRAPHIC PREPARATION FOR THE INTERNET  
2 units  
Lecture 3 hours; Lab by arrangement 2 hours by arrangement (12 weeks)  
Recommended Preparations: CA 020 or CA 070; DM/IS 10A  
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 is WVC degree and certificate applicable. Credit/No Credit Option.

30 GRAPHIC PREPARATION FOR PRINTING  
2 units  
Lecture 3 hours; Lab by arrangement 2 hours by arrangement (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.

30A PAGE LAYOUT 1: PAGEMAKER  
1 unit  
Lecture 3 hours, lab 2 hours by arrangement (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. This course is WVC degree and certificate applicable. Credit/No Credit Only.
30B PAGE LAYOUT 2: PAGEMAKER
2 units
Lecture 3 hours, lab 2 hours by arrangement (12 weeks).
Recommended preparation: DM/IS 30A
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. This course is WVC degree and certificate applicable. Credit/No Credit Option.

31 DIGITAL TEXT PREPARATION: FRAMEMAKER
2 units
Lecture 3 hours; Lab by arrangement 2 hours (12 weeks)
Recommended Preparations: CA 020 or CA 070; DM/IS 14A or DM/IS 15A
This course is an introduction to preparing text for the Internet using Adobe FrameMaker. This course is WVC degree and certificate applicable. Credit/No Credit Option.

36A PAGE LAYOUT 1: QUARKXPRESS
1 unit
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 how 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.

36B PAGE LAYOUT 2: QUARKXPRESS
2 units
Lecture 3 hours, lab 2 hours by arrangement for 12 weeks.
Recommended preparation: DM/IS 36A
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. This course is WVC degree and certificate applicable. Credit/No Credit option.

42 DESKTOP PUBLICATION DESIGN
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended preparation: 30B or 36B and 14A or 14B.
A publication design course where students use computer tools to design effective business communications. Students will learn how to use type as a design element, use grids to prepare balanced visuals, crop electronic photos for dynamic presentation, and use other techniques to produce well-designed business forms. This course is WVC degree and certificate applicable. Credit/No Credit Option.

43 ADVANCED DESKTOP PUBLISHING TECHNIQUES
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended preparation: 30B or 36B and 14A or 14B.
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. Students will be introduced to application software used for word processing, file management, spreadsheets, and selected instructional programs. This course is WVC degree and certificate applicable. Credit/No Credit Option.

45A 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. This course is WVC degree and certificate applicable. Credit/No Credit Only.

45B DIGITAL PAINTING 2: PAINTER
2 units
Lecture 3 hours, lab 2 hours by arrangement (12 weeks)
Recommended preparation: 45A
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. This course is WVC degree and certificate applicable. Credit/No Credit Option.

50A DIGITAL AUTHORING 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. This course is WVC degree and certificate applicable. Credit/No Credit Option.

50B DIGITAL AUTHORING 2: DIRECTOR
3 units
Lecture 3 hours; lab 2 hour by arrangement
Recommended preparations: CA 20 or CA 70, DM/IS 50A
In this hands-on intermediate Director course, students will work in production groups to develop commercial quality movies incorporating programming and digital video editing. This course is WVC degree and certificate applicable. Credit/No Credit Option.

52 SHOCKWAVE FOR DIRECTOR
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended Preparations: CA 20 or CA 70 and DM/IS 50A
This course is an introduction to Shockwave for Director, covers planning, management, designing, creating, and authoring Shockwave media. Credit/No Credit Only.

56A 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. This course is WVC degree and certificate applicable. Credit/No Credit Only.

56B DIGITAL EDITING 2: PREMIERE
2 units
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended Preparations: 56A
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. This course is WVC degree and certificate applicable. Credit/No Credit Option.

58 ADVANCED VIDEO EDITING: PREMIERE
2 units
Lecture 3 hours; lab 2 hours by arrangement (12 weeks)
Recommended preparations: 56A
This course will focus on advanced video editing techniques. Students will write, shoot, and edit a complete video using digital video equipment. This course is WVC degree and certificate applicable. 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.
60 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 is WVC degree and certificate applicable. Credit/No Credit Only.

61 WEB GRAPHICS 1: FIREWORKS
1 Unit
3 Lecture Hours; 2 Lab Hours by Arrangement (6 weeks)
Recommended Preparation: CA 020 or 070
This course introduces students to basic graphic preparation for web sites using Macromedia Fireworks. Students learn to create artwork; scan pictures; and manipulate text, graphics, and color for web sites. This course is WVC degree and certificate applicable. Credit/No Credit Only.

62A FLASH 1: CREATING INTERACTIVE WEB PAGES
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: CA 020 or CA 070 and DM/IS 50A
Students will use Macromedia Flash to create interactive Web pages incorporating graphics, animation, sound, and programming. This course is WVC degree and certificate applicable. Credit/No Credit Option.

62B FLASH 2: SCRIPTING AND WEB INTERFACES
3 Units
3 Lecture Hours, 2 Lab Hours by Arrangement
Recommended Preparation: DM/IS 062A
This advanced course focuses on programming Flash web sites. Students learn action scripting, forms, and interactive techniques using Flash programming. This course is WVC degree and certificate applicable. Credit/No Credit Option.

64 3D APPLICATION GRAPHICS
3 units
Lecture 3 hours; lab 2 hours by arrangement
A 3D modeling application will be used to explore modeling, texturing, rendering, and animating graphics for interface design in web site and CD-ROM development. This course is West Valley College A.A./A.S. degree and certificate applicable. It may be repeated once. Credit/No Credit Option

65 DYNAMIC CD-ROMS
3 units
Lecture 3 hours, lab 2 hours by arrangement
Recommended preparation: CA 20 or CA 70, and DM/IS 50A, 50B, 20A, 20B.
This course will focus on creating dynamic presentation for the Web and CD-ROMs, in combination. This course is WVC degree and certificate applicable. Credit/No Credit Option.

67 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. This course is WVC degree and certificate applicable. Credit/No Credit Option Only.

68 DIGITAL AUDIO 1
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20, 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. This course is WVC degree and certificate applicable. Credit/No Credit Only.

70A XML TECHNOLOGIES 1
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparations: CA 20 or CA 70, and DM/IS 20A, 20B
This course will focus on XML and XML related technologies used to develop content and manipulate data for commercial web sites. This course is WVC degree and certificate applicable. Credit/No Credit Option.

70B XML TECHNOLOGIES 2
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparations: DM/IS 70A
This course continues XML Technologies 1, focusing on additional technologies such as X-Forms, XML Databases, cXML, SOAP, and a larger application of technologies learned in XML Technologies 1. This course is WVC degree and certificate applicable. Credit/No Credit Option.

72 WIRELESS TECHNOLOGIES
3 Units
3 Lecture Hours, 2 Lab Hours by Arrangement
Recommended Preparation: DM/IS 020C
This course focuses on creating wireless applications using WML/WAP, XHTML Basic, and other new technologies. Emphasis is on extending commercial web sites with complementary wireless options for users and on creating stand-alone wireless applications. This course is WVC degree and certificate applicable. Credit/No Credit Option.

80 COMMERCIAL WEB SITE PROJECT
1 unit
Lab 9 hours by arrangement (6 weeks)
Recommended preparation: CA20 or CA70; 9 units in Digital Media:
Students will plan, design, develop and test large scale commercial Web sites. This course is WVC degree and certificate applicable. Credit/No Credit Option.

84 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. This course is WVC degree and certificate applicable. Credit/No Credit Only.

85 CAD: SCANNING AND COLOR PRINTING
1 unit
Lecture 3 hours; lab 2 hours by arrangement (6 weeks)
Recommended preparation: CA 20
This course is designed for any student who needs to learn to work with a scanner and a color printer. Students will have the opportunity to learn techniques for scanning black and white and color images, and reducing and changing colors in scanned images. They will also learn color calibration for color printing from various software programs and for various color printers. Credit/No Credit Only. This class is dual listed with FD 086.

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.
86 PORTFOLIO PLANNING AND REVIEW: DESKTOP PUBLISHING AND DIGITAL MEDIA
3 units
Lecture 1 Hour; lab 2 hours; lab 4 hours by arrangement.
Prerequisites: DM/IS 14A or 14B or 15B or 45B and 10B
Recommended preparation: CA 020 or CA 070
This course is for Desktop Publishing and Digital Media Students committed to developing a professional quality hard copy and digital portfolio. This course is WVC degree and certificate applicable. Credit/No Credit Option.

87 COMPUTER APPLICATIONS 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. This course is WVC degree and certificate applicable. 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.

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 (12 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.

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 practices. 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.

Disabled Program and Services
(See Supported Education Program)

WEST VALLEY COLLEGE
2001 • 2002 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.
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.

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 institutionalists, 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.

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

1A PLANE SURVEYING
3 units Lecture 2 hours; lab 4 hours
Prerequisite: Math D or high school trigonometry.
Acceptable for credit: University of California, California State University.

Theory and practice of engineering measurements as applied to surveying work, instruments and techniques used in making horizontal, vertical, and angular measurements. Application to practical field and mapping problems.

10 INTRODUCTION TO ENGINEERING
4 units Lecture 3 hours; lab 2 hours by arrangement
Recommended Preparation: Math 105/105R
Acceptable for Credit: California State University; University of California.

This course introduces students to engineering, to engineering design, and to the engineering profession. This course is transferable to the California State University and the University of California. Credit/No Credit Option.

20 ENGINEERING GRAPHICS
3 units Lecture 2 hours; lab 4 hours
Acceptable for credit: University of California, California State University.

A study of orthographic projection, sections, auxiliary (single and double) dimensioning, tolerancing, subassemblies, threads and fasteners and weldments. Some work to be done in freehand sketching, primarily for engineering transfer students. Detail and assembly drawings. Engineering design projects. Both drawing board and CAD techniques will be utilized. (CAN ENGR 2)

21 INTRODUCTION TO COMPUTING FOR SCIENTISTS AND ENGINEERS
3 units Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: Math 3A (may be taken concurrently).
Acceptable for credit: University of California, California State University.

This course emphasizes the use of the computer as a tool using the C++ program language to solve scientific and engineering problems. Topics include program design, algorithms, development, documentation, and elementary data structures. The student will use C++ language for the solution of a variety of engineering problems.

22 DESCRIPTIVE GEOMETRY
3 units Lecture 2 hours; lab 4 hours
Acceptable for credit: University of California, California State University.

A thorough study of orthographic projection techniques utilizing both drawing board and CAD. The study of points, lines and planes in space and of their intersections. The graphical solution of space problems. Develops an understanding of visualizing objects in various positions. Primarily for transfer students in engineering or for drafting majors.

23 VECTOR MECHANICS
3 units Lecture 3 hours
Prerequisite: Physics 4A.
Acceptable for credit: University of California, California State University.

Application of static principles for solution of problems with particles, trusses, frames, cables, and other structural components under concentrated and distributed force systems. (CAN ENGR 8)

24 INTRODUCTION TO CIRCUIT ANALYSIS
3 units Lecture 3 hours
Prerequisite: Physics 4B.
Carequisite: Math 4A.
Acceptable for credit: University of California, California State University.

Introduction to the analysis of lumped, linear, bilateral circuits. Considers basic elements; elementary network differential equations; development of steady state sinusoidal circuits analysis from the network differential equations. (CAN ENGR 12)

60 INTRODUCTION TO MATH CAD
.5 unit Lecture 4 hours (2 weeks)
Introduction to solving mathematical equations and expressions using MathCAD. Lectures, examples and hands-on practice from several engineering fields will be given. This course is West Valley College Degree applicable and can be repeated once. Credit/No Credit Option.

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

English

THE FACULTY
Carol Abate
Gordon E. Barrett
Paulette Boudreaux
Rebecca Cisneros
Lydia C. Fontan
Clementina Golaw
Phillip Hu
Julie Maia
Tom Moniz
Linda Plutynski
Cheerleen Pearce
Leslie Saito
Susan Schulter
Fiona I. Sohns
Douglas Temkin
Carmen Torres
Karen Wallace

1A ENGLISH COMPOSITION
3 units Lecture 3 hours; lab 2 hours by arrangement
Prerequisite: ENGL 905
Acceptable for credit: University of California, California State University

This course builds on composition skills developed in ENGL 001A by introducing students to the analysis of literature through discussion and writing. Students will read and discuss literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. By composing analytic essays about literature, they will learn a variety of writing techniques, interpretive strategies, and research skills emphasizing synthesis of multiple sources. This course fulfills the critical thinking requirement for California State University transfer. This course is also offered in an online format. This course is also offered in an online format. (CAN ENGL4)

1B ENGLISH COMPOSITION
3 Units 3 Lecture Hours, 2.0 Lab hours by Arrangement
Prerequisite: ENGL 001A
Acceptable for Credit: California State University, University of California

This course builds on composition skills developed in ENGL 001A by introducing students to the analysis of literature through discussion and writing. Students will read and discuss literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. By composing analytic essays about literature, they will learn a variety of writing techniques, interpretive strategies, and research skills emphasizing synthesis of multiple sources. This course fulfills the critical thinking requirement for California State University transfer. This course is also offered in an online format. This course is also offered in an online format. (CAN ENGL4)

• 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.
1C CLEAR THINKING IN WRITING  
3 units  
Lecture 3 hours; lab 2 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: Engl 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: Engl 1A  
Acceptable for credit: University of California, California State University.  
A survey of English language from the Romantic period and Wordsworth to the 20th century and Dylan Thomas. Credit/No Credit Option. (CAN ENGL 10; ENGL 5A+5B=CAN ENG SEQ B)

6A WORLD LITERATURE  
3 units  
Lecture 3 hours  
Recommended preparation: Engl 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: Engl 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: Engl 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: Engl 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 Barthe. Credit/No Credit Option. (CAN ENGL 18; ENGL 7A+7B=CAN ENGL SEQ C)

10 CHILDREN’S LITERATURE  
3 units  
Lecture 3 hours  
Recommendation 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: Engl 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: Engl 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: Engl 1A  
Acceptable for credit: University of California, California State University.  
This course will examine cultural, aesthetic, and historical aspects of selected works of literature and film. Each semester, the course content will focus on a different course theme. Students will analyze and compare the techniques and filmmakers use to explore this theme. They will examine how literature and film differ in narrative technique as well as how formal elements (such as point of view in literature and camera work in film) are used to create an aesthetic statement. Students will use critical theories and methods, such as reader response and reception theory, to compare the treatment of the course theme in the two media. This course is West Valley College degree applicable. It may be repeated one time. 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.
43 CLASSICAL MYTHOLOGY
3 units Lecture 3 hours
Recommended preparation: Engl 1A.
Acceptable for credit: University of California, California State University.
An examination of the major myths of our western heritage, and consideration of the subsequent treatment through the centuries of these myths in various literary genres. Credit/No Credit Option.

44 THE BIBLE AS LITERATURE
3 units Lecture 3 hours
Recommended preparation: Engl 1A.
Acceptable for credit: University of California, California State University.
A literary analysis of the Old and New Testaments with consideration of their influence upon language and literature. Credit/No Credit Option.

46 CONTEMPORARY AMERICAN MULTICULTURAL 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.

47 INTRODUCTION TO POETRY
3 units Lecture 3 hours
Recommended preparation: 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
Recommended preparation: 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
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. Credit/No Credit Option.

58 WRITING AT WORK AND HOME
3 units Lecture 3 hours
Prerequisite: ESL 65GW 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
Recommended preparation: 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 skills and techniques of writing fiction and poetry introduced in ENGL 070A. These courses may also be taken in a distance learning format. Credit/No Credit Option. (CAN ENGL 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, 3 Lecture Hours
Prerequisite: ENGL 903 or ESL 65GW or proof of assessment
Co-Requisite: ENGL 980A, B, C, or D
Acceptable for Credit: California State University, University of California
This course prepares students for college-level writing and ENGL 001A. Students will learn to write essays that develop ideas clearly and use grammatically correct language. Students will develop various writing strategies using classroom computers. A grade of credit qualifies the student for ENGL 001A, a transfer-level course. Although ENGL 905 does not apply to the AA/AS degree, it provides the foundation needed for beginning college writing. Credit/No Credit Only.

975A, B, C, D WRITING SKILLS LAB
.5 unit each Laboratory 3 hours by arrangement (9 weeks each course)
(Formerly Engl 175A,B,C,D)
These courses offer individualized programs for the native speaker of English and non-native speakers who have completed ESL 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.

ENGL 980A, B, C, D - COMPUTER ASSISTED WRITING
.5 Unit, 1.5 Lab Hours by Arrangement
Corequisites: ENGL 905
This lab course is a co-requisite for ENGL 905. Through a self-paced, individualized program of assignments, students will gain additional insights into the writing process and enhance writing skills developed in ENGL 905. The lab environment provides students with support for employing writing strategies that make use of computers. Lab aides are available to assist students in using specialized computer programs designed to help them improve their writing and editing skills. Credit earned in this course does not apply to an Associate degree. Credit/No Credit Only.

• 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.
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 fluency in writing expository paragraphs in standard written English and introduces essay structure. The focus is on the study and practice of topic sentences and thesis statements, rhetorical patterns, organization of the paragraph and short essay, coherence, and writing techniques. This course includes 1.5 hours of laboratory work (hours by arrangement) to facilitate skill development. A grade of C or better qualifies a student for English 905. This course may be repeated three times. Credit/No Credit Option.

61LS BASIC LISTENING AND SPEAKING
3.5 units
Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: ESL 61LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 61RV 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 of stress and intonation. This course includes 1.5 hours of laboratory work (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

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
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 61RV.
Acceptable for credit: California State University.
This course is designed to improve the basic grammar and writing skills of 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 GRAMMAR AND WRITING
3 units
Lecture 3 hours
Prerequisite: ESL 61GW 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 is designed to improve the basic grammar and writing skills of ESL students. The focus is on the study and practice of simple and compound sentences, using compound tenses and correct word forms, word order, spelling, and punctuation. This course may be repeated three times. Credit/No Credit Option.

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 fluency in writing expository paragraphs in standard written English and introduces essay structure. The focus is on the study and practice of topic sentences and thesis statements, rhetorical patterns, organization of the paragraph and short essay, coherence, and writing techniques. This course includes 1.5 hours of laboratory work (hours by arrangement) to facilitate skill development. A grade of C or better qualifies a student for English 905. This course may be repeated three times. Credit/No Credit Option.

61LS BASIC LISTENING AND SPEAKING
3.5 units
Lecture 3 hours; lab 1.5 hours by arrangement
Prerequisite: ESL 61LS or completion of ESL assessment.
Recommended preparation: It is strongly recommended that students enroll concurrently in ESL 61RV 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 of stress and intonation. This course includes 1.5 hours of laboratory work (hours by arrangement) to facilitate skill development. This course may be repeated three times. Credit/No Credit Option.

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
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 61RV.
Acceptable for credit: California State University.
This course is designed to improve the basic grammar and writing skills of 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 GRAMMAR AND WRITING
3 units
Lecture 3 hours
Prerequisite: ESL 61GW 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 is designed to improve the basic grammar and writing skills of ESL students. The focus is on the study and practice of simple and compound sentences, using compound tenses and correct word forms, word order, spelling, and punctuation. This course may be repeated three times. Credit/No Credit Option.

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 fluency in writing expository paragraphs in standard written English and introduces essay structure. The focus is on the study and practice of topic sentences and thesis statements, rhetorical patterns, organization of the paragraph and short essay, coherence, and writing techniques. This course includes 1.5 hours of laboratory work (hours by arrangement) to facilitate skill development. A grade of C or better qualifies a student for English 905. This course may be repeated three times. Credit/No Credit Option.
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, 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, syntactic knowledge and new and idiomatic expressions to express ideas in conversational settings. Students continue to learn appropriate verbal and nonverbal behavior. Emphasis is on the development of oral fluency and the appropriate use on conversational strategies and conversation management techniques. 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 is designed to increase the ability to recognize and distinguish fact from opinion. 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
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 continues to develop ESL students’ reading and vocabulary skills in a variety of social, business, and/or academic situations. 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 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 INTERMEDIATE 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 paraphrasing, summarizing, and the simple analysis of texts to identify main ideas and distinguish fact from opinion. This course may be repeated three times. Credit/No Credit Option.
65RV ACADEMIC READING AND VOCABULARY
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.

68 PRONUNCIATION SKILLS
3 units Lecture 3 hours
Prerequisite: ESL 63LS or completion of ESL assessment.
Acceptable for credit: California State University.
This course is intended for advanced ESL students who want to improve their pronunciation skills and fluency in English. The course offers individual speech assessment and intensive practice in American English speech sounds, stress, rhythm, and intonation. Students will carry out class assignments for skill application and will learn how to monitor their speech in social and professional speaking situations. This course may be repeated three times. Credit/No Credit Only.

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.
This course is designed for ESL students who want to improve their presentation 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.

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 114 and FD 67.
Recommended preparation: Math 902
In this course, students will be given the opportunity to concentrate on computer techniques for digitizing patterns using the Gerber AccuMark computer system. Students must know how to digitize patterns and make markers manually before 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.

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: FD 114 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 garment 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 Silhouetteworktable. In addition, students will use the GT Samplemaker and Samplemaker software to cut out sample garments. Students must know how to make patterns manually and be familiar with Microsoft Windows before enrolling in this class. This course is West Valley College 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 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; lab 1 hour by arrangement
Acceptable for credit: California State University.
A course designed to present in-depth information about all aspects of the Fashion Design industry and the process of design development and apparel production. The factors affecting fashion will be explored and fashion cycles identified. The goal of the course is to acquaint students with the career opportunities and requirements for employment within the Fashion Design industry. 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 PGMGT 030A. This course may be repeated twice. Credit/No Credit Only.
32 HISTORY OF FASHION
3 units Lecture 3 hours; lab 1 hour by arrangement
Acceptable for credit: California State University.
This course 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 can 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 A.A./A.S. 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” forms will be used to illustrate apparel for men, women, and children. Techniques for drawing existing garments as well as illustrating original designs will be presented. This course is essential for anyone entering any apparel design careers and helpful to those entering an apparel manufacturing or patternmaking career.
This course is West Valley College Certificate and A.A./A.S. Degree applicable, will be applied for approval for CSU, and may be repeated once. Credit/No Credit Option.

42 FASHION ILLUSTRATION II
3 units Lecture 3 hours
Prerequisite: FD 52A.
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 II
3 units Lecture 3 hours; lab 1 hour by arrangement
Prerequisite: FD 52A.
Acceptable for credit: California State University.
This course is a continuation of Fashion Design 52A. Fabric information specific to Apparel Design is presented in detail. Students will conduct an 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 lab 1 hour by arrangement
Prerequisite: FD 52A.
Acceptable for credit: California State University.
This course is a continuation of Fashion Design 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.

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: 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.

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 coordinate printing. Students will have the opportunity to create repeating patterns for their own original designs. This course may be repeated two times. 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.
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, 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: California State University.
This course covers the three-dimensional method of creating workroom sample patterns using fashion industry professional draping techniques. Designs are draped in muslin and fashion fabric on standard industry dress forms provided in the FD lab then transferred into first patterns for apparel production. Sample garments are constructed using production techniques and equipment provided in the FD lab. This course is A.A./A.S. Degree and Certificate applicable. Credit/No Credit Option.

65 PRODUCTION PATTERNMAKING
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 units  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.

68 PROFESSIONAL DRAPING II
3 units  Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: FD 60.
Recommended preparation: Math 902
In this course, students will job shadow or interview someone working in the apparel industry. This course is A.A./A.S. Degree applicable and may be repeated once. Acceptable for credit: California State University.

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
4 units  Lecture 3 hours; lab 3 hours by arrangement
Prerequisite: FD 40A, 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 3 hours; lab 3 hours by arrangement
Prerequisites: FD 040A, 040B, 052B, 054, 062, 076
Recommended preparation: FD 64, Math 902
Acceptable for credit: California State University.
This course focuses on the process of creating a line of apparel and techniques for marketing that apparel at the wholesale level. Emphasis is on the process of organizing original design concepts into a complete apparel collection including the designing, construction and costing of wholesale production samples. Students create their own line of apparel in their chosen area of interest using industry standard production equipment. Basic business practices, presentation techniques and marketing strategies are covered. Students will present their line in a final show. This course is A.A./A.S. Degree and Certificate applicable.

82 FASHION PORTFOLIO DEVELOPMENT
1 unit  Lecture 3 hours (6 weeks)
Prerequisites: 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.

• 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.
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 techniques for scanning black and white and color images, reducing and changing colors in scanned images and calibrating colors for color printing. Although primary emphasis is placed on techniques used for textile and apparel design in the apparel industry, this course is appropriate for students who need to work with a scanner and a color printer in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, multimedia. This course is West Valley College A.A. and A.S. Degree and Certificate applicable, and can be repeated once. Credit/No Credit Option. This class is dual listed with CA 085).

86 CAD: DESIGNING TEXTURES AND BACKGROUNDS  
2 units  
3 Lecture Hours, 3 Lab Hours by Arrangement (12 weeks)  
Prerequisites: FD85 or DMIS 85  
Recommended preparation: FD52B, FD70  
Students will have the opportunity to learn techniques for creating textures and backgrounds that can then be used in presentation and design. Students will use paint programs including Adobe Photoshop and Fractal Design Painter on the Mac. Students will also be introduced to the use of the digitizing tablet for creating their designs. This course is West Valley College A.A./A.S. degree and certificate applicable and may be repeated once. This course may also be offered in a distance learning format. (This class is dual listed with CA 86). Credit/No Credit Option.

87 CAD: CREATING DESIGNS AND TECHNICAL SKETCHES  
2 units  
Lecture 3 hours; lab 3 hours by arrangement (12 weeks)  
Prerequisite: FD 85 or DMIS 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.

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) CURRENT FASHION TOPICS  
.5 unit  
Lecture 3 hours (3 weeks)  
Cal Poly Pomona courses are accepted for credit. 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) CURRENT FASHION TOPICS  
1 unit  
Lecture 3 hours (6 weeks)  
This course will explore topics related to the Fashion Industry and will be offered as needed. Topics will include, but are not limited to: International and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. Please see the class schedule for specific topic being offered. Credit/No Credit Option.

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.
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.
The student will learn the fundamentals of French grammar and pronunciation and be able to converse on a limited scale about topics of everyday importance. He/she will be able to record this same information in writing and will be able to understand written and spoken French within the limits of the grammatical structures and vocabulary introduced in the course. Emphasis will be placed on communication and relevancy. The student will be personally involved in a variety of activities which encourage him/her to use the language creatively in meaningful situations. In addition, the student will be exposed to various aspects of the culture of the French-speaking world.
Credit/No Credit Option.

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.

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.
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.

Acceptable for credit: California State University.

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, films, 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 A.A. and A.S. Degree and Certificate applicable. 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 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 (Also offered as a television course.)
Acceptable for credit: California State University.
Designed for those desiring a basic, practical conversational approach to learning a language, this course emphasizes conversation and vocabulary-building with a minimum of grammar. 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.

50B BASIC FRENCH CONVERSATION AND CULTURE

3 units
Lecture 3 hours (Also offered as a television course.)
Prerequisite: French 50A.
This 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 (Also offered as a television course.)
Prerequisite: French 50B.
Acceptable for credit: California State University.
This course is an intermediate French course. Students will enhance their ability to express themselves orally in French. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their French while furthering their knowledge of the customs and culture of France and other French-speaking countries. Credit/No Credit Option.

51B INTERMEDIATE FRENCH CONVERSATION AND CULTURE

3 units
Lecture 3 hours (Also offered as a television course.)
Prerequisite: French 51A.
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 students a solid foundation in business vocabulary, basic business and cultural concepts, and situation practice necessary to be successful in today's French speaking business world. It may be repeated once. Credit/No Credit Option.
57B FRENCH FOR INTERNATIONAL BUSINESS
3 units Lecture 3 hours
Prerequisite: French 1B
Acceptable for Credit: California State University.
This course is suitable for students in the following areas: business majors planning to study international Business or government; undergraduate liberal arts majors wishing to expand their awareness of the French language or seeking positions with companies doing international business; and majors in science and technology fields planning to enter and to expand the international business world opening up to American-based firms. This course is West Valley College Degree 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. Instructional materials are provided in English and French. West Valley College AA/AS Degree and G.E. applicable. This course can be repeated once. Credit/No Credit Option.

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 six 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.

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. One semester of French or equivalent.
Acceptable for credit: University of California, California State University.
Individual work in fundamentals of grammar and pronunciation and further as needed. Topics will include, but are not limited to: international and domestic sourcing, import issues, advanced manufacturing techniques, costing and negotiations. This course is West Valley College degree and certificate applicable. It may be repeated two times. Credit/No Credit Option.

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.
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

THE FACULTY
Robert Lopez

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.

2B HISTORICAL GEOLOGY LABORATORY
1 unit Laboratory 3 hours
Recommended preparation: Geol 001B or concurrent.
Acceptable for credit: University of California, California State University.
This course provides laboratory and field experience to introduce the field of historical earth science. It includes description of rocks, fossils, and geologic maps, directed to provide evidence for the theories of the evolution of the Earth. Time is spent in the field, both during the regular scheduled time plus one weekend.

3A, B, C, D CALIFORNIA NATURAL HISTORY FIELD WORK
2 Units 2 Lecture Hours
Acceptable for Credit: California State University
This lecture/field course illustrates topics covered in GEOL 001A/B, GEOL 010, and GEOL 015. There will be two instructional hours per week on campus followed by a six-day field trip/camp. The instructional meetings will introduce the field use of topographic and geologic maps as well as background on the specific focus region of the trip, which will include discussions on other areas of natural history such as physical ecology, astronomy, and meteorology. Trip locations will differ for each class (e.g., Cascade and Modoc Volcanoes; Sierra Nevada Foothills and Yosemite; Lake Tahoe and High Sierra; Eastern Sierra Nevada; San Francisco Bay, Coast Ranges, San Andreas Fault; Los Angeles and Transverse Ranges; Death Valley and Mohave Desert; Baja California). A fee will be required.

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, University of California.
Within a theme of understanding Earth, this introductory science survey course covers major topics in geology, oceanography, meteorology, astronomy, geography, and the scientific method. This course is intended to fulfill a science requirement for teaching credential programs and non-science majors.

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.

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.
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.

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.

German

1A BEGINNING GERMAN
5 units
Lecture 5 hours, supplemented by outside use of language laboratory
Coreq: 11A
Prerequisite: German 1A or its equivalent (2 years of high school German).
Acceptable for credit: University of California, California State University.
The students will learn the fundamentals of grammar and pronunciation and be expected to converse on a limited scale about everyday topics, and how to write and understand the course content. Emphasis will be placed on communication, and students will be exposed to various aspects of the customs and culture of Germany, Switzerland and Austria. Credit/No Credit Option.

1B BEGINNING GERMAN
5 units
Lecture 5 hours, supplemented by outside use of the language laboratory
Coreq: 11B
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.

1A GERMAN LABORATORY
.5 unit
Laboratory 1.5 hours by arrangement
Recommended Preparation: German 1A concurrently
Acceptable for credit: California State University.
This is a separate beginning laboratory course offered by arrangement at the student’s convenience, which aims to present the culture of the German-speaking world through a variety of media. The student will review the customs and culture of German speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing German language and pronunciation drill are also available. The course provides an excellent supplement to German 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 drill 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.

2A 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
Acceptable for credit: California State University.
This course is designed to give students the
opportunity to be in a German speaking envi-
ronment 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.

Greek

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 Edu-
cation under C. Humanities. This course may
be repeated once. Credit/No Credit Option.

Health Care Technologies

FACULTY
Farahel Javanmardian
Kris Gaiero

The medical assisting program is accredited
by the Commission on Accreditation of Allied
Health Education Programs (CAAHEP), on rec-
ommendation of the Committee on Accredita-
tion for Medical Assistant Education.

The MEDICAL ASSISTING A.S. Degree and
Certificate of Proficiency programs prepare
the student to perform all the administrative
and clinical duties required in medical offices
and clinics such as assisting with minor sur-
gery, obtaining blood pressure and other vital
signs, managing appointments, and transcrib-
ing 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 Assist-
ing Internship or current CPR certification, a
Health Statement and a physical examination
are required before entry into Internship (HTech
54). Both the Associate Degree and the Cer-
tificate of Proficiency Medical Assisting pro-
grams are accredited by the Committee on
Allied Health Education of the American Medi-
cal Association and the American Association
of Medical Assistants. Upon completion of
these programs the students may sit for the
AMA-AMA Certification Examination adminis-
tered by the National Board of Medical Exam-
iners.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970,
or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
The MEDICAL OFFICE LABORATORY ASSISTANT program prepares students to work in pathology laboratories or in a hospital or clinic lab. Graduates are prepared to correctly obtain specimens of various types (including the drawing of blood) and to process them according to established standards.

The INSURANCE BILLING SPECIALIST program is designed to train the student to receive medical claim forms; abstract medical information such as diagnosis, prognosis, and dates of treatment from patient records; complete forms; and answer telephone inquiries from doctors, patients, and insurance companies. Billing specialists must have knowledge of medical terminology, diagnostic and procedural coding as well as the legal requirements for release of medical information.

The MEDICAL ADMINISTRATIVE ASSISTANT program focuses on the many and varied administrative functions of a medical office including personnel supervision, credit and collection procedures, and management of time and resources.

In the CLINICAL ASSISTANT program, the student is prepared to work primarily in the back office, in the clinical setting multi-physician private practice, a large outpatient facility or a public health clinic. Instruction focuses on procedures to assist with direct patient care—obtaining vital signs, preparing for procedures and assisting with examinations and minor office surgeries—while still including the knowledge of medical terminology and medical law/ethics as well as the essential basic procedures of appointment, reception, records management and therapeutic communication.

The MEDICAL OFFICE RECEPTION program is designed to provide the student with the knowledge and skills needed to manage the front desk in a medical office or similar setting including telephone technique, public relations, and records management.

MEDICAL TRANSCRIPTION is a program that offers instruction and training in medical terminology, information processing, and medical transcription. This program prepares students for entry-level employment as medical transcriptionists by providing the basic knowledge, understanding and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

The 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 3 Lecture Hours, 1 Lab Hours, 1. Lab Hours by Arrangement
Acceptable for Credit: California State University
This course is designed specifically for, but not limited to, students in the Health Care Technology programs. The students will have the opportunity to learn the basic anatomical components and associated physiology integrated for each body system. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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 LAW
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.

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
2 units, 1 Lecture Hours, 2 Lab Hours, 3 Lab Hours by Arrangement
Prerequisites: HTech 005; HTech 002 or concurrent enrollment
Recommended preparation: typing skill 35 word per minute
Acceptable for Credit: California State University
In this course, the students will review medical terminology, use reference materials, use transcribing equipment, and review English usage and punctuation. The students will transcribe reports on various medical specialties. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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.

41 BASIC MEDICAL OFFICE BUSINESS PROCEDURES
3 units 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 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 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 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 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.

55 CLINICAL PROCEDURES 1
2 units, 1 Lecture Hours, 3 Lab Hours, 1 Lab Hours by Arrangement
Prerequisite: HTech 005
Recommendation preparation: Math 902
This course provides instruction in the duties and responsibilities of the clinical area of a medical office. This will include equipment and supplies control; medical asepsis assisting with physical examinations including positioning, height, weight, and visual acuity; vital signs determination (temperature, pulse, respiration, and blood pressure); assisting with specialty examinations. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

56 CLINICAL PROCEDURES II
2.5 units Lecture 2 hours; lab 1.5 hours
Prerequisite: HTech 5
Recommended preparation: Math 103/103R
The student will receive instruction in medical office procedures. The areas covered will be: first aid and bandaging; electrocardiographs, x-ray and laboratory procedures and instructions; and medical office physical therapy modalities; as well as, correct charting documentation, using appropriate terms and abbreviations. This course is West Valley College Degree Applicable. Credit/No Credit Option.

57 CLINICAL PROCEDURES III
2 units Lecture 2 hours; lab 1.5 hours
Prerequisite: HTech 5
Recommended preparation: Math 902
Theory and practice in sterilization procedures, sterile technique, assisting with minor office surgery, and assisting with examinations and procedures in pediatrics, proctology, gynecology and obstetrics. Instruction in basic nutrition and diet therapy. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

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.
58 LABORATORY TECHNIQUES
3 units Lecture 2 hours; lab 3 hours Recommended preparation: Math 902
Designed to develop knowledge and understanding of basic laboratory tests that may be done in a Medical Office, or sent to a reference laboratory; specimen collection, analytical techniques, normal values and interpretation of abnormal values. This course is West Valley College A.S. Degree and Certificate applicable. Credit/No Credit Option.

60 MEDICAL OFFICE MANAGEMENT
2 units 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 Lecture 1 hour (9 weeks) or 3 hours (3 weeks) Acceptable for credit: California State University. 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 Lecture 1 hour; lab 1.5 hours Prerequisite: HTECH 55, HTECH 56, HTECH 57 or concurrent enrollment.
Recommended preparation: Math 902
This course will give the Health Care students an opportunity to learn the theory and practice of administration of parenteral medications including site selection, safety factors, techniques; as well as medication dosage calculations (medication math). This course is West Valley College Degree Applicable. Credit/No Credit Option.

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: unit communication procedures, 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.

71A BASIC MASSAGE THERAPY
2.0 Units 1.0 Lecture Hour; 3.0 Lab Hours, 1.0 Lab Hour by Arrangement Prerequisite/Corequisites: HTECH 004
This course provides the student with fundamental training in Swedish and Sports massage theory, technique, and practice. The curriculum covers various topics including anatomy, with emphasis on the musculoskeletal system, benefits and contraindications of massage therapy, biomechanics, athletic training and common sports injuries, diet and nutrition, yoga, cryotherapy, holistic health and wellness. This course is West Valley College certificate applicable. Credit/No Credit Option.

72 PHLEBOTOMY
2 units Lecture 5 hours; lab 15 hours (4 weeks) Prerequisites: HTECH 059
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.

- 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.
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 (EMSA Title 22), and upon successful completion with a C grade or better, Red Cross certificates will be issued in “Responding to Emergencies” and “EMSA Title 22”.

8 CONTEMPORARY HEALTH ISSUES
3 units Lecture 3 hours
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.

11 CARDIOPULMONARY RESUSCITATION*
(“CPR FOR THE PROFESSIONAL RESCuer”,
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.

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.
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.

13 THE HEART AND CARDIOVASCULAR DISEASE; DRUGS, AND OTHER CHRONIC DISEASES

3 units 3 Lecture Hours Acceptable for Credit: California State University.

This course is designed to develop knowledge, attitudes, and behavior patterns that contribute to a better understanding of: the heart and its functions; the prevention and treatment of chronic diseases such as cardiovascular disease, cancer, and diabetes; the use, the misuse, and laws governing prescription, legal and illicit drugs in our society; and an understanding of the psychological, physiological, cultural, and sociological factors affecting heart disease and drug use and abuse through the life span. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

100 SPECIAL TOPICS

.5-.3 units Lecture and/or lab .5 to 9 hours

The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Credit/No Credit Option.
Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
Honors University Transfer Program

COORDINATOR:
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 11 HONORS—HUMAN BIOLOGY
4 units Lecture 3 hours; lab 3 hours; 1 lab hour by arrangement
Acceptable for credit: University of California, California State University.
Honors Biology 11 uses pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Honors courses are taught as seminars with increased emphasis on critical thinking, writing, and student participation in the form of oral presentation, discussions, and field trips.

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.

BIO 24 HONORS—CONTEMPORARY BIOLOGY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Honors Biology 24 uses pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Honors courses are taught as seminars with increased emphasis on critical thinking, writing, and student participation in the form of oral presentation, discussions, and field trips.

COMM 1 HONORS—PUBLIC SPEAKING
3 units
Honors COMM 001 uses pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Honors courses are taught as seminars with increased emphasis on critical thinking, writing, and student participation in the form of oral presentation, discussions, and field trips.

COMM 10 HONORS—PERSUASIVE SPEAKING
3 units
Prerequisite: Engl 905
Recommended preparation: ESL 65LS strongly recommended for ESL students.
Acceptable for credit: University of California, California State University.
This course will focus on the study, presentation, and analysis of persuasive messages. Considerable attention will be given to developing the student’s ability to prepare and present persuasive messages and the ability to listen critically and to evaluate persuasive messages. Students will examine the difference between fact and inference, the influence of ethos, logos, and pathos as persuasive proofs, the difference between induction and deduction, types of propositions (claims) and types of arguments (reasoning); identification and analysis of fallacies; and other topics as related to persuasion and its place in historical and contemporary communication events. Substantial writing of essays plus full-content outlines that help the student learn the relationship of language to logic will be required. This course is intended to satisfy the IGETC requirement for Critical Thinking/English Composition.

COMM 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.
ECON 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 Institutionalists, as well as the more traditional perspectives of Neo-Classical and Keynesian economists. Political economy tends to stress the unity of micro and macro events and processes. It exhibits a tendency to go beyond the bounds of pure economics in order to understand or rationalize the structure and changes within the economy.

ENGL 1C HONORS—CLEAR THINKING IN WRITING
3 units Lecture 3 hours
Prerequisite: English 1A
Acceptable for credit: University of California, California State University.
Recommended Preparation: Read 970
This writing course focuses on techniques and principles of writing effective argument. The course examines word choice, inference, evidence, reasoning, and strategies in argument written by both professional and student writers.

ENGL 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.

HIST 4B HONORS—HISTORY OF WESTERN CIVILIZATION
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Honors HIST 4B uses pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Honors courses are taught as seminars with increased emphasis on critical thinking, writing, and student participation in the form of oral presentation, discussions, and field trips.

HIST 17B HONORS—UNITED STATES HISTORY
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Honors HIST 17B uses pedagogical methods common to all Honors courses; interdisciplinary, writing-intensive, collaborative, and experiential instruction. Honors courses are taught as seminars with increased emphasis on critical thinking, writing, and student participation in the form of oral presentation, discussions, and field trips.

HUMAN 1A HONORS—HUMAN VALUES IN AND FROM THE ARTS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Honors HUMAN 1A uses pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Honors courses are taught as seminars with increased emphasis on critical thinking, writing, and student participation in the form of oral presentation, discussions, and field trips.

- 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.
HUMAN 1B HONORS—HUMAN VALUES IN AND FROM THE ARTS
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
Honors HUMAN 1B uses pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Honors courses are taught as seminars with increased emphasis on critical thinking, writing, and student participation in the form of oral presentation, discussions, and field trips.

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.

IS 12 HONORS—VISUAL AND PERFORMANCE ARTS: ETHNIC AND CROSS-CULTURAL PERSPECTIVES
3 units Lecture 3 hours
Acceptable for credit: California State University.
A survey of music, theater, movement, and the visual arts from a cross-cultural and intercultural (ethnic) context. Historical, theoretical and aesthetic study of the visual and performance arts will be emphasized.

LIBR 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.

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.
The 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.

PSYCH 2 HONORS—EXPERIMENTAL
PSYCHOLOGY WITH LAB
4 units  Lecture 2 hours; lab 3 hours (and 3 hours by arrangement)
Prerequisite: Psych 1
Corequisite: Math 10
Recommended preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiology and behavior. A computerized psychophysiology laboratory will be used to introduce students to (1) experimental design and analysis, and (2) theoretical and methodological concepts in psychophysiological research, which investigates the relationship between physiological events and behavior. General areas covered include: philosophy of science, research design, experimental procedures, data analysis, synthesis, evaluation, and summary. Elementary statistics will be incorporated into the course using actual data collected from experiments conducted during laboratory sessions. Computer modeling will be compared and contrasted with empirical research as a problem solving method. Primary references used for experimental write-ups and the final research project will require data base searching on Dialog.

SOC 2 HONORS—SOCIAL PROBLEMS
3 units  Lecture 3 hours
Acceptable for credit: University of California, California State University.
An introduction to the sociological perspective in dealing with contemporary social problems. Drug addiction, poverty, violence, mental illness, environment, aging and other areas of societal concerns are examined. Available community resources to help deal with and arrive at solutions to these problems will be explored.

THEAR 15 HONORS—INTRODUCTION TO
FILM
3 units  Lecture 2 hours; lab 3 hours
Acceptable for credit: University of California, California State University.
This course is intended as a critical analysis of the film media from an audience perspective. Elements of film production from cinematic structure, style and historical perspective will be explored. Included in the course will be reading, lecture and discussions on the theory and practice of filmmaking with an emphasis on producers, directors, actors and critics. Credit/No Credit Option.
**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.

**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 humanities by arrangement.

**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.

**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.

**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/discussion format, we will explore topics such as communication skills, tutoring techniques, study skills, test-taking skills (which will reduce anxiety), stress management, campus resources, cross-cultural communication, and problem solving skills and learning disabilities. Directly beneficial to tutors as well as other students, the communications skills learned in this course will be transferred to other students in order to help them become more successful as well. Peer tutors teach. This course is 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 CallWORKS 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.

Recommended Preparations in Basic Skills:

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

THE FACULTY
Diane Hurd
Celine Pinet

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; lab 2 hours by arrangement
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers the processes and 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.

30 GRAPHIC TECHNIQUES
3 units Lecture 2 hours; lab 3 hours
Recommended preparation: Math 902
Acceptable for credit: California State University.
This course covers sketching and rendering techniques in relation to interior spaces. Credit/No Credit Option.

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
Acceptable for credit: California State University.
This course examines the process, laws and regulations, categories, qualification criteria and financial incentives for the interior design of historic buildings. In addition, rehabilitation of a building is explored in detail. 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 2 Lecture Hours, 3 Lab Hours, 4.0 Lab Hours by Arrangement
Prerequisites: ID 10, 15, 20, 25, 30, 75
Recommended Preparation: MATH 902
Acceptable for Credit: California State University
This course covers planning and design for interior spaces with emphasis on the home environment. Projects will include studies of special spaces and a complete residence with scale drawings, color and materials schemes and selection of furnishings. This course is West Valley College AA/AS degree and certificate applicable. 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
2 Lecture Hours, 3 Lab Hours, 4 Lab hours by Arrangement
Recommended Preparations: ID 040 or Concurrent; Math 902
Acceptable for credit: California State University
This course covers the process of design for kitchens and baths with emphasis on remodeling, presentation drawings and material selection and specification. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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.

• 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.
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.

This course is intended to provide students with the knowledge and skills necessary for working in the commercial design field. Topics covered include computer-aided drafting, materials selection, and space planning. This course is designed to be taken concurrently with Drafting 073 or ID 065 or Arch 070.

90 INTERNSHIP
3-4 units Hours by arrangement
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 field of Interior Design. Credit/No Credit Option.

65 AUTOCAD: INTRODUCTION TO COMPUTER AIDED INTERIOR DESIGN
3 units, 2 Lecture Hours, 3 Lab Hours, 2 Lab Hours by Arrangement
Recommended Preparations: ID 015 or Concurrent; Math 902
Acceptable for credit: California State University

This course is 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. This course is West Valley College AA/AS degree and certificate applicable. 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 an 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, 2 Lecture Hours, 3 Lab Hours
Prerequisites: ID 030
Recommended Preparations: ID 040, 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.

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-fixtures specifications. Credit/No Credit Option.

80 ADVANCED COMMERCIAL DESIGN
3 units 2 Lecture Hours, 3 Lab Hours, 4 Lab Hours by Arrangement
Prerequisites: ID 060
Recommended Preparations: ID 070, MATH 902
Acceptable for credit: California State University

This course involves the study of commercial interior design via projects of increased size and complexity and of diverse use. This course is West Valley College AA/AS degree and certificate applicable. Credit/No Credit Option.

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.

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

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.

100 SPECIAL TOPICS
.5-3 units
Lecture and/or lab .5 to 9 hours
Recommended Basic Skill Level: none required

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

95 PRESENTATION TECHNIQUES AND PORTFOLIO
3 units
Prerequisite: ID 060
Recommended Preparations: ID 080; 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.

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.
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 conversate 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, filmstrips, tapes, films and current publications. Tapes and programs providing Italian language and pronunciation drill are also available. The course provides an excellent supplement to Italian 1A. Credit/No Credit Option.

11B ITALIAN LABORATORY
.5 unit Laboratory 1.5 hours weekly by arrangement
Recommended preparation: Italian 1B concurrently
Acceptable for credit: California State University.
This course is a continuation of Italian 11A, although 11A is not a prerequisite. The student will expand his/her knowledge of the cultures of Italian-speaking people through further use of slides, tapes, filmstrips, films and current publications. Tapes and programs providing Italian language and pronunciation drill are also available. The course provides an excellent supplement to Italian language classes and is usually taken in conjunction with Italian 1B. Credit/No Credit Option.

50A BASIC ITALIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Acceptable for credit: California State University.
Designed for those desiring a less structured, more practical conversational approach, this course emphasizes conversation and vocabulary building. A variety of classroom activities will permit the students to use the language while studying it. Cultural topics will center on everyday life in Italy (food, customs and traditions, the family, etc.), and some audiovisual aids will be used. Credit/No Credit Option.

50B BASIC ITALIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Prerequisite: Italian 50A.
Acceptable for credit: California State University.
Continuation of Italian 50A. Students will increase their vocabulary and knowledge of basic grammatical structures while emphasizing conversation. The culture of Italy will be presented through newspaper and magazine articles and audiovisual materials. Credit/No Credit Option.

51A INTERMEDIATE ITALIAN CONVERSATION AND CULTURE
3 units Lecture 3 hours
Prerequisite: Italian 50B.
Acceptable for credit: California State University.
Review and continuation of basic grammar studied in Italian 50A-B, with increased conversation and discussion of the customs and culture of Italy and Italian Switzerland. 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 3 hours by arrangement
Acceptable for credit: California State University.
This course is designed to give students the opportunity to be in a Italian speaking environment for a three day period of time. Prior to the Immersion retreat, students will attend a preparatory one-day orientation workshop where contracts will be issued and learning materials will be provided. Students will have special projects to complete prior to the retreat where the students will be in their own level group and will be required to speak only Italian. This course is West Valley College Certificate applicable. This course may be repeated once. Credit/No Credit Option.

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.

• 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.
• RECOMMENDED preparations are ADVISORY.
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 JPN 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the Japanese speaking people and their culture through further use of tapes, slides, filmstrips, and current publications. The course provides an excellent supplement to Japanese language classes and is usually taken in conjunction with JPN 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: Jpns 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 audiovisual aids will be used in the presentation of this course. Successful completion could enhance the employment possibilities for students. Credit/No Credit Option.

50B JAPANESE IMMERSION
.5 unit
Lab 1.5 hours by arrangement
Prerequisite: Jpns 50A.
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.
THE FACULTY
Janie Gerzanics

1 NEWS MEDIA
3 units Lecture 3 hours
Recommended preparation: Engl 905
Acceptable for credit: California State University.
A one-semester lecture course on the role of mass communication in society, with emphasis upon major means of mass communication: newspapers, magazines, books, television, and motion pictures. (Offered once each year.) (CAN JOUR4)

1A THE FOURTH ESTATE: MASS MEDIA AND SOCIETY
1 unit Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Acceptable for credit: University of California, California State University.
This is the first part of a three-segment course in mass communication in society. Journalism 1A (News Media) focuses on the major mass media - newspaper, magazine, radio, television, books, Internet/multimedia/world wide web and motion pictures - history and organization. This course is West Valley College Degree and Certificate Applicable. Credit/No Credit Option.

1B MASS COMMUNICATION THEORIES AND ISSUES
1 unit Lecture 3 hours; lab 1 hour by arrangement (6 weeks)
Acceptable for credit: University of California, California State University.
This is the second part of a three-segment course in mass communication in society. Section B (Mass Communication Theories and Issues) discusses mass communication/multimedia theory and mass communication/news media/multimedia issues with a special emphasis on First Amendment issues. This course is West Valley College Degree and Certificate Applicable. 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 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.
A lecture and laboratory course in newswriting principles. Clear, concise, accurate communication is emphasized. The first semester includes writing and rewriting of basic, typical news stories. The course is designed to satisfy, in part, the basic newswriting requirements for baccalaureate programs in Journalism. (CAN JOUR 2)

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.) (CAN JOUR 2)

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.
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
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
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 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.

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. Students are assigned, students conduct interviews 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.
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.
Latin

50A GRAMMAR, STRUCTURE AND ROMAN CULTURE
3 units  Lecture 3 hours; Lab by arrangement 3 hours
Acceptable for credit: California State University.
This course is designed for students who wish to improve their understanding of foreign language, English, and the literature of ancient writers of Latin. The classroom activities consist of learning grammar, vocabulary, reading, and translating original passages in Latin classical literature. This course is West Valley College Certificate applicable and A.A./A.S. Degree applicable and is transferable to CSU. It is also approved for West Valley College General Education under C. Humanities. This course may be repeated once. Credit/No Credit Option

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.
Acceptable for credit: California State University.
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  9.0 Lab Hours by Arrangement (6 weeks)
Acceptable for Credit: California State University
This library skills course is designed to enhance the student’s ability to recognize the need for information, identify the location of information, evaluate and organize the information, and present the information effectively. This 1 unit course is an independent study. Course assignments are designed to promote a hands-on approach to printed and electronic information resources. This course may also be taught in a distance learning format. Credit/No Credit Option.

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 will be dual listed with CA 74. This course may also be taught in a distance learning format. This course is West Valley College Degree applicable. Credit/No Credit Only
Marketing and Sales

THE FACULTY
James Goss
Dr. Kenneth R. Schock

40 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.

56 MARKETING PRINCIPLES
3 units Lecture 3 hours; lab 1.5 hours by arr.
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.

81 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.

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 Virdah
Betty Weiss
Jim Wilczak
Rebecca Wong

D 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 B)

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 of 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 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 honors 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.
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 CALCULUS AND ANALYTICAL GEOMETRY
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) (MATH 3A+3B=CAN MATH SEQ B)

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, Lagrange Multipliers, multiple integrals, line integrals, and an introduction to Green’s Theorem, Divergence Theorem, and Stokes’ Theorem. (CAN MATH 22) (MATH 3A+3B+4A=CAN MATH SEQ C)

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 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.

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.
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.

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  
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.

103R ELEMENTARY ALGEBRA  
3 units Lecture 3 hours  
The content of this course is identical to that of Math 103. However, this course should be taken by students who have had previous instruction in algebra or are strong math students.

104 PLANE GEOMETRY  
4 units Lecture 4 hours  
Prerequisite: Math 103 or Math 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 Math 103R or 1 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 5 Lecture Hours  
Acceptable for Credit: California State University  
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 who has had difficulty with the subject. This course may also be taught in a distance learning format.

106R INTERMEDIATE ALGEBRA  
4 units Lecture 4 hours  
Prerequisite: Math 103 or Math 103R or 1 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.

107 ALGEBRA AND GEOMETRY FOR EVERYDAY LIFE  
5 units Lecture 5 hours  
Prerequisite: Math 103 or Math 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.

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.

The Air Force Reserve Officer Training Corps (AFROTC) Program at San Jose State University offers a high quality educational experience structured for all college students. It gives students the opportunity to learn excellent leadership and management skills while training to become a commissioned officer in the Air Force. Academic instruction includes Air Force Organization, history, officer skills, leadership and management, and national security policy and issues. Students find out first hand what the Air Force has to offer for scholarship opportunities and career opportunities await you after graduation with a bachelor’s degree.

ROTC classes are located at Santa Clara University and San Jose State University. Those wishing detailed information on enrollment and scholarships, should contact the Aerospace Studies Department at San Jose State University at (408) 924-2960.

Any student interested in enrolling in either program may go to the Counseling office for further information. Classes are listed in the Schedule of Classes under Military Science.

Lower Division Courses
Army ROTC

MILSC 001A, 001B - (BASIC SKILLS)
2 Units Lecture 2 hours.
This course includes lecture and practical training in fundamentals of US Army and ROTC. The topics covered are leadership, management, weapons, tactics, and survival. There is no military obligation.

MILSC 002A 002B - (ADVANCED SKILLS)
2 Units Lecture 2 hours.
This course offers continued training in leadership and management skills.

Air Force ROTC

ROTC 001A 001B - AIR FORCE TODAY
1 Unit
This course introduces the student to the United States Air Force and Air Force Reserve Officer Training corps. Topics include mission 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
Kathryn Dougherty

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 MUSICIANSHIP
4 units each Lecture 4 hours; lab 1 hour
Acceptable for credit: University of California, California State University.
A course for music majors/minors in the technical aspects of music: scales, intervals, triads and their inversions, harmonization of melodies and basses, sight singing with syllables and numbers, rhythm, and beginning analysis; melodic, harmonic, and rhythmic dictation (ear training); harmonization, using principal and secondary triads in root position and 1st and 2nd inversions; elementary keyboard harmony. (3B is CAN MUS 4)

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 harmonic progression, harmony, 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.

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.
5 FUNDAMENTALS OF MUSIC
3 units Lecture 3 hours; lab 1 hour
Acceptable for credit: University of California, California State University.
A basic course in the fundamentals of music provided for the general college student and education major at elementary level. Study of components of music: rhythm, notation, music reading, scales, intervals, chords, music periods, the orchestra, melody writing, guided listening to various types of music. Class instruction in elementary piano techniques.

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
Recommended preparation: Music 3A or 3B.
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
Recommended preparation: Music 3A or 3B.
Acceptable for credit: University of California, California State University.
A 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 musical forms and performances. The 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 to gain 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 choral 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 the development and analysis 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, 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.

27 INTRODUCTION TO JAZZ PIANO
1 unit
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 increment of 1.

30A, B BEGINNING PIANO
1 unit each
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 by arrangement hours is 2 for an increment of 1.

31A, B INTERMEDIATE PIANO
1 unit each
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 by arrangement hours is 2 for an increment of 1.

• 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.
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 by arrangement 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 by arrangement 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 by arrangement 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 by arrangement 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 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 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 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 actually 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 actually 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.

63B 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.

63A 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 an 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.

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 FCS 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.

• 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.
22 NUTRITION FOR FITNESS AND SPORT
3 units Lecture 3 hours per week
Acceptable for Credit: California State University.
This course is designed specifically for the fitness specialist or enthusiast who wants a basic understanding of nutritional principles as they relate to exercise and sports. Emphasis will be placed on understanding the role of nutrients in physical performance. Body composition, precompetition meals and the efficiency of ergogenic aids will also be discussed. Credit No/Credit Option.

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

Oceanography

THE FACULTY
Elizabeth Bell
Robert Lopez
Richard G. Rose

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.

Paralegal

THE FACULTY
Yvonne Ekern, J.D.

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, investigative 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
Prerequisite: 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
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.

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 motion, 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, rights 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 introduces Federal and California law of Securities. It includes an in-depth review of various accounting procedures and 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.

47 TRADEMARK LAW
3 units Lecture 3 hours
Recommended Preparation: PARA 037
This course addresses the law of copyright, fair use and copyright infringement, and remedies for infringement. 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.

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 owner- ship. 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, local, nationwide and international, of the major public and private law firms, plus the various legal agencies and courts. In addition, there will be lectures on current topics by guest speakers.
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
Prerequisite: CA 032B
Acceptable for credit: California State University.
Students learn to utilize Microsoft Word features that apply to the Law Office. Features covered will include document preparation, time management, desk management, electronic mail and importing information from other sources, such as fax, spreadsheets, databases, CD-ROM, Internet and Fax. This course is West Valley College Degree and Certificate applicable. Credit/No Credit Only. (dual listed with CA 35M and CA 35B) Credit/No Credit Option.

66 LEGAL RESOURCES ON THE INTERNET
.5 unit
Lecture 3 hours; lab 2 hours by arrangement (3 weeks)
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 (3 weeks)
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 COMPUTERIZED LITIGATION DOCUMENT MANAGEMENT
.5 unit
Lecture 3 hours; lab by arrangement 6 hours (3 weeks)
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 and AA/AS Degree applicable. Credit/No Credit Only.

80 (A-Z) CURRENT LEGAL TOPICS
.5 unit  Lecture 3 hours (3 weeks)
This course explores topics related to the legal profession and is offered as needed. Topics include, but are not limited to: How to Read a Case, Shephards, Unlawful Detainer, Small Claims Court, Legislation Tracking, and Government Tort Liability. Please see the class schedule for specific topic being offered. This course is West Valley College Certificate and AA/AS Degree applicable, and will be applied for approval for UC and CSU. This course may be repeated three times. Credit/No Credit Only.

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 and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Only.

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 and AA/AS Degree applicable, and may be repeated three times. Credit/No Credit Option.

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.

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.
10 INTRODUCTION TO PARK MANAGEMENT

3 units  Lecture 3 hours
Acceptable for credit: California State University. This course will provide an introduction to public land management. The student will have the opportunity to learn about a variety of city, county, state, regional, open space and federal park areas. Students will learn about the history of environmental thought. Students will learn about job opportunities in public land management and how to prepare for them. Students will learn about the current issues in natural and cultural resources management.

11 PARK COMMUNICATIONS

2 units  Lecture 2 hours
Acceptable for credit: California State University. Effective communication is vital to a successful career working for public and private land management agencies. This specialized class will explore techniques for communicating with the public, colleagues, and other agencies and organizations. Emphasis will be placed on developing strong interpersonal, oral and written communications skills within the context of natural and cultural resource agencies.

12A BASIC OUTDOOR SKILLS

3 units  Lecture 2 hours; lab 3 hours
Acceptable for credit: California State University. A course designed to acquaint the student with those skills necessary to camp and backpack using environmentally sensitive methods. Includes: equipment evaluation and use, back-country first aid and those skills necessary for the back-country traveler. Three-day backpacking trip required.

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 and rescue equipment, establishing anchors, rock climbing, and rappelling. Special fees and equipment are required.

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 WILDLAND FIRE SUPPRESSION

2 units  Lecture 2 hours
Acceptable for credit: California State University. This course provides the training necessary for the federal Interagency "RED" card for wildland firefighter. Subjects include ignition, behavior, and spread of forest fires, influences and role of topography and fuels, philosophy behind prescribed fire, fire suppression equipment, methods of fire prevention and suppression. Incendiary Command System, and the national wildland fire control organizations.

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. This course is dual listed with BIO15.

15A DUTIES OF THE RANGER

2 Units  2 Lecture Hours, 3 Lab Hours
Prerequisites: PKMGT 010, 014, and 013 (Concurrently)
Acceptable for Credit: California State University. The purpose of this course is to address specific contemporary topics and issues pertinent to the operation and management of public and private lands. This course will include strategies for invasive species reduction, wetland and desert land management, timber harvest management, visitor use management, hazardous materials management, search and rescue management, media relations, agency liability, visitor safety and ranger safety.

15B NATURAL AND CULTURAL RESOURCE INTERPRETATION

3 units  Lecture 2 hours; lab 3 hours.
Prerequisite: PKMGT 10
Acceptable for credit: California State University. Students will increase confidence in their public speaking abilities as they explore the interpretive approach to communication. In this hands-on learning environment, students will gain the knowledge and skills necessary to develop and conduct guided walks, children's programs and campfire presentations. Students will also learn the fundamentals of creating interpretive media such as brochures, displays, and exhibits. Field trips and professional presentations will provide students with exemplary interpretive experiences.

15C INTRODUCTION TO PARK MAINTENANCE

3.0 Units, Lecture 1.0 Hour, 6.0 Hours Lab, 1.0 Lab Hour by Arrangement
Acceptable for Credit: California State University. This course will provide an introduction to park maintenance skills and management. The student will have the opportunity to learn basic skills in the following subjects: carpentry, plumbing, electrical, concrete, painting, and drywall construction. Students will learn about the materials, tools and techniques used in park maintenance. Students will learn how to integrate safety into park maintenance operations. Students will learn the basic principles of managing a park maintenance operation. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once.

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.
21 PARK OPERATIONS LAB

1 Unit 4 Lab Hours
Prerequisites: PKMGT 010, 013, 014 or concurrent
Acceptable for Credit: California State University
This course in park operations will take place in county parks, such as Sanborn/Skyline and Stevens Creek. Under supervision, students will experience ranger, maintenance and interpretive specialized instruction from county park personnel. Special term assignments and self-instructional units are required. This course is West Valley College AA/AS degree and certificate applicable.

23 POWERSAWS

1.5 Units 9 Lecture Hours, 9 Lab Hours, 3 Lab hours by Arrangement (2 weeks)
This course is designed to meet training requirements to work as a powersaw operator. The cutting techniques and procedures are applicable to all geographic areas of the country. The student will learn the powersaw mechanics and basic field maintenance, powersaw operation, bucking and felling, and brush clearing. Students who have also taken PKMGT 013 (or possess a current Basic Red Card), will receive the S-212 Wildfire Powersaws certificate. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Option.

84 CAREER EXPLORATION IN THE LEGAL FIELDS

.5 unit 1 Lecture 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. 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.

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.

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.

116 UNIVERSAL TRAIL ASSESSMENT PROCESS

1 unit 18 Lecture Hours (1 week)
This course is designed to teach land management employees the techniques used to produce objective classification of trails. The universal trail assessment process is used as a tool by land management agencies to inventory, maintain, and evaluate accessibility of trails. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once. Credit/No Credit Only.

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. This course may be repeated three times. Credit/No Credit Option.

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**16A INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS AND GLOBAL POSITIONING 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 majors containing studies in horticulture. The students will learn about the natural and cultural resources that the student will accomplish during this practical experience in park operations. One hundred four hours/semester are required. This course is West Valley College AA/AS degree and certificate applicable.

**18 PARK PLANNING AND DESIGN**

2 units Lecture 2 hours; 1 lab hour by arrangement
This course will provide an introduction to park planning and design. The student will have the opportunity to learn about how to design facilities within a park environment. Students will learn about materials and techniques used for constructing ecologically sound facilities that fit into a specific park environment. Students will learn how to integrate the needs of park visitors with the natural and cultural resources of the park. Students will learn about environmental assessments needed to plan and design facilities in parks. This course is West Valley College A.A./A.S. degree and certificate applicable.

**20A/B PARK MANAGEMENT SEMINAR**

3 Units Each 1 Lecture Hour, 6 Lab hours by Arrangement
Prerequisites 020A: PKMGT 010, 013, 014
Prerequisites 020B: PKMGT 010, 013, 014, 018
Prerequisites: Concurrent enrollment in work experience
Recommended Preparations: PKMGT 015B, 015C
Acceptable for Credit: California State University.
The students will apply knowledge and skills learned in the program through an internship at a selected park. The student, the park supervisor, and the faculty will agree upon and establish objectives that the student will accomplish during this practical experience in park operations. One hundred four hours/semester are required. This course is West Valley College AA/AS degree and certificate applicable and may be repeated once.

**139**
Option. and may be repeated once. Credit/No Credit.

150G BASIC RESPONSE TO A MAJOR INCIDENT-SEMS
.5 units
Lecture 9 hours (1 week)
This provides the student with basic information about the Standardized Emergency Management System (SEMS), Incident command System (ICS) and major incident planning, pre-planning, and response. This course explains the need to have a current and functioning emergency procedures plan in the workplace, the basic parts to this plan, and how to prepare the home and workplace for a major incident. This course is non-degree applicable and may be repeated once. Credit/No Credit Option.

1 - INTRODUCTION TO PHILOSOPHY
3 Units
Acceptable for Credit: California State University, University of California.
This course is an introduction to philosophical problems and the various approaches to their solutions. The student will be exposed to selected systems of Western philosophy with emphasis on how these systems are relevant to solving the problems of contemporary existence. The course will explore answers to such questions as: What is reality? What, if anything, makes an act right or wrong? This course may also be taught in a distance learning format. Credit/No Credit Option. (CAN PHIL 6)

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. Credit/No Credit Option. (CAN PHIL 6)

3 INTRODUCTION TO ETHICS
3 Units 3 Lecture Hours, 2 Lab hours by Arrangement
Prerequisite: Grade of C or better in ENGL 001A
Acceptable for Credit: California State University, University of California
This course is an introduction to the problems and techniques of traditional and modern logic comprising both deductive and inductive inference. The students will have an opportunity to 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 IGETC Critical Thinking/english Composition requirement. This course is WVC degree and certificate applicable. This course may also be offered in a distance learning format. (CAN PHIL 4)

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.
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, 3 Lecture Hours, 2 Lab hours by Arrangement
Prerequisite: Grade of C or better in ENGL 001A
Acceptable for Credit: California State University, University of California
This course is an introduction to critical thinking and critical writing. The students will have the opportunity to learn techniques of practical reasoning and argumentation, with emphasis on application of these techniques in the writing of a sequence of argumentative essays. Topics include: critical reading, argument analysis, recognizing propaganda and stereotypes, clarifying ambiguity, meaning and definition, evaluating evidence, logical correctness vs. factual correctness, and common mistakes in reasoning (formal and informal fallacies). Critical writing strategies are emphasized. Sample arguments for analysis are drawn from readings in philosophy and from culturally diverse sources in other fields. This course fulfills the IGETC Critical Thinking/English Composition requirement. This course is West Valley College AA/AS degree and certificate applicable. This course may also be offered in a distance learning format.

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.

• 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.
Photography

THE FACULTY
Maxwell Crumley
Michael Leary

1 BASIC PHOTOGRAPHY (LECTURE)
3 units
Corequisite: Photo 1L and Photo 49A
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 1/2 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
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 1 1/2 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.

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.
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.

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 axillary 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 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.

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.

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.
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 units 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 printing, 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. 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.

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 CDs will be produced and will be manipulated along with pre-manufactured CDs.

70 KODALITH TECHNIQUES
1 units
Lecture 3 hours; (6weeks)
**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 sabattier images. It is a creative technique applicable to photographers with limited darkroom facilities. It is an 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; (6weeks)
**Prerequisite: Photo 1 and 1L.**
Acceptable for credit: California State University. This course is an introduction to simple techniques of making duplicate slides from original 35mm transparencies utilizing a minimum of special equipment. It is a course designed to make special application to the classroom instructor’s needs for visuals for instructional application. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

72 ENVIRONMENTAL PORTRAITS
1 units
Lecture 3 hours; (6weeks)
**Prerequisite: Photo 1 and 1L.**
Acceptable for credit: California State University. This course will teach the use of natural light in producing beautiful portraits in outdoor settings. Techniques of posing, camera operation and accessories and the use of light control equipment will be a part of the information provided. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.

73 PHOTOGRAPHING YOUR ART
1 units
Lecture 3 hours; (6weeks)
**Prerequisite: Photo 1 and 1L.**
Acceptable for credit: California State University. This course will provide photographers with information on the simplest methods for photographing their artwork for either inventory records, portfolio presentations or publication. It will cover the different techniques required for drawings, paintings, sculpture and other media. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course. Credit/No Credit Option.
Physical Education

(See also Health Education and Nutrition Studies)

THE FACULTY
Steve Bordi
Bob Burton
Wendy Bowers-Gachesa
Bill Campbell
John Hancock
Lester Hearn
Heidi Janes
Jennifer Kerwin
Carol Knight
Julie Lowry
Steven McCann
Ann Malmuth-Onn
Mike Perez
Jim Root
Diane Rudy
Joan Sarlo
Diane Tsutsumi
Bruce Watson
Joan Worley

All Physical Education activity courses are acceptable for credit at the University of California except 4.18. All are acceptable for credit at California State University, and all carry the Credit/No Credit Option.

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.

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 adaptive physical education program is handled by a specialist who designs physical education programs for the disabled and offers an individual program geared to meet each student’s need.

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 aerobics. Exercises will develop the cardiovascular and muscular systems to enable students to function more efficiently and effectively within their own abilities.

Recommended Preparations in Basic Skills:
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 905 AND reading competency by completing Reading 970, or Reading 53, or ESL 50. Some courses may also recommend a math course prior to enrollment. See individual course descriptions for math recommendations.
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 class 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 class 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
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This class is designed to satisfy the need for cardiovascular activity as well as develop and maintain fitness through the use of continuous rhythmic movements of walking, pushing a wheelchair, or using the row cycle around the track. Nutrition, weight control and stress reduction will be emphasized.

1.24 ADAPTED PHYSICAL EDUCATION WATER EXERCISE AND SWIM
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 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)
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course presents exercises that use specific muscles while the body is submerged in water. The course aids the student in conditioning, strengthening muscles, and cardiovascular endurance.

1.26 ADAPTED PHYSICAL EDUCATION— 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 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)
Acceptable for credit: University of California, California State University.
Emphasis is for those with a temporary or permanent disability.
This course presents weight-training techniques used to increase strength. In addition, the student will learn to assess and improve his or her own physical capabilities and limitations.

Aquatic Sports

2.01 WATER POLO
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to provide the student with a competitive type of water game that will appeal to all students of various swimming 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
Acceptable for credit: University of California, California State University.
This course provides the individual with the knowledge and skills designed to save his/her own life and the life of another in the event of an emergency. Certification is through the American Red Cross.

2.03 SPRINGBOARD DIVING
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed for students in beginning, intermediate, and advanced springboard diving. The basic dives in all five categories, single and multiple somersaults 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
Acceptable for credit: University of California, California State University.
This course is designed to equip the individual with elementary swimming skills and knowledge in order to make him/her reasonably safe while in and around the water.

2.05 SWIMMING—INTERMEDIATE
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to increase the 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
Acceptable for credit: University of California, California State University.
This course provides the individual with additional strokes and other related water skills to become an all-around swimmer. Emphasis is on development of the individual’s swimming endurance.

• 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.
### 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  
Acceptable for credit: University of California, California State University. 
This course is designed to introduce the general college student to the discipline, aesthetics, traditions, and historical background of classical ballet at a beginning level.

#### 3.04 Ballet—Intermediate

1 unit  Laboratory 3 hours  Recommended: PE 3.02  
Acceptable for credit: University of California, California State University. 
This course is designed to introduce students to the discipline, aesthetic, traditions and historical backgrounds of classical ballet at the intermediate level.

#### 3.05 Choreography for Modern and Jazz Dance

2 units  Laboratory 4 hours, 1 hour by arrangement  
Acceptable for credit: University of California, California State University. 
The student will be introduced to the skills of making dances and will participate in class, college, and community performances. This course includes an overview of the field of choreography, a study of the elements of dance (time, shape, space, and energy), composition, presentation, and critique of movement problems.

#### 3.06 Beginning Country Western Dance

1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University. 
This course is designed to acquaint the student with the basic forms of Country Western dance and social practice as related to this dance form and to help students become proficient in the steps and style of Country Western Dance.

#### 3.07 Intermediate Country Western Dance

1 unit  Laboratory 3 hours  Recommended: PE 3.06  
Acceptable for credit: University of California, California State University. 
This is an intermediate level Country Western Dance course designed to increase the student’s skills and techniques. Proficiency in the steps, dances and styling of Country Western Dance will be enhanced.

#### 3.08 The Flamenco Dance of Spain

1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University. 
The flamenco dance is the most popular of Spanish theatrical dance forms. Its folkloric influences include the dance cultures of the East Indians, the Moors and the Andalusiens. 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  
Acceptable for credit: University of California, California State University. 
This course is designed to teach the folk dances and styles unique to modern-day Israel and the Balkan states/countries. The study of these dances will help the student develop an appreciation of the culture and folk arts of these areas. Israeli dance will include dances influenced by Yemenite, Chassidic and Arabic styles. Balkan dances will be taught from the following areas: Serbia, Macedonia, Croatia and other Yugoslav areas, Greece, Romania, and Bulgaria.

#### 3.10 International Folk Dance—Beginning

1 unit  Laboratory 3 hours  
Acceptable for credit: University of California, California State University. 
This course in folk dance for beginning students is designed to include opportunities to learn the basic skills of folk dance, to develop an appreciation for cultural styles and dance patterns from many countries, and to give the student knowledge which he/she may carry on in many varied recreational situations.

#### 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.

#### 3.14 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.

#### 3.15 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.
3.17 MODERN DANCE—INTERMEDIATE
1 unit Laboratory 3 hours
Recommended: PE 3.15.
Acceptable for credit: University of California, California State University.
This intermediate level modern dance course is designed to increase the student's skills, technique and composition. Students will gain increased insight into the creative process and further develop the body as an instrument for communication.

3.18 DANCE WORKSHOP
1 unit Laboratory 3 hours
Recommended: Beginning level or equivalent dance skills in the area of emphasis: PE 3.06, 3.08, 3.09, 3.12, 3.15, 3.20 or 3.23.
Acceptable for credit: University of California, California State University.
This course is designed to provide students with an opportunity to work intensively on their technique and performance skills in a specific dance area.

3.19 REHEARSAL AND PERFORMANCE IN DANCE
2 units Laboratory 6 hours; 1 hour by arrangement
Acceptable for credit: University of California, California State University.
This course is designed to give the student an opportunity to rehearse and perform dances in an informal setting at the college and at various locations in the West Valley community. Emphasis will be on group participation in all areas of dance production. The course will include dance warm-ups and techniques, improvisational studies, choreographic studies, group and solo rehearsals of finished dances; class, college and community performances.

3.20 SOCIAL DANCE—BEGINNING 1
1 unit Laboratory 3 hours; .5 lab hour by arrangement
Acceptable for credit: University of California, California State University.
This course is designed to acquaint the student with the basic forms of social dance and social practice as related to dance experiences, and to help students become proficient in their basic dance forms.

3.21 SOCIAL DANCE—INTERMEDIATE
1 unit Laboratory 3 hours; .5 lab hour by arrangement
Recommended: PE 3.20.
Acceptable for credit: University of California, California State University.
This intermediate level social dance course is designed to increase the student's skill in intermediate dance steps in the following: waltz, tango, rhumba, swing and cha-cha. Additional dance steps may include samba, Viennese waltz or present popular dances.

3.23 TAP DANCE—BEGINNING 1
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to teach the beginner basic tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

3.24 TAP DANCE—BEGINNING 2
1 unit Laboratory 3 hours
Recommended: PE 3.23
Acceptable for credit: University of California, California State University.
This course is designed to teach the advanced beginner tap dance skills as well as tap dance technique, style, structure, improvisation and composition.

3.25 BEGINNING COUNTRY WESTERN LINE DANCE
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to acquaint the student with the basic forms and social practice of Country Western Line Dancing and to help students become proficient in the steps and styles of Country Western Dance.

3.26 BEGINNING COUNTRY WESTERN LINE DANCE
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to acquaint the student with the basic forms of social dance and social practice as related to dance experiences, and to help students become proficient in their basic dance forms.

3.27 INTERMEDIATE COUNTRY WESTERN LINE DANCE
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to provide intermediate level Country Western Line Dance students is designed to increase the student's skill in techniques and help them become more proficient in the steps, dances, and styling of Country Western line dance.

3.28 DANCE REPERTORY (A-F)
1 unit Laboratory 3 hours
Recommended preparations: PE 3.06, Beginning Country Western Dance, or PE 3.09, Balkan/Israel Folk Dance, or PE 3.12, Jazz Dance—Beginning I, or PE 3.15, Modern Dance—Beginning I, or PE 3.20, Social Dance—Beginning I, or PE 3.23, Tap Dance—Beginning I
Acceptable for credit: University of California, California State University.
This course is designed to provide students with an opportunity to expand and develop their repertoire (of dances) in a specific dance area (A-F). They can then draw on this repertoire for performances 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
Acceptable for credit: University of California, California State University.
This course is designed to give the students an opportunity to rehearse and perform dances in an informal setting at the college and at various locations in the West Valley community. Emphasis will be on group participation in all areas of dance productions. The course will include dance warm-ups and techniques, choreographies, group and solo rehearsals of finished dances, and class, college and community performances.

3.30 Dance: BEGINNING HIPHOP
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will introduce the students to the fundamentals of hip hop/street funk. Students will learn general patterns as well as the basics of creating routines using individual style. Information describing the history and cultural development of hip hop as a dance form will be presented. This course may be repeated three times.

3.31 DANCE: INTERMEDIATE HIPHOP
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will introduce the students to the intermediate styles and choreography of hip hop/street funk. Students will have the opportunity to learn and practice challenging and complex routines. Students will choreograph and present a hip hop routine reflecting individual styles and interpretation. This course may be repeated three times.

3.32 BEGINNING LINDY HOP AND SWING
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will focus on steps, patterns, and style. Credit/No Credit Option.

3.33 DANCE INTENSIVE
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to provide intermediate/advanced dance students an opportunity to expand and develop their technical skills, style, and performance technique in a specific area of dance.

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

This course is designed to satisfy the needs for cardiovascular activity and to develop and maintain cardiovascular fitness through the use of continuous rhythmic movements and general overall exercises.

### 4.05 FITNESS, AQUA AEROBICS
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.

This course will improve the student’s cardiovascular efficiency; increase muscular strength and endurance and further develop joint flexibility through the use of continuous, vigorous water activities and exercises.

### 4.06 FITNESS, DEEP WATER JOGGING
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.

This course will give the students who enjoy the water environment an opportunity to improve and maintain cardiovascular fitness without risk of injury to joints. It also affords an excellent means of rehabilitation after injury. This course will improve the student’s cardiovascular efficiency, increase muscular strength and endurance and further develop joint flexibility through the use of continuous water exercise and activities.

### 4.07 FITNESS, COMPETITIVE ATHLETE
1 unit  
Laboratory 3 hours; .5 lab hour by arrangement  
Acceptable for credit: University of California, California State University.

This course is designed to develop a highly conditioned body for strength, flexibility and endurance for the competing varsity athlete.

### 4.12 FITNESS, STRETCHING AND FLEXIBILITY
1 unit  
Laboratory 3 hours  
(Also offered as a television course)  
Acceptable for credit: University of California, California State University.

This course will explore the purposes and techniques of acquiring body flexibility through stretching exercise. Particular attention is devoted to back care and muscle relaxation techniques.

### 4.13 FITNESS, WALKING
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.

Students are exposed to the benefits of exercise through fitness walking and to the principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tension.

### 4.14 FITNESS, WATER EXERCISE
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.

This course presents exercises that use specific muscles while the body is submerged in water. The course helps the student become trimmer, stronger, and better conditioned.

### 4.16 FITNESS, WEIGHT TRAINING
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.

This course will emphasize conditioning needs/skills of men and women through a program of progressive weight training using external weights designed to increase muscular strength and endurance and general overall conditioning.

### 4.18 PERSONAL FITNESS APPRAISAL
.5 Unit  
3.0 Lab hours by Arrangement  
This course is designed to provide an increased self-awareness of personal fitness levels and fitness concepts through course activities and laboratory testing of physical fitness components (cardio-vascular, muscular, flexibility and body composition). The instructor will provide an exercise prescription for an ongoing training program which will be monitored throughout the duration of the class.

### 4.22 FITNESS, STEP
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.

This course will provide students with the 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  
Acceptable for credit: University of California, California State University.

Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of men.

### 4.25 FITNESS, TOTAL - WOMEN
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.

Students are exposed to the principles of exercise which will increase cardiovascular condition, muscular strength and endurance, body flexibility, and methods to release body tensions. Emphasis on needs/skills of women.

### 4.26 GET FIT LAB
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.

This course offers the opportunity for participation in an assortment of exercise programs to improve cardiovascular endurance, local muscular endurance, muscular strength, and joint mobility. Selected field and laboratory tests of physical fitness are administered before, during, and after participation in an exercise program. This course will focus on safe and sane approaches to diet and exercise. Information on cardiac risk, stress management, and guidelines for weight control.

### 4.27 YOGA FOR HEALTH
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.

The practice and study of Yoga helps to bring about a natural balance of body and mind. This course emphasizes the physical practice of yoga exercises which provide a gentle muscle stretching and range of motion around the joints along with breathing and relaxation techniques leading to total relaxation and the harmony of mind and body.

### 4.28 FITNESS JOGGING
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.

Students are exposed to the benefits of exercise through fitness jogging. The principles of exercise which will increase cardiovascular conditioning, endurance, flexibility and methods of releasing body tensions will be introduced.

### 4.29 BODY SCULPTING
1 unit  
Laboratory 3 hours  
Acceptable for credit: University of California, California State University.

This course will provide students with the opportunity to gain improved muscular strength and endurance through the use of free weights and resistive types of exercises. The workout is structured and the movements are set to music. Credit/No Credit Option.
4.30 FUNCTIONAL FITNESS
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will provide students with the opportunity to gain muscular strength, balance, coordination, speed, power and agility by performing conditioning drills using plyometrics, medicine balls, agility domes, speed ladders, Tai Chi, and yoga. Movement patterns will improve skills for running, jumping, throwing, kicking, lunging, and swinging. These movement patterns will train students to be functionally strong for competitive sports and active lifestyles.

4.31 CORE TRAINING
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will provide students with the opportunity to gain muscular strength for trunk stabilization. Movement patterns that strengthen the abdominals, obliques, hips and lower back will be emphasized. Increases in core strength will improve the student’s ability to function in daily activities with proper biomechanics and less risk of injury.

4.32 FITNESS: BOOT CAMP
1 Unit  3 Laboratory hours
Acceptable for credit: University of California, California State University.
This course will provide students with the opportunity to gain improved fitness, muscle strength, and endurance. This course will utilize campus grounds and incorporate exercise stations such as obstacle courses, hurdles, and rope climbing. Other training activities will include running, calisthenics, and jumping rope.

4.33 CARDIO CROSS TRAINING
1 Unit  3 Laboratory hours
Acceptable for credit: University of California, California State University.
This course will provide students with the opportunity to gain improved cardio-respiratory fitness, flexibility, and muscle strength. This course will utilize exercise equipment to improve cardio-respiratory fitness. Equipment will include the stair-master, stationary bike, treadmill, seated rowing machine, and other apparatus.

4.30 FUNCTIONAL FITNESS
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will provide students with the opportunity to gain muscular strength, balance, coordination, speed, power and agility by performing conditioning drills using plyometrics, medicine balls, agility domes, speed ladders, Tai Chi, and yoga. Movement patterns will improve skills for running, jumping, throwing, kicking, lunging, and swinging. These movement patterns will train students to be functionally strong for competitive sports and active lifestyles.

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4.33 CARDIO CROSS TRAINING
1 Unit  3 Laboratory hours
Acceptable for credit: University of California, California State University.
This course will provide students with the opportunity to gain improved cardio-respiratory fitness, flexibility, and muscle strength. This course will utilize exercise equipment to improve cardio-respiratory fitness. Equipment will include the stair-master, stationary bike, treadmill, seated rowing machine, and other apparatus.

Combatives and Martial Arts

6.02 KARATE—BEGINNING
1 unit
Acceptable for credit: University of California, California State University.
Laboratory 3 hours; .5 lab hour by arrangement
This course introduces the student to the basic skills of Karate.

6.03 SELF-DEFENSE
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
Students are instructed in methods and techniques of self-defense which will help them recognize and avoid dangerous situations. Techniques will be presented in the defense of oneself when under attack.

6.05 TECHNIQUES OF AMATEUR WRESTLING
1 unit  Laboratory 3 hours; .5 lab hour by arrangement
Acceptable for credit: University of California, California State University.
This course presents an introduction to amateur wrestling that will provide vigorous activity and basic skills including rules and procedures related to the conduct of matches. Emphasis on needs/skills of men.

6.06 KARATE—INTERMEDIATE
1 unit  Lab 3 hours; .5 lab hour by arrangement
Acceptable for credit: University of California, California State University.
Intermediate skills and techniques of the art of karate and other Japanese martial art forms are presented. Content includes analysis and application of movement; individual and group interaction and uses of karate.

6.07 KICK BOXING: COED
1 unit  Lab 3 hours
Acceptable for credit: University of California, California State University.
This course will present the skills (kicks, punches, blocks, and stances) used in competitive kickboxing. Training will include conditioning and flexibility exercises. Sparring drills, bag work, timing and focus training will be presented. Self-defense techniques will also be introduced.

6.08 FITNESS BOXING: COED
1 unit  Lab 3 hours
Acceptable for credit: University of California, California State University.
This course will provide the student with the opportunity to gain improved cardio-respiratory fitness, flexibility, and muscle strength while learning kickboxing skills.

6.09 CARDIO KICKBOXING
1 unit  Lab 3 hours
Acceptable for credit: University of California, California State University.
This course will provide the student with the opportunity to gain improved cardio-respiratory fitness, flexibility, and muscle strength while learning kickboxing skills.

6.10 TAI CHI
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will introduce the fundamental philosophies, skills, and health enhancing components of Tai Chi. The course will cover historical and philosophical aspects of Tai Chi and Tai Chi body movements and forms utilizing energy flow and stress reducing elements.

Lifetime Sports

Lifetime sports classes are designed to teach skills in sports activities in which the student can experience lifelong participation.

7.02 BADMINTON—BEGINNING
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will introduce the fundamentals of the game of badminton and the strategies of badminton to the student.

7.03 BADMINTON—INTERMEDIATE
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
Recommended preparations: PE 7.02. This course provides students with the opportunity to master individual skills and strategies of badminton at the intermediate level.

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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.
7.04 INTRO TO SPORT CLIMBING/ROCK CLIMBING
1 unit  Lecture 1 hour; lab 2 hours
Acceptable for credit: University of California, California State University.
This course is designed to offer the novice/beginner student the opportunity to learn to climb efficiently and safely, to learn proper techniques of climbing, belaying, and rope management. Students will have the opportunity to learn about local climbing-related opportunities in the South Bay. Students must provide their own instructor-approved harnesses.

7.05 INTRODUCTION TO CYCLING
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to offer the novice/beginning road cyclist the opportunity to learn to ride efficiently and safely, to learn general bike maintenance and to experience riding some of the bike lanes and bike paths in the South Bay Area. Students must provide bicycle and helmet.

7.06 INTRODUCTION TO OFF ROAD CYCLING
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to offer the novice/beginning road cyclist the opportunity to learn to ride efficiently and safely, to learn general bike maintenance and to experience riding some of the off road riding trails available in the Bay Area. Students must provide bicycle and helmet.

7.07 FENCING—BEGINNING
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is for the beginning fencer. Emphasis is placed on learning basic movement skills, officiating skills, and beginning boutting.

7.08 FENCING—INTERMEDIATE
1 unit  Laboratory 3 hours
Prerequisite: PE 7.07
Acceptable for credit: University of California, California State University.
This course provides students with the opportunity 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
Acceptable for credit: University of California, California State University.
This course provides the students with the opportunity to master specific fencing skills and techniques at the advanced level in standard and electrical foil.

7.10 GOLF—BEGINNING
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to teach the novice beginning golf skills and knowledge needed to play golf.

7.11 GOLF—INTERMEDIATE
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
Recommended preparations: PE 7.10.
This course is designed to help intermediate golfers develop more advanced skills in the game of golf. A greater emphasis is placed on the technical aspects of the swing.

7.12 GOLF—ADVANCED
2 units  Laboratory 4 hours
Acceptable for credit: University of California, California State University.
Recommended preparations: PE 7.11.
This is a high-level sequential course designed to help develop advanced techniques in a practical realistic atmosphere. Most sessions will be presented at the golf course. Some emphasis is on the social values of the game and an introduction to various scoring methods and types of tournament play.

7.15 ALPINE SKIING
1 unit
Laboratory 9 hours, six of which are by arrangement (6 weeks)
Acceptable for credit: University of California, California State University.
This course introduces the basic beginning skills of snow skiing. Instructions and practice are conducted at a local ski resort. Instruction in equipment care and selection, conditioning exercises, rules and courtesy, and trip preparation are conducted on campus.

7.16 CROSS COUNTRY SKIING
1 unit
Laboratory 9 hours, six of which are by arrangement (6 weeks)
Acceptable for credit: University of California, California State University.
This course introduces the basic skills of cross-country skiing, including technique, selection and care of equipment, waxing techniques, and conditioning. Opportunities for on-snow practice are provided through scheduled field trips.

7.18 BEGINNING TENNIS
1 unit  Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to teach the basic fundamentals of tennis to the student to increase the student’s appreciation of the game’s value as a lifelong, leisure-time activity. Mastery of these skills will enable the student to progress to another level of tennis.

7.19 ADVANCED BEGINNER TENNIS
1 unit  Laboratory 3 hours
Recommended preparations: PE 7.18.
Acceptable for credit: University of California, California State University.
This course is designed to 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.

7.20 INTERMEDIATE TENNIS
1 unit  Laboratory 3 hours
Recommended preparations: PE 7.19.
Acceptable for credit: University of California, California State University.
This course in tennis is designed to give the student greater insight into the game through a series of intermediate learning experiences. Mastery of these skills will enable the student to progress to another level of tennis.

7.21 ADVANCED TENNIS
1 unit  Laboratory 3 hours
Recommended preparations: PE 7.20.
Acceptable for credit: University of California, California State University.
This course provides the student with the opportunity for further mastery of specific tennis skills and strategies at an advanced level.
7.22 TOURNAMENT TENNIS
1 unit Laboratory 3 hours
Recommended preparations: PE 7.21.
Acceptable for credit: University of California, California State University.
This course is designed for the student who has played or desires to play tournament tennis. Advanced skills and strategy will be reviewed and practiced to further enhance the student’s tennis knowledge and techniques.

7.23 SCUBA DIVING
2 units
Lecture 1.5 hours; laboratory 1.5 hour; 1 lab by arrangement
Acceptable for credit: University of California, California State University.
Students will learn the skills associated with becoming a safe, competent skin and scuba diver (PADI/YMCA certification). All students completing the field trip will qualify for certification. Advanced and rescue certification will be available.

7.24 SCUBA DIVING—ADVANCED
2 units Lecture 1.5 hour; lab 1.5 hours (18 weeks)
Prerequisite: PE 7.23, or equivalent certification from another agency
Acceptable for credit: University of California, California State University.
This course will present advanced skills of SCUBA and aquatic technology. Students will gain knowledge of diverse SCUBA environments to increase safety and competency. Students completing the field trip will qualify for Advanced and Rescue SCUBA certification.

7.25, TRIATHLON TRAINING
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course will provide students with the opportunity to gain muscular strength and cardiovascular endurance for the sport of triathlon. Training skills for swimming, cycling, and running will be emphasized. Principles of exercise physiology, sport nutrition, sport psychology, and injury prevention will prepare students to participate in a triathlon competition.

Team Sports

8.01 ARENA FOOTBALL
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to teach basic skills and techniques of football. The game is modified by using an indoor area for play.

8.03 BASEBALL—ADVANCED
1 unit Laboratory 3 hours
Recommended preparations: Prior participation in interscholastic competition or club baseball program.
Acceptable for credit: University of California, California State University.
This course is designed to provide 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
Acceptable for credit: University of California, California State University.
This course is designed to teach the basic skills, techniques, and knowledge of the game of men’s basketball.

8.07 ADVANCED TECHNIQUES OF FOOTBALL
1 unit Laboratory 3 hours
Recommended preparations: Prior participation in interscholastic competition or club football program.
Acceptable for credit: University of California, California State University.
This course is designed to teach basic, individual skills and team play through active participation; a general approach to the origin, techniques, and rules of the game.

8.08 SOCCER—BEGINNING, MEN
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to teach basic skills, offenses and defenses of men’s soccer at the beginning level.

8.09 SOCCER—ADVANCED, MEN
2 units Laboratory 6 hours
Recommended preparations: PE 8.08.
Acceptable for credit: University of California, California State University.
This is an advanced course in soccer designed to develop advanced individual skills which can be incorporated into a relatively high level of team participation.

8.10 SOCCER—WOMEN
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course emphasizes the development of a practical and working knowledge of the skills, strategy, and knowledge associated with the game of women’s soccer.

8.12 SOFTBALL—BEGINNING
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to help the student develop softball skills and provide an opportunity to participate on a softball team in a class setting.

8.13 SOFTBALL—INTERMEDIATE
1 unit Laboratory 3 hours
Recommended preparations: PE 8.12.
Acceptable for credit: University of California, California State University.
This course emphasizes the development of intermediate softball skills, including competitive team-play opportunities.

8.14 TRACK AND FIELD FUNDAMENTALS—ADVANCED
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
A course designed to teach individual skills in track and field. Includes sprints, hurdles, middle and distance running, weight events, and jumping events.

8.15 VOLLEYBALL—BEGINNING SKILLS
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University.
This course is designed to teach the novice beginning volleyball skills for recreational pleasure and value as a worthy leisure-time activity.

8.16 VOLLEYBALL—INTERMEDIATE SKILLS
1 unit Laboratory 3 hours
Recommended preparations: PE 8.15.
Acceptable for credit: University of California, California State University.
This course is designed to explore further the game of volleyball and help the student master intermediate volleyball skills.

8.17 VOLLEYBALL—ADVANCED SKILLS
1 unit Laboratory 3 hours
Recommended preparations: PE 8.16.
Acceptable for credit: University of California, California State University.
This course provides the serious student of volleyball with the opportunity to master individual skills and team strategies at the advanced level.

- 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.
**8.18 VOLLEYBALL—OUTDOOR SAND AND GRASS DOUBLES**
1 unit Laboratory 3 hours
Recommended preparations: PE 8.15. Acceptable for credit: University of California, California State University.
This course is designed to teach the skills, strategies and techniques of doubles sand and grass volleyball.

**8.19 VOLLEYBALL—ADULT CAMP**
1 unit Laboratory 3 hours Recommended preparations: PE 8.16 or 8.17 Acceptable for credit: University of California, California State University.
This course is designed to offer the intermediate and advanced player the skills to train for and compete in tournament play.

**Intercollegiate Athletics**
West Valley College is a member of the Coast-Conference of the California Community and Junior College Association. The college competes in conference competition for both men and women. A refundable equipment deposit is required in each sport.

**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. Acceptable for credit: University of California, California State University.
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. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition 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. Acceptable for credit: University of California, California State University.
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. Acceptable for credit: University of California, California State University.
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. Acceptable for credit: University of California, California State University.
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. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition for men in football.

**9.07 INTERCOLLEGIATE SOCCER—MEN**
2 units Laboratory 10 hours Corequisite: PE 4.07 Recommended preparations: PE 8.09 or interscholastic h.s. or club participation. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition in soccer designed to meet needs and skills of men.

**9.08 INTERCOLLEGIATE SOCCER—WOMEN**
2 units Laboratory 10 hours Corequisite: PE 4.07 Recommended preparations: PE 8.10 or high school. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition that meets the needs of college level women soccer players.

**9.09 INTERCOLLEGIATE SOFTBALL—WOMEN**
2 units Laboratory 10 hours Corequisite: PE 4.07 Recommended preparations: Interscholastic h.s. or club participation. Acceptable for credit: University of California, California State University.
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. Acceptable for credit: University of California, California State University.
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. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition for women in swimming.

**9.14 INTERCOLLEGIATE TRACK—MEN**
2 units Laboratory 10 hours Corequisite: PE 4.07 Recommended preparations: PE 8.14 or interscholastic h.s. or club participation. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition for men in track and field.

**9.15 INTERCOLLEGIATE TRACK—WOMEN**
2 units Laboratory 10 hours Corequisite: PE 4.07 Recommended preparations: PE 8.14 or interscholastic h.s. or club participation. Acceptable for credit: University of California, California State University.
This course provides intercollegiate competition for women in track and field.

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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.
9.17 INTERCOLLEGIATE VOLLEYBALL—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: PE 8.17 or interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides recreational participation in low-key volleyball competition.

9.18 INTERCOLLEGIATE WATER POLO—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition in water polo.

9.19 INTERCOLLEGIATE WRESTLING—MEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate wrestling competition for men.

9.20 INTERCOLLEGIATE WATER POLO—WOMEN
2 units Laboratory 10 hours
Corequisite: PE 4.07
Recommended preparations: Interscholastic h.s. or club participation.
Acceptable for credit: University of California, California State University
This course provides intercollegiate competition for women in water polo.

Intramurals

10.01 INTRAMURALS—BADMINTON
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key badminton competition.

10.02 INTRAMURALS—BASKETBALL, MEN
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key basketball competition for men.

10.03 INTRAMURALS—SWIMMING
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key swimming competition.

10.04 INTRAMURALS—TENNIS
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key tennis competition.

10.05 INTRAMURALS—FOOTBALL
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key flag football competition.

10.06 INTRAMURALS—VOLLEYBALL
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key volleyball competition.

10.07 INTRAMURALS—FLAG FOOTBALL
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key flag football competition.

10.08 INTRAMURALS—BASEBALL
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key baseball competition.

10.09 INTRAMURALS—GOLF
1 unit Laboratory 3 hours
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key golf competition.

10.10 INTRAMURALS—TEAM TENNIS
1 unit Laboratory 3 hours
Recommended: PE 7.22
Acceptable for credit: University of California, California State University
This course will provide a high level of 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
Acceptable for credit: University of California, California State University
This class provides recreational participation in low-key Soccer competition.

Physical Education—Theory

30 INTRODUCTION TO PHYSICAL EDUCATION
3 units Lecture 3 hours (Offered Spring Semester only)
Acceptable for credit: University of California, California State University.
This course surveys the basic principles of physical education and its place and contribution to the total education program, including leadership, aims, objectives, historical perspective, scientific foundations, perceptual motor learning, competitive athletics, and current issues in the field.

34 WATER SAFETY INSTRUCTOR
3 units Lecture 2 hours; lab 3 hours
Prerequisite: PE 2.05.
Acceptable for credit: University of California, California State University.
This course provides the individual with the knowledge and skills designed to save his/her own life 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
1 unit Lecture 18 hours (short course of 1-3 weeks duration)
This course is designed to assist high school coaches meet State Certification requirements, as well as enhance coaching backgrounds at the youth level. Credit/No Credit Option.

38A INTRODUCTION TO SPORTS MEDICINE
3 units Lecture 3 hours; lab 2 hours
(Offered Fall Semester only)
Acceptable for credit: University of California, California State University.
This course introduces the student to concepts of athletic training: care and prevention of sports injuries; recognition, evaluation, management, and rehabilitation of injuries; techniques of adhesive strapping and protective padding and bracing. Credit/No Credit Option.
38B Advanced Assessment of Sports Injuries
3 units Lecture 3 hours; lab 2 hours
Prerequisite: PE-Th 38A and Bio 47.
Acceptable for credit: California State University.
This course provides the student with an opportunity to expand his/her knowledge in athletic injury assessment. Injury evaluation and rehabilitation of sports injuries is emphasized as well as advanced techniques of adhesive strapping. Credit/No Credit Option.

39A Sports Injury Management and Rehabilitation
2 units Lecture 1 hour; lab 3 hours
Recommended preparations: First Aid/CPR certificate or H ED 5. May be taken concurrently.
Acceptable for credit: California State University.
This course provides the student with exposure to basic sports medicine techniques, athletic training room operation, immediate recognition and treatment of injuries unique to fall sports, particularly the “non-contact” sports such as cross country, volleyball, water polo and soccer. Credit/No Credit Option.

39B Sports Injury Management and Rehabilitation
2 units Lecture 1 hour; lab 3 hours
Recommended preparations: First Aid/CPR certificate or H ED 5. May be taken concurrently.
Acceptable for credit: California State University.
This course provides the student with exposure to basic sports medicine techniques, immediate recognition and treatment of injuries unique to spring sports, particularly the “non-contact” sports such as baseball, softball, soccer and tennis. Emphasis will be on injury prevention, recognition and evaluation; first aid procedures; and therapeutic modalities including the use of therapeutic modalities will also be introduced. Credit/No Credit Option.

39C Sports Injury Management and Rehabilitation
2 units Lecture 1 hour; lab 3 hours
Prerequisite: PE-Th 38A.
Acceptable for credit: California State University.
This course provides the student with exposure to advanced sports medicine techniques, immediate recognition and treatment of injuries unique to fall “contact” sports such as football, wrestling and basketball. Rehabilitation of injuries and the use of therapeutic modalities will be emphasized. Credit/No Credit Option.

39D Sports Injury Management and Rehabilitation
2 units Lecture 1 hour; lab 3 hours
Prerequisite: PE-Th 38A.
Acceptable for credit: California State University.
This course provides students with exposure to basic sports medicine techniques, to immediate recognition and to treatment of injuries unique to spring collision sports such as baseball and softball. Specific sports conditioning and evaluation will be emphasized. Credit/No Credit Option.

40 Introduction to Adapted Physical Education
3 units Lecture 2 hours; lab 3 hours
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.

41 Skill Competencies in Athletic Training
1 Unit 3.0 Lab Hours by Arrangement
Acceptable for Credit: California State University, University of California.
This course provides the student with the opportunity to practice and become proficient in skills that are required to be a certified athletic trainer or allied health care professional. The competencies included are: injury prevention, recognition and evaluation; first aid procedures; equipment and protective padding fabrication; rehabilitation techniques; and administrative duties. This course is West Valley College AA/AS degree applicable. It can be repeated three times. Credit/No Credit Only.

45 Theory and Technique of Offensive and Defensive Football
3 units Lecture 2 hours; lab 3 hours
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
3 units Lecture 2 hours; lab 3 hours
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.

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 for the creative process and the development of an awareness of the elements of dance. 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.

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.
60 GROUP FITNESS INSTRUCTOR TRAINING
2 units Lecture 2 hours; lab 1 hour by arrangement
Acceptable for credit: University of California, California State University.
This is an introductory course to train the aspiring fitness professional. Participants in the program will be expected to understand practical anatomy and physiology, first aid, immediate health care and nutrition. They will be assisted in learning proper exercise procedures applicable for special groups, choreography of exercises, and leading large groups of students. Visitation 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.

90, 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.

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; 1 hour by arrangement
Prerequisite: Math D or high school trigonometry
Recommended preparation: HS Trigonometry; Phys 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; PHYS 2A+2B=CAN PHYS SEQ A)
4A ENGINEERING PHYSICS MECHANICS
5 units Lecture 4 hours; lab 3 hours
Prerequisite: Math 3B (may be taken concurrently).
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 4A (may be taken concurrently).
Acceptable for credit: University of California, California State University.
Electricity and magnetism is the second in the engineering physics series. Topics to be studied include charge and matter, the electric field, Gauss’s Law, electric potential, capacitors and dielectrics, current and resistance, electromotive force and circuits, magnetic fields, applications of Ampere’s Law, induction 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 are emphasized.

4D MODERN PHYSICS
2 units 2 Lecture Hours
Prerequisite: PHYS 004B
Acceptable for credit: California State University
This course is an introduction to quantum physics with emphasis on the mathematical formulation of quantum mechanics. The nature of light and its wave-particle duality, quantum statistics, band theory, nuclear structure, and relativity. This course is West Valley College AA/AS degree applicable.

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.

52 PHYSICS SKILLS AND CONCEPTS
.5 unit 1.5 Lecture Hours (6 weeks)
Acceptable for credit: California State University
This course offers students who are taking PHYS 001, PHYS 002A, or PHYS 004A an opportunity to learn effective study, memory, and problem solving strategies for mastering physics. These strategies are applied to topics from the physics classes. The course is presented in 6-week sections, and students may take any of the sections within a semester. This course is West Valley College AA/AS degree applicable and may be repeated twice. Credit/No Credit Option.

91, 92, 93 DIRECTED STUDIES IN PHYSICS
1-3 units 1-3 Lecture Hours, 3-9 Lab hours by Arrangement
Acceptable for credit: California State University
This course will explore aspects of physics topics, lab work, research, etc. which are related to regular physics courses but are not included in them. These courses may be repeated once. Credit/No Credit Option.

1 AMERICAN GOVERNMENT
3 units Lecture 3 hours
Acceptable for credit: University of California, California State University.
This course covers the structure and functions of the American national state and local governments. Emphasis is placed on the development of democratic institutions through historical and contemporary studies. Students will have an opportunity to understand what has shaped the United States Constitution, its amendments, major court interpretations, the operation of and one’s role in democratic government. This course may be used to meet the Social Science I or II requirement in the General Education Pattern for transfer to the California State University system. (CAN GOVT 2) This course may also be taught in a distance learning format. The content and objectives of the course have been changed.

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. This course may also be taught in a distance learning format 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. This course may also be taught in a distance learning format 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
Michelle D. Reed

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. The following course may be taught in a distance learning format. (CAN PSYCH 2)

2 EXPERIMENTAL PSYCHOPHYSIOLOGY
4 units Lecture 2 hours; lab 3 hours; 3 hours by arrangement
Prerequisite: Psych 1
Corequisite: Math 10.
Recommended Preparation: Math 106/106R
Acceptable for credit: University of California, California State University.
The course introduces the student to the theory and application of the scientific method with particular emphasis in the area of physiological 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 THE PSYCHOLOGY OF WOMEN: A MULTICULTURAL PERSPECTIVE
3 units 3.0 Lecture Hours
Acceptable for Credit: California State University, University of California
The course introduces the student to the sex-role development of women in terms of the biosocial and cultural factors involved in intellectual and personal-emotional functions. Examinations of psychological research and theory focus on multicultural factors, that is gender as it relates to race, class, culture and ethnicity in United States society. (Satisfies the Cultural Diversity requirement for the Associate Degree). This course is West Valley College AA/AS degree applicable. This course may also be offered in a distance learning format. 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 (physical, cognitive and psychosocial both within and across cultures). Theoretical models and research into the development of cognitive, perceptual, physical, personality, emotional and social abilities and disabilities will be presented and discussed. Credit/No Credit Option.

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.

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.
30 PSYCHOLOGY OF ADDICTION AND SUBSTANCE ABUSE
3 units Lecture 3 hours
Acceptable for credit: California State University. An introduction to the physiological, psychological, and social processes of addiction and how they relate to the abuse of legal and illegal substances. Credit/No Credit Option.

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 personal potential. Through personal growth exercises, lectures and small group interactions, it focuses on various theories of personality and approaches to mental health in an effort to help participants develop personal goals, interpersonal communication skills, and to evolve a unified approach to the psychology of living. Credit/No Credit Option.

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.

Reading

THE FACULTY
Susan Smith

53 SPEED AND CRITICAL READING
3 units Lecture 3 hours
Recommended preparation: Reading 961 or 170. Acceptable for credit: California State University. This course will enable students to reach optimal reading speeds and to improve comprehension of collegiate and technical materials, as well as to increase their enjoyment of recreational reading.

63 VOCABULARY DEVELOPMENT
3 units Lecture 3 hours
Recommended preparation: Reading 961 or 170. Acceptable for credit: California State University. This course provides methods of expanding vocabulary through oral and written practice, and through reading. Content will emphasize analogies, word formation, grammatical derivation, words in context and formulating definitions.

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.

910 SPEED READING STRATEGIES
(Formerly Read 110)
1 unit Lecture 3 hours (6 weeks)
This course will enable students to reach optimum reading speeds in collegiate, professional and recreational reading. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option.

960 READING FUNDAMENTALS
(Formerly Read 160)
3 units Lecture 3 hours
This course is designed to improve spelling, vocabulary and reading comprehension through the use of phonics, perceptual training, a study of word and phrase formation patterns and pronunciation practice. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option.

961 EFFECTIVE READING
3 units 3.0 Lecture Hours
Recommended preparation: READ 960. This course is designed for the student who wishes to correct or improve basic reading skills. The content and objectives of the course will vary somewhat to meet the student’s individual needs. Study skills are included. The student can expect improvement of reading comprehension, vocabulary, and the attainment of an efficient reading rate. Credit earned in this course does not apply to an associate degree. Credit/No Credit Option.

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.

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.
Real Estate

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’s 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 governmental controls affecting real estate activity and will analyze the effect of local, state and federal taxes on real estate activity. The student will apply basic economic principles in solving the critical problems facing this community in providing adequate housing for its citizens. This course applies toward the educational requirements of both the California real estate broker’s and the California real estate salesperson’s license examination. Credit/No Credit Only.

94A REAL ESTATE APPRAISAL 1
3 units Lecture 3 hours; 1.5 Lab hours by arrangement
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.

Russian

1A BEGINNING RUSSIAN
5 units Lecture 5 hours
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. Readings from prose will be required. Credit/No Credit Option.

1B 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, filmsstrips, 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 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, filmsstrips, 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.

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 grammatical knowledge 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
Acceptable for Credit: California State University.
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; 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 Only.

**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.

**Skills Net**

Skills Net is a network of courses, labs, workshops and services to help students improve their basic academic and workplace success skills in reading, writing, math, study skills or English as a Second Language. Labs/courses are usually self-paced and are taught utilizing one or more of the following methods of instruction: computer assisted, multi-media or internet based instruction, or individual appointments or small group work with an instructor or tutor.  
Major course offerings include:

- ENGL 975 A-D Writing Skills Lab (under English)  
- ENGL 980 A-D Computer Assisted Writing (under English)  
- ESL 975 A-D ESL Skills Lab (under English as a Second Language)  
- LS 901A Adapted Computer-Assisted Instruction (under Supported Education Program)  
- LS 901B Adapted Computer-Assisted Instruction (under Supported Education Program)  
- LS 110 Directed Experience in Tutoring (under Tutorial Services)  
- LIBR 004 Information Resources (under Library Skills)  
- READ 975 A-D Reading Skills (under Reading)  

**975 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.

**976 ADJUNCT LEARNING STRATEGIES**  
.5 unit  
Lecture .25 hour; lab .75 hour  
This course is designed to provide students from a content-based course with learning strategies and small group instruction to help them be more successful and better able to adapt to different learning opportunities in the content-based class. Learning strategies applied to the content class will include: time management, listening/ notetaking, memory, textbook reading, test preparation, research writing and critical thinking skills. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

**Sociology**

**THE FACULTY**  
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.
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.

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 the study of customs and cultures of Spanish-speaking countries through slides, films, tapes, slides 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.

- 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.
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 environment 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 for 50A: Spanish 1A, 2A or 2B, and 3A or 3B or concurrent.
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.

50B BASIC SPANISH CONVERSATION AND CULTURE
3 units
Lecture 3 hours (Also offered as a television course.)
Prerequisite for 50B: Spanish 50A.
Acceptable for credit: California State University.
This course is a continuation of Spanish 50A. Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spanish-speaking countries. Credit/No Credit Option.

51A INTERMEDIATE SPANISH CONVERSATION AND CULTURE
3 units
Lecture 3 hours (Also offered as a television course.)
Prerequisite: Spanish 50B.
Acceptable for credit: California State University.
Students will enhance their ability to express themselves orally in Spanish. They will review basic grammar, learn new vocabulary, and participate in a variety of activities which will allow them to use their Spanish while furthering their knowledge of the customs and culture of Spanish-speaking countries. Credit/No Credit Option.

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 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.

55A1 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.

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.
57A SPANISH FOR INTERNATIONAL BUSINESS
3 units Lecture 3 hours
Prerequisite: Span 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: Span 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 Schreiberstein
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.

• 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.
Supported Education Programs

**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 do 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 do 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.

**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 of the student and the instructional objectives of LS 932. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

**931B EFFECTIVE LEARNING: MATH LAB**
(Formerly LS 131B)
.5 unit  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
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.

**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.

**936 ADAPTED INTERNET SKILLS**
1 unit  Lecture 1 hour; lab 2 hours (12 weeks)
Recommended preparations: LS 901A
This course is designed to introduce 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.

**939A ADAPTED IBM BASICS AND WORD PROCESSING**
2 units  Lecture 2 hours; lab 1 hour
This is 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.

**Recommended Preparations in Basic Skills:**
Before you enroll in degree applicable courses, it is recommended that you demonstrate writing competency by completing English 903 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.
933B PREPARATION FOR ALGEBRA
(Formerly LS 133 B)
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 933B or equivalent. Especially recommended for those who need a modified pace or teaching method. Credit/No Credit Only. Credit does not apply to the associate degree.

933D PREPARATION FOR ALGEBRA
1 unit 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. 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.

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 vocabulary. Students will solve complex equations which contain grouping symbols, solve simple word problems using algebraic expressions, simplify algebraic expressions with exponents, and simplify polynomial expressions with like terms. A major emphasis is math learning strategies, especially those useful to understanding and remembering algebraic functions and terms. This is a “bridging” course for those with learning disabilities or those who have had difficulty with previous algebra classes and want extra preparation for the elementary algebra course. This course may be repeated one time. Credit/No Credit Only.

933F PREPARATION FOR ALGEBRA
1 unit 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 factoring polynomial, and solving equations containing rational expressions. A major emphasis is math learning strategies useful to understanding and remembering algebraic functions and terms. This is a “bridging” course for those with learning disabilities or those who have had difficulty with previous algebra classes and want extra preparation for the elementary algebra course. This course may be repeated one time. Credit/No Credit Only.

936 EFFECTIVE LEARNING: LEARNING STRATEGIES
(Formerly LS 136B)
3 units 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.

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 WRITING AN EFFECTIVE RESEARCH PAPER
1 unit Lecture 3 hours (6 weeks)
This course is designed to develop skills that are necessary for college success. The goal of this course is to give students the personal knowledge about their individual learning style(s) and time management skills that are necessary for college achievement. This course is non-degree applicable. It may be repeated one time. Credit/No Credit Only.

• **PREREQUISITES AND COREQUISITES** are MANDATORY. See page 35 for specific information.
• Courses used to meet prerequisite requirements must have been completed with a grade of C or credit better.
• **RECOMMENDED** preparations are ADVISORY.
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 SENTENCE AND 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. Instruction focuses on improving writing skills including basic grammar, sentence structure, punctuation/capitalization and paragraph development and organization. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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

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

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

960A B ASSESSMENT OF COMMUNICATION SKILLS
(Formerly LS 60 A,B)
.5 unit each Lecture 1 hour for 9 weeks
This course is designed to assess the level of communication ability and to identify specific areas of disability requiring specialized instruction or support services. These areas include speech and voice production, language comprehension, and verbal expression. Appropriate referrals and specific recommendations for instruction will be made. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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. Credit/No Credit Option.

964A LANGUAGE COMPREHENSION AND EXPRESSION LEVEL 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 oral and written expression skills. Course content includes increasing vocabulary and word finding skills, development of basic grammar skills, development of basic speaking skills, and development of oral expression skills. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. 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 deficits, learning disabilities, aphasia, head injury, cerebral or other neurological impairments. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Option.

Supported Education—Speech Development

960A B ASSESSMENT OF COMMUNICATION SKILLS
(Formerly LS 60 A,B)
.5 unit each Lecture 1 hour for 9 weeks
This course is designed to assess the level of communication ability and to identify specific areas of disability requiring specialized instruction or support services. These areas include speech and voice production, language comprehension, and verbal expression. Appropriate referrals and specific recommendations for instruction will be made. Units earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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. 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.

971 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.

975 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.

976 ADJUNCT LEARNING STRATEGIES
.5 unit Lecture .25 hour; lab .75 hour
This course is designed to provide students from a content-based course with learning strategies and small group instruction to help them to become more successful and better able to adapt to different learning opportunities in the content-based class. Learning strategies applied to the content class will include: time management, listening/ note-taking, memory, textbook reading, test preparation, research writing and critical thinking skills. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

9891 INTERMEDIATE LIP READING
1 unit Lecture 1 hour
This advanced level course provides students with practical experience in lip reading and is designed for students with acquired or congenital hearing impairments. The students will be provided practical experience in lip reading. Students will learn to lip read complex stories and conversations and follow a person’s speech in both quiet and adverse listening environments. This is a continuation of the Intermediate Lip Reading course. This course may be repeated one time. Credits earned in this course do not count toward the Associate Degree. Credit/No Credit Only.

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

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

100 SPECIAL TOPICS
.5-3 units Lecture and/or lab .5 to 9 hours
The course will explore topics related to this discipline and will be offered as needed. See the class schedule for current offerings. Special topics courses are not Associate Degree courses. Credit/No Credit Option.

• 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 3 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University.
Introduction and practical experience in all technical phases of dramatic production. Emphasis on scenery, lighting and costumes required in all theatrical productions. 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 performance and life situations. Lecture and discussion, plus individual/group exercises, are combined to help the student acquire the basics of good self confidence. Credit/No Credit Option.

3B CONFIDENCE AND SELF-ESTEEM BUILDING
3 units
Lecture 3 hours
Recommended preparation: Theat 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-confidence. Credit/No Credit Option.

4 POST-PRODUCTION: DIGITAL EDITING OF THE NARRATIVE FILM
3 Units 3 Lecture Hours, 2 Lab hours by arrangement
Prerequisite: THEAR 005A/B
Recommended Preparations: THEAR 006A/B DMIS 056A; MATH 902
Beginning and intermediate film students will be introduced to post-production digital editing for narrative film and video. They will investigate the principles and aesthetics of film and video editing. They will develop the skills of cinematic story telling as they learn how to organize the editing process, integrating visual and sound elements. This course is West Valley College AA/AS degree and certificate applicable and may be repeated twice. Credit/No Credit Option.

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 completed Television Production 8A and 7B. It includes continued participation in film acting projects and television production. Students will apply television terminology to their behind-the-scenes activities. 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, narrative and educational screenplays. Credit/No Credit Option.

6B WRITING FOR FILM AND TELEVISION
3 units
Lecture 3 hours
Acceptable for credit: 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 techniques, 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: Theat 40A.
Acceptable for credit: 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. Credit/No Credit Option.

7B ACTING FOR FILM AND TELEVISION
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Theat 7A and Theat 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.

7C ADVANCED ACTING FOR FILM AND TELEVISION
3 units
Lecture 3 hours; lab 2 hours by arrangement
Recommended preparation: Theat 7A or 7B and 40A.
Acceptable for credit: University of California, California State University.
This course is designed for the student who has completed . Students will continue developing skills and techniques used in film-making. Lecture, discussion and individual/group projects are combined to help the student acquire a more advanced knowledge of producing, directing and editing. Credit/No Credit Option.

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 (CAN DRAM 18).

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 1 hour by arrangement
Acceptable for credit: University of California, California State University.
Survey of Film is an introductory film course in which primary focus is placed on the cinematic development of genre classics in 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.

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. Credit/No Credit Option.

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 presentational phases of the production process will be explored under the supervision, guidance and direction of faculty directors and designers. Productions will be presented for public performance. Enrollment is for the duration of the “summer stock” season. Credit/No Credit Option.

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., proscenium, arena, thrust staging), set model construction, working drawings. Credit/No Credit Option.

17B INTERMEDIATE SCENE DESIGN
3 units  Lecture 2 hours; lab 2 hours
Recommended preparation: Thear 17A.
Acceptable for credit: University of California, California State University.
Lecture and laboratory practices in advanced scene design. 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.

19A MOVIE MAGIC: CONTEMPORARY SPECIAL EFFECTS
3 units  Lecture 3 hours. (Also offered as a television course).
Acceptable for credit: California State University.
The students in this course study specific film effects, such as sound, blue screening, animation, morphing, and computer digital effects. It also traces the way in which early filmic techniques have inspired the creation of special effects by today's filmmakers and screenwriters. This course is West Valley College Degree and GE applicable under Area C. Humanities. Credit/No Credit Option.

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 footprint, 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, Script and classical prose. 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: Thear 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: Thear 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: Thear 40B.
Acceptable for credit: University of California, California State University.
This course provides advanced stagecraft, techniques required by theatrical literature which includes straight plays and musical theatre. This course may be repeated 2 times. 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.

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 costume design. 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 Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Classical Greek, Roman, or Asian Theatre. Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

61 PRESENTATIONAL EUROPEAN THEATRE: 14-19TH CENTURY
3 units Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the European Theatre (14-19th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

62 PRESENTATIONAL EUROPEAN THEATRE: 14-19TH CENTURY
3 units Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
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 Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational European Theatre (20th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

64 REPRESENTATIONAL EUROPEAN THEATRE: 20TH CENTURY
3 units Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational European Theatre (20th century). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

65 PRESENTATIONAL AMERICAN THEATRE: 1800-1959
3 units Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational American Theatre (1800-1959). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

66 REPRESENTATIONAL AMERICAN THEATRE: 1800-1959
3 units Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1800-1959). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

67 PRESENTATIONAL AMERICAN THEATRE: 1960-1979
3 units Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational American Theatre (1960-1979). Students participate in rehearsal and regularly scheduled performances. This course may be repeated three times.

68 REPRESENTATIONAL AMERICAN THEATRE: 1960-1979
3 units Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Representational American Theatre (1960-1979). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

69 PRESENTATIONAL AMERICAN THEATRE 1980-PRESENT
3 units Laboratory 9 hours; lab 4 hours by arrangement
Acceptable for credit: University of California, California State University.
This course provides the analysis and dramatization of acting techniques necessary for performance of the Presentational American Theatre (1980-Present). Students participate in rehearsal and regularly scheduled performances. This course may be repeated 3 times.

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.

• 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.
Tutoring

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 Schultze, English
Janine Gerzakis, Journalism
Shawn Stuart, Art History
Susan Horton, Educational Transition
Peter Thelin, Economics
Linda King, Anthropology
Karen Wallace, English
Sandra Ladd, Psychology
Naomi Wagner, Psychology
Julie Maia, English
Siv Wheeler, History
Ann Malmuth-Onn, Dance

Women’s Studies is an interdisciplinary program offering general education courses that place women’s contributions, experiences, and concerns at the center of study. Men and women are equally welcome in all Women’s Studies courses. The program welcomes all students who are interested in investigating gender, race, and class issues in their lives and world.

Philosophy

Women’s Studies encourages students to think critically about how gender has shaped their ideas about themselves and their sense of power in the world. To do this, we will:

• Explore women’s contributions to the sciences and humanities;

• Question prevailing ideas of human nature that are based on men’s experiences only;

• Examine women’s roles and 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

1 INTRODUCTION TO WOMEN’S STUDIES: KNOWLEDGE, GENDER, AND POWER
4 units  Lecture 4 hours
Acceptable for credit: California State University, University of California.
This course introduces students to the study of women and gender. Each semester, a faculty team will design the course around an interdisciplinary theme. Students will use this theme to examine how new scholarship is changing fundamental assumptions about women’s roles, both globally and locally. Men and women are equally welcome in this course, as all students can benefit from investigating the influence of gender in their lives and world. Students should consult the Schedule of Classes for a description of the theme for the current semester. Credit/No Credit Option.

COURSES ON WOMEN

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

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.

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.

Courses Offered with a Women’s Studies Focus

To make knowledge of new scholarship on women available to students, many departments have developed special emphasis sections of general education courses. Listed along with the traditional sections in the Schedule of Classes, these Women’s Studies sections will have a special notation calling attention to their unique approach. Students will learn fundamental principles as they gain knowledge about gender, race, and class—issues that are often ignored in traditionally taught courses. Students should read the Schedule of Classes carefully to ensure that they enroll in the section appropriate for their interest.

During 2001-2002, courses offered with a Women’s Studies focus may include the following:

Anthr 3  Introduction to Cultural Anthropology - Women’s Studies
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

Human 1B  Human Values in and from the Arts: Women’s Studies Emphasis.
Polit 1  American Government

For general descriptions of these courses, see the specific department listings in this catalog. For an overview of how these special emphasis courses differ from the traditional ones, students may examine the file of course syllabi maintained by the Women’s Studies Program coordinator.

The Women’s Studies Major

The college offers an A.A. degree in Women’s Studies. Please see the Instructional Programs section of this catalog for a description of the major requirements.

The Women’s Studies Program is currently in the process of developing a 12-unit Certificate in Women’s Studies. Students interested in the Certificate should contact the Program coordinator.

Men and women are equally welcome in the Women’s Studies major and in all Women’s Studies courses.

Word Processing

(See Computer Applications)
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>
<th>AVERAGE HOURS WORK PER WEEK</th>
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<td>1</td>
<td>75</td>
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<td>2</td>
<td>150</td>
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<td>3</td>
<td>225</td>
<td>15 - 19</td>
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<td>4</td>
<td>300</td>
<td>20</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)

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.
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.

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. Migrant agricultural workers, under certain conditions, may be entitled to resident classification.
11. A student who is an adult alien shall be entitled to resident classification upon documentation of his/her legal admission to the United States for permanent residence in accordance with all applicable laws of the United States, provided that he/she has had residence in the state for more than one year after such admission prior to the residence determination date for the semester or session.
12. A refugee (parolee), as defined by the Department of Immigration and Naturalization, who has resided in the state for one year prior to the residence determination date is entitled to resident classification.
13. A nonresident student seeking reclassification as a resident of financial independence in accordance with Education Code Section 68044 must complete a special form. These are available in the Admissions Office.

The above information is not all-inclusive. All questions concerning residence status should be referred to the Admissions Office.

SPECIAL ADMISSION OF HIGH SCHOOL STUDENTS

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 designate) will stipulate qualified high school students by individual letters for each student, indicating the specific college courses that may be taken. The special part-time high school student enrolled in stipulated college courses may receive high school and college credit. Interested students should contact their high school counseling office for more information. High School Credit For College Courses. Students who anticipate the use of college course work to satisfy high school requirements must have written approval for such high school credit from their high school principal prior to registration at the College.

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;

A committee receives and screens all applications from international students for admission to the College. An “international student” is defined as a person who is in this country on a student visa (F-1) and who will return to his or her home country upon completion of studies. Class work is conducted entirely in English, and students lacking fluency in this language will not be admitted.

The International Student Committee will examine all documents required of applicants provided they are on file by April 15 for Fall Semester admission and October 15 for Spring Semester admission.

An international student seeking admission shall provide the following materials:

1. A complete and correct admission application form;
2. $50.00 application fee (nonrefundable);
3. A supplemental International Student Application form;
4. Official test scores from the Test of English as a Foreign Language (TOEFL);
5. Official transcripts from high school, college and ESL Language Centers attended in the United States, including an English translation and explanation of the grading system for any foreign transcript;
6. A bank statement or notarized document proving financial ability to meet all costs of education in the United States and a notarized statement from the person(s) providing any financial aid;
7. A letter of recommendation from the Dean of Admissions or Registrar of any high school, college or university attended in the United States;
8. Prior to receiving an I-20 clearance, any international student accepted for study will be required to show satisfactory evidence that the student is free of communicable disease and is covered by an adequate major medical insurance program; and
9. Such other requirements as may be officially announced subsequent to the publishing of this Catalog.

Each international student must enroll in no less than 12 units each semester and is expected to graduate in five semesters or less.

TRANSFER STUDENTS-TRANSCRIPTS

Students with prior college work are not required to file transcripts from other institutions, except as noted. Official transcripts (sent directly to the Records Office from the former college) are required for all participants in collegiate sports, foreign students, veterans, or if credit toward graduation is desired. Of collegiate sports, foreign students, veterans, or college) are required for all participants in inter-collegiate sports, foreign students, veterans, or if credit toward graduation is desired. Official transcripts may also be required by other offices for various purposes. Such transcripts will be evaluated and made part of the student's academic record if submitted for credit toward a degree.

It is the student's responsibility to request that such transcripts be sent to West Valley College as well as to notify the Records Office that an evaluation of such a transcript is desired. For purposes of satisfying graduation requirements, transcripts of prior college work must be on file by the second week of the semester in which such degree requirements will be satisfied. Students are cautioned that even if prior transcripts are not required by the College, other colleges and universities may demand these documents and determine the student’s cumulative grade point average for admission on the basis of all transcripts.

Matriculation Responsibilities and Rights

Matriculation is a process which assists you in choosing, planning, and achieving your educational and career goals at West Valley College. It begins when you apply for admission, and it ends when you complete your studies at West Valley. Between the time you are admitted to West Valley and the time you leave, West Valley will provide you with services, resources, facilities, courses, programs, and contacts with skilled personnel to help you to understand your needs and to enable you to select and accomplish your educational and career goals. Matriculation is a partnership between YOU, the student, and US, your community college. There are mutual responsibilities for both partners.

West Valley College agrees to:
• assess your basic skills and your educational and career goals
• provide quality instruction and counseling
• offer support services
• monitor, assess, and evaluate your progress towards your goal

You agree to:
• express a broad educational intent upon admission
• complete orientation and assessment
• declare a specific educational goal by the time you complete 15 units
• develop an educational plan
• participate in advisement/counseling and make use of other support services as necessary
• attend class, complete assignments and maintain progress toward a goal.

Assessment, orientation, and advisement exist because we believe they improve your chances for success. However, you have the right to:
• waive orientation, assessment, and advisement/counseling

Please note that non-exempt students who waive orientation will be assigned a later registration date than students who complete orientation.

• retake placement tests according to Assessment Office policy
• waive assessment recommendations
• challenge a prerequisite or corequisite or other limitation on enrollment, under certain conditions
• file a complaint of unlawful discrimination if you believe assessment, orientation, counseling, or any other matriculation procedure is being applied in a discriminatory manner.

See the section on Exemptions, Waivers, Challenges, and Complaints for more specific information.

Orientation Assessment Educational Planning

ORIENTATION

Orientation is a process which provides you with information about the college’s programs and services, academic expectations and procedures, advising, and registration. Orientation also includes math assessment and educational planning. Students who complete orientation classes and workshops will:
• receive information about college requirements,
• learn about the requirements for the Associate and Bachelor’s degrees, general education, and specific majors,
• receive information about assessment recommendations and basic skills levels,
• receive academic advising,
• develop an educational plan.

ASSESSMENT

Assessment is the process the college uses to evaluate your skills in areas such as:
• Reading
• Writing
• Math
• English as a Second Language (ESL)

West Valley College uses tests and other measures to assess basic skills levels. Counselors and instructors will provide you with assistance in evaluating your basic skills levels, so you will be able to:
• better match your needs and abilities with course requirements,
• select courses appropriate to your skills,
• improve your chances for success.

Many other factors are considered in recommending courses such as:
• life and work experiences
• personal interests
• out-of-school obligations
• motivation
• support systems
• academic history

Assessment recommendations are ADVISORY only. They are based on the best information we have about your ability to do college level work. If you choose not to follow the recommendations, you must see a counselor for a waiver.

EDUCATIONAL PLANNING

Educational planning is the process of plotting your courses semester by semester. You will complete an educational plan during orientation. A counselor will assist you in choosing the appropriate course sequence that best fits your educational goal.
When to Complete Orientation, Assessment and Educational Planning

New, transfer, and former students should complete orientation, assessment, and educational planning BEFORE registering for classes. Students who do not meet this requirement before the registration period for the next semester will receive lower priority.

There are several options for completing orientation, assessment, and educational planning. These include:

- Counseling A for new students
- Counseling 1 for new and transfer students
- Counseling 2 for new and transfer students
- Counseling 5 for new and transfer students
- Workshops for returning and transfer students
- Special sessions for:
  - Athletes
  - Career Program Students
  - Court Reporting Students
  - Disabled Students
  - Educational Transition Students
  - English as a Second Language Students
  - EOPS Students
  - International Students

Contact the Counseling Center, 741-2009, or see the current Schedule of Classes for more information.

Exemptions

You are exempt from orientation if you have an AA/AS degree or higher. All exempt students are eligible and encouraged to take advantage of matriculation services.

Waivers

To Waive Assessment, Orientation, or Assessment Recommendations:

See a counselor for a waiver form.

Please note: Non-exempt students who waive orientation will be assigned a later registration date than students who complete orientation.

To Waive Advisement:

No form is required. If you have not declared an educational goal by the time you have completed 15 units, you will be required to see a counselor and complete an educational plan within 90 days. Failure to do so may result in the termination of the College’s obligation to provide you with further matriculation services.

Challenges

Prerequisites, Corequisites or Other Limitations on Enrollment

You have the right to challenge prerequisites or corequisites or other limitations on enrollment for the following reasons:

1. You believe the prerequisite or corequisite has not been made reasonably available.
2. You believe that the prerequisite or corequisite was established in violation of regulation or in violation of the District-approved policies and processes. (Supporting documentation must be provided.)
3. You believe that the pre- or corequisite or limitation on enrollment is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. (Supporting documentation must be provided.)
4. You believe you have the knowledge or ability to succeed in the course despite not meeting the prerequisite. (Supporting documentation must be provided.)
5. Enrollment in the course has been limited to a special group of students, and there are no other courses which would fulfill the requirement. You believe you would be delayed by a semester or more in attaining the degree or certificate specified in your educational plan. (Supporting documentation, including a copy of your educational plan, must be provided.)
6. The pre- or corequisite was established to protect health and safety and despite the fact that you do not meet the pre- or corequisite, you believe you are able to demonstrate that you do not pose a threat to yourself or others. (Evidence must be provided.)

To challenge a pre- or corequisite or other limitation on enrollment, contact the Admissions Office for a challenge form and specific instructions. Submit the completed form and any required supporting documentation to the Admissions Office. Your request will be evaluated by a challenge review committee within 5 instructional days and a written response will be mailed to you.

Complaints

If you feel that assessment, orientation, counseling or any other matriculation procedure is being applied in a discriminatory manner, you may file a complaint. See the current college catalog section on Student Grievances for specific information regarding this process or contact the Director of Human Resources and Employee Relations in the Human Resources Office.

Registration

General Information

Students are informed of the registration procedures to be followed in the official Schedule of Classes for each semester.

Continuing students will register by priority based upon the number of units completed in District enrollment.

Student Identification

All students are required to have a West Valley College Student ID Card. These cards are provided by the College free of charge. (A fee will be charged to replace lost cards.) ID cards are available in the Admissions Office. Students are required to present ID Cards to transact business and gain access to certain facilities on campus.

Required Note of Authorization

If you are 18 years of age or older and you would like someone else to conduct business for you, you must provide that person with a signed note of authorization. A note must be presented each time a transaction is requested.

Summer Session

Students wishing to accelerate their academic program, to satisfy course or curriculum requirements, or to enrich their program are able to do so through courses offered in the summer session. Generally, the same standards and policies followed during regular session apply for the summer session.

Open Courses

It is District policy that, unless specifically exempted by statute, every course, section or class, of which the average daily attendance is reported for state aid, whenever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.
ADDING 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 pre- and corequisite requirements. 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 can be dropped. 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 specially registered to attend a class without the requirement of taking tests or completing assignments. Each College department will determine which courses may be audited, and specific sections must have the approval of the instructor. Auditing is on a space available basis and is not available on a preregistration basis.

Fees

A fee for auditing will be charged at the rate of $15 per semester unit. Students who are enrolled in ten semester credits or more will not pay an additional fee to audit three or fewer semester units. Refunds will not be allowed for auditors after two weeks of audit attendance.

Procedure

Audit requests will not be reviewed for approval until after the first day of class for each eligible course. Priority will always be granted to students who desire to enroll in a course for credit.

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 one governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the President and their duly authorized designees.

FIELD TRIPS

Throughout the semester/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. If motorcycles park in stall they must have a valid parking permit.
Nonresident Tuition

A nonresident tuition fee is charged each student whose legal residence is other than the state of California. This fee is due and payable at the time of registration. For the 2001-2002 college year, the nonresident tuition fee is $130 for Summer 01; $145 for Fall 01 and Spring 02 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 Fruitvale Avenue, Saratoga, California 95070-5698). A transcript sent to another educational institution at the request of the student is sent directly from the Records Office and will be an official transcript. Transcripts sent to other colleges or universities include only courses taken at West Valley College.

There is no charge for the first two transcripts requested by the student; thereafter, a $4.00 fee will be assessed for each transcript. A rush (1 day) service is available for $7.50. This service guarantees that the transcript will be processed and sent out in regular mail within 24 hours. A 1 hour rush for service $10.00 is also available. A $2.00 service fee for General ED certifications (IGETC). Requests received on Friday are completed on Monday.

DELINQUENCIES ON STUDENT RECORDS

Delinquencies will be placed on students’ records by the Admissions and Records Office for fees and any other financial obligations owed to the College. West Valley College will not allow a student to register in the College 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

A student’s grade point average on this 4.00 scale is calculated in the following manner: the grade points for each course in which the student is enrolled are first determined by multiplying the grade point value for the grade awarded times the number of semester units represented by the course. Next, total grade points are summed for all courses in which a grade of A, B, C, D, or F has been awarded. This total is then divided by the total number of units for all courses in which one of these five grades was awarded. I — Incomplete

Incomplete academic work for unforeseeable, emergency or other justifiable reasons near the end of the term may result in an instructor assigning an “I” to the student. The condition(s) for removal of the “I” shall be stated by the instructor in a written record which shall also contain the letter grade to be assigned if the student fails to satisfy the conditions for removal of the “I.” A copy of this record shall be given to the student and an additional copy filed with the Records Office. A final grade shall be assigned when the stipulated work has been completed and evaluated or when the time limit for completing the work has expired. An Incomplete must be made up within one year following the end of the semester or term in which it was assigned. In unusual circumstances, a student may petition the Academic Council for a time extension.

The “I” symbol shall not be used in calculating units attempted nor in calculating grade point average.

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 inured from January 1, 1991, (the effective date of this policy) to the present and which meet the definition of “MW” may be changed to “MW’s.” 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 to circumstances beyond the control of either the student or the Records Office. It is a temporary notation to be replaced by an evaluative symbol as soon as possible. “RD” shall not be used in calculating grade point averages.
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 Graduate - Graduates who have maintained an overall cumulative grade point average of 3.00 will be designated as Honor Graduates and receive special recognition at commencement.

Valedictorians whose grade point averages place them at the top of their class and who participate in commencement exercises will also be honored.

PROBATION AND DISMISSAL
Standards for Probation
A student shall be placed on academic probation if his or her academic record of performance falls under either of the two standards below:

1. Academic grade point probation - A student who has accumulated a total of 12 or more semester 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 probation.

A student on probation 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 EXTINGUISHING CIRCUMSTANCES that were not included in the original petition.

Decisions of the Academic Appeals Committee are final and binding, but may be appealed to the College President in writing by the student within five (5) instructional days of reaffirmation of the Committee’s decision.

Rights and Responsibilities

FACULTY
General
Each instructor is responsible at the beginning of the course to inform students of the course’s learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade.

Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request. The instructor may, upon a student’s request, assign an Incomplete (“I”) grade when, in the instructor’s judgment, this action is warranted and appropriate.

Instructor-Initiated Drops
An instructor may officially drop the student from the class rolls when it is determined that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences.

An instructor may drop from the class rolls a student who has not appeared in a class during the first 1/6 of the total class meetings scheduled.

Final Examinations
A final examination, or alternative final assessment activity, is required of all students in all courses for which a letter grade can be awarded. Final examinations or assessments for full semester courses are scheduled for a two-hour period and will not be given in advance. The final examination or assessment activity will be administered at the last scheduled class meeting. Any exceptions to this policy must be approved in advance by the Vice President of Instruction.

STUDENTS
General
Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled and giving evidence of such learning through examinations, essays, term papers, journals and such other requirements as the instructor may deem appropriate for demonstrating mastery of skills required in the course.

When a student receives an incomplete grade (“I”), he or she shall not be permitted to repeat the course in a subsequent semester unless the student fails to make up the incomplete as specified by the instructor and is subsequently awarded a substandard grade (“D,” “F” or “NC”).

Students are held fully responsible for following College procedures for adding, dropping or withdrawal, and for filing appropriate forms in the Admissions Office.

Attendance
Students are expected to attend all sessions of each class. Instructors may drop students from the class if they fail to attend the first class meeting, or when accumulated unexcused hours of absences exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

Withdrawal from college
A student who must withdraw entirely from the College before the end of the semester should file a withdrawal notice in the Admissions Office. A student who withdraws from the College will receive those credits and grade symbols applicable on the date of withdrawal under the District’s grading system described earlier.

Withdrawal from a class
It is the responsibility of the student to withdraw from a class prior to the published deadline in order to insure that a penalty grade will not be awarded for the course.

A student who withdraws from a class during the first 1/6 of short-term classes or through the end of the fourth week for semester-length courses shall have no notation of enrollment in the class posted on the semester grade report or transcript.

From that point through the three-quarter point of the term (through the end of the fourteenth week for semester length courses), a “W” grade will be posted on the final grade report and the transcript. After that deadline, a grade symbol other than a “W” will be posted.

Release of Student Information
Students have the right and the responsibility to control the release of information about themselves. On the WVC application, students indicate whether they want certain information to be released to any person or agency who requests it. By answering “yes,” students agree to allow their name, address, telephone number, date and place of birth, major field of study, class schedule (including classes, rooms, days of the week and time of day for each class), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student to be released without their written consent. Please be advised that answering “no” means that parents, family, friends, and employers cannot have access to the above-mentioned information while answering “yes” means that the College may release any or all of that information on demand. If no answer is provided by the applicant regarding the release of directory information, the College will assume that permission is granted for the release of any information. It is the responsibility of students to inform the Vice President of Student Services of their choice concerning release of information each Fall semester. If notification is not received by the Vice President, the answer on record remains in effect.
In addition, to provide for security of the student's information over the telephone and on the Web, a Personal Identification Number (PIN) will be required. The PIN is selected by the student the first time s/he accesses the telephone or Web. This same PIN will be used throughout the student's WVC career. If the PIN needs to be reset for any reason, please contact the Admissions Office.

**Student Conduct Code**

**5.8 Student Rights and Responsibilities**

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be 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 sponsorship of guest speakers or demonstrations students or student organizations speak only for themselves.

Students will be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the college before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

**5.8.4 Student Participation in Institutional Government**

As constituents of the college community, students shall be free individually and collectively to express their views on issues of college policy and on matters of general interest to the student body. The associated student body will participate in the formulation and application of college policy affecting academic and student affairs.

**5.8.5 Exercise of Rights of Citizenship**

Students will enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy. As members of the college community, they are subject to the obligations which accrue to them by virtue of this membership. District and/or college authority will not be extended to inhibit the exercise by students of their rights as citizens beyond the jurisdiction of the District.

**5.8.6 Student Membership in Organizations**

The Board of Trustees recognizes that any person qualifying for participation in classes of the 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 interpreting this policy to avoid student exploitation.

**5.8.8 Parking**

(Policy being considered in this area.)

**5.8.9 Vandalism**

Property of the District as well as that of individuals should be respected. Theft of any kind, the destruction and mutilation of media resource material or the equipment or buildings or grounds of the college are inconsistent with objectives of the District and good citizenship. Those engaging in vandalism are, therefore, subject to disciplinary action.

**5.8.10 Drug-Free Schools and Community Act**

The District prohibits the unlawful possession, use, or distribution of alcohol and other drugs by students and employees on the institution's property or at institutionally sponsored activities as defined in the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). General and specific information and assistance are provided by the Health Service and the Campus Assistance Program for students and the Personnel Office for employees. West Valley-Mission College students and employees are subject to sanctions as defined by the Student Handbook, Board Policies and other local State and Federal laws.

**5.8.11 Smoking in College Facilities**

Smoking is not permitted in the interior of any building at West Valley College and Mission College.
5.8.12 District and/or College Authority and Criminal Records
District and/or college regulations shall not be applicable, without due process of law, to a student who has been convicted in a criminal proceeding for an act to which the District regulations might otherwise apply.

5.8.13 Care of District Property
Each student in the District is responsible for the proper care of District property, supplies and equipment entrusted to her/his use. Students who lose or damage District property shall be notified in writing of the amounts due and the actions which may be taken for failure to pay. Such actions may include the imposition of fees for the loss, damage, or defacement of books and equipment; the cancellation of registration; the withholding of grades or transcript; and, in extreme cases, legal action.

5.8.14 Distribution Of Literature And/Or Soliciting Petition Signatures To Students On District Property
Pursuant to the provisions of California Educational Code, Section 76712, individuals/organizations wishing to distribute literature 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.

Distribution of literature or solicitation 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 themselves in a manner consistent with the educational purposes of the College. Students have many responsibilities when they become members of the West Valley-Mission College community. The Student Code of Conduct, local State and Federal laws and regulations, as well as other published rules, procedures and regulations provide a clear statement of those expectations.

Behavior that is not consistent with those standards will be subject to disciplinary sanctions and appropriate external sanctions. However, disciplinary proceedings should play a secondary role to counseling when admonitions have been present.

To protect the rights of students to due process, students will always be informed of the charges against them, be given an opportunity to refute the charges, and permitted an appeal of any decision. Disciplinary proceedings and their outcomes are confidential.

Complaint. A formal complaint or allegation of a violation on the part of a student may be lodged with Chief Student Services Officer (CSSO) by anyone. It is the CSSO's responsibility to determine whether the complaint qualifies as a disciplinary violation, grievance, or a matter which should be handled by the District Police or other law enforcement body.

Allegations or complaints of discrimination and/or sexual harassment will be investigated under the procedures noted in 5.8.20.3 through 5.8.21. When appropriate, disciplinary actions against a student or students may be recommended.

Chief Student Services Officer Hearing. The CSSO or designee may hold a formal hearing to review the allegations against a student or group of students and determine the appropriate disciplinary sanction. Written and oral evidence may be presented during the hearing by the student charged or other persons. The final decision of the CSSO shall be communicated to the student in writing within five working days after the hearing.

The student will have five (5) working days to file a formal written appeal of the CSSO's decision. The appeal is Step 2 of the discipline process and is with a formal Hearing Board. The CSSO may, because of the nature of the charges, refer the entire review to the Hearing Board without rendering a decision.

Hearing Board Review. The function of the Hearing Board is to be a review board for appeals and to hear student disciplinary cases referred by the CSSO. The Board will meet within 15 working days of the receipt of the appeal or referral.

All Board Hearings are confidential and shall include only Board members, defendant, CSSO witnesses, accused, and necessary security personnel. Legal counsel is not permitted by either party. The Board may call such witnesses and obtain such information, both oral and written, as is necessary to render a decision based on the appropriate disciplinary sanctions. All written statements shall be made available to the accused as well as all appropriate sections of the Educational Code or other rules and regulations. The Hearing Board shall deliberate in private and communicate their final decision to the student(s) in writing within five (5) working days of the ending of the hearing.

The accused student has two (2) working days to formally notify the President of the College of the desire to appeal the decision.

Appeal to President. The student has a right to appeal the decision of the Hearing Board to the President. The President shall hold an appeal hearing within ten (10) working days of the notice to appeal. The President shall review all the evidence previously submitted as well as any additional information provided by the accused. A final decision shall be made in writing by the President within two (2) days of the hearing date.

Appeal to the Chancellor. The student has the right to appeal the decision of the President to the Chancellor. Appeals must be in writing 2 working days of the decision of the President. The Chancellor will schedule a formal appeal with the student within 10 working days of the notice to appeal. A written decision will be made within 2 working days of the hearing.

Appeal to the Board of Trustees. The student has the right to appeal the decision of the President to the Board of Trustees. The appeal must be filed with the President's Office within two (2) days of the decision by the President.

The Board will conduct a hearing review within 30 days of the date of the appeal notice. The review will consist of all information presented at other levels in the process, plus any additional information presented by the accused.

The final action of the Board will be communicated in writing within two (2) days of the hearing. There is no appeal beyond the Board of Trustees.

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
- 15 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: Suspension 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.

2. The CSSO will inform the student and the faculty member requesting the removal of the student from class of his/her decision and will inform both the student and the faculty member of their respective rights of appeal.

3. Each college shall develop and adopt procedures to facilitate such appeal.

B. Exclusion from Class - Medical Reasons

There are occasions when students experience emotional problems to such an extent that they interfere with the educational progress of others and/or demonstrate behavior presenting a danger to themselves or to others. In such instances the District is obligated to protect other students’ rights to pursue their education and to take appropriate action, if necessary, to protect the student in question from harming himself or others. In most situations such as this the counseling center is able to elicit the cooperation of the student’s parents or relatives so they may obtain appropriate medical treatment for the student and/or withdrawal from college. Education Code Section 76021 states: “The Governing Board of the Community College may exclude from attendance on regular classes any student whose physical or mental disability is such to cause his attendance to be inimical to the welfare of other students.”

5.8.19 Policy On Cheating

Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarizing, or knowingly furnishing false information to College staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student’s work.

b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one’s own for a grade or points.
c. Plagiarism: unauthorized use of expression 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 of 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.

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 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.

5.8.20.2 Grievance Timelines

Complaint occurs and grievant has a maximum of 30 days to notify the College staff person/office:

10 working days for the informal meeting to occur (decision should made during the meeting or within two (2) days and communicated to grievant)
5 working days to file a Step 2 written grievance with the CSSO’s Office
10 working days to have the Department level meeting
2 working days for a written decision
5 working days to file a written Step 3 grievance with the CSSO’s Office
10 working days for the Hearing Board to meet
2 working days for a written decision
2 working days to initiate a formal appeal to the President
10 working days to meet with the President
2 working days for written decision
2 working days to initiate an appeal to the Chancellor
10 working days to meet with the Chancellor
2 working days for a written decision
2 working days to initiate an appeal to the Board of Trustees
30 working days to hold a formal appeal with the Board
2 working days for written decision.

Grievance timelines are specific, but may be deviated from because of scheduling difficulties and other reasonable problems. All delays must be communicated in writing to the student.

5.8.20.3 Sexual Harassment Grievance Policy

It is the policy of The District to maintain a learning and work environment that is free of sexual harassment. In accordance to District policy, employee complaints of sexual harassment are referred to the Director of Human Resources and Employee Relations.

Student complaints of sexual harassment are defined in this section of the Discipline/Grievance Policy. Sexual harassment as defined by Title VII of Civil Rights Act, Title IX of Educational Amendments of 1972, Office of Civil Rights and current District Policies is defined as:

a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another 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 conduct is used as a basis for employment or education decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or educational environment.

b. Sexual harassment may include, but is not limited to:
   1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures or cartoons.
   2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
   3. Implying or withholding support for an appointment, promotion, or change of assignment, suggesting poor performance report will be prepared; or suggesting probation will be failed. Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
   4. Coercive sexual behavior used to control, influence or affect the career, salary, and/or work environment of another employee, within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunity, grades, and/or learning environment of a student.
   5. Offering favors or educational employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

5.8.20.4 Complaints Against College Employees

Sexual harassment, as noted above, may take many forms. The goal of this policy is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made. All complaints, both formal and informal, will be handled with the strictest standard of confidentiality. The State Education Code, Title 5, Section 59334, requires that a single person investigate formal complaints. The Department Chair or the immediate supervisor of the employee. The student should specify the incident that caused the complaint and the action that, in the student's opinion, would resolve the matter.

b. Formal Level
   1. The Step 3 level is directly with the CSSO or the Director of Human Resources and Employee Relations. Appeal procedures beyond this level are determined by the District Personnel Policies. The student begins the formal discrimination procedure at this level if he or she believes it is necessary.

5.8.20.5 Complaints Against Other Students

Sexual harassment is a violation of the Student Code of Conduct, and students are subject to disciplinary sanction for this behavior. Complainants are placed into the CSSO at each campus.

5.8.21 Discrimination Grievance Procedures

It is the policy of The District to maintain an environment that is free from discrimination on the basis of race, ethnic background, national origin, sex, age, sexual preference, or physical or mental handicap.

Any student may file a complaint against a student or staff member under the provisions of this procedure. As with other grievances, there are both formal and informal complaint levels. The complaining student may, however, file a formal complaint directly with the Director of Human Resources and Employee Relations at any time.

a. Informal Level
   1. The lowest level of complaint is informal (Step 1), which is with the individual who caused the complaint. At this level the student informally attempts to resolve the situation to his/her satisfaction.
   2. The Step 2 level begins the formal process with the discrimination complaint. At this level the student places the complaint in writing and meets with the supervisor of the employee who has created the complaint.

b. Formal Level
   1. The Step 3 level is directly with the Director of Human Resources and Employee Relations.

5.8.22 Free Speech and Discriminatory Harassment

The District is committed to creating an educational environment that does not tolerate harassment or discrimination. At the same time, the College must protect the Constitutional Rights of free expression under the First Amendment.

5.8.23 Readmission of Expelled Student

The Board of Trustees of the West Valley-Mission Community College District will consider readmission of any former student expelled pursuant to board policy upon the presentation of evidence to substantiate the student’s ability to profit from the instruction offered.

EQUAL OPPORTUNITY

In compliance with numerous federal and state equal opportunity laws, the West Valley-Mission Community College District Governing Board has adopted a policy which prohibits discrimination in educational and employment activities. Collectively these laws prohibit discrimination on the basis of race, color, religion, sex, national origin, age, disability, ethnic group identification, medical condition, marital status, or ancestry in various activities such as admission of students, educational programs and courses, and personnel actions in employment. Different laws cover different activities.
All courses offered at West Valley-Mission Community College District are open to individuals of both sexes. Some courses may emphasize information related to either men or women specifically, but no course is prohibited to any student on the basis of sex.

SEXUAL HARASSMENT
In accordance with Title VII, Section 1604, it is the policy of the West Valley-Mission Community College District to provide students and employees with an environment which is free of sexual harassment. Complaints by employees or students should be directed to the Director, Human Resources and Employee Relations, West Valley College, Personnel Office, 14000 Fruitvale Avenue, Saratoga, CA 95070-5698. The telephone number is (408) 741-2060.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989
West Valley College subscribes to the standards of conduct that prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution’s property or institutionally sponsored activities as defined in the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). General and specific information and assistance is provided by the Health Service for students and the Personnel Office for employees. West Valley College students and employees are subject to sanctions as defined by Student Handbook, Board policies and other local, State, and Federal laws.

WEST VALLEY COLLEGE IS A DRUG-FREE CAMPUS
Both the abuse and moderate use of alcohol and illegal drugs can result in injury and death. While chronic problems are associated with long-term abuse, damage can occur from moderate or even a single experimental use of a substance. Alcohol and drug use seriously impair learning and motivation; disrupts the classroom; jeopardizes our physical and mental health; subjects us to criminal penalties; injures our families; erodes our relationships; and inhibits our ability to benefit from an education. West Valley College therefore asks you to support, maintain, and promote actively a drug-free learning environment by being aware and informing others of college policies, referral sources for help, and the substantial legal, personal, and health consequences associated with use. If you or someone you know is having problems with alcohol or drugs, seek out confidential assistance on-campus, or from one of the community agencies listed on this sheet.

District Policy
Item 5.8.13.8 prohibits the use, distribution, sale or possession of alcohol or unlawful drugs on college property or at events sponsored by the college.

Unlawful drugs include controlled substances such as marijuana, cocaine, amphetamines, heroin, opium, methadone, methaqualone, mescaline, peyote, phencyclidine (PCP), prescription drugs obtained illegally, and LSD, among others.

Health Consequences
- Even experimental use of a substance may result in:
  - impaired learning due to poor concentration, fatigue, drowsiness, anxiety, altered perception, confusion, indifference, depersonalization, memory loss, panic attacks, and drug-induced psychiatric problems.
  - impaired judgment leading to driving under the influence of alcohol/drugs, accidents, violent and abusive behavior, criminal acts, financial troubles, unwanted pregnancy, sexually transmitted diseases, acquaintance rape, attempted or accomplished suicide, permanent injury, or death as a result of substance overdose.
- The intravenous use of drugs can result in hepatitis, tetanus, abscesses, and AIDS.
- The use of stimulants can lead to cardiac fibrillation, heart attack, seizures, respiratory arrest and death.
- The most common negative health consequences from occasional drinking are trauma-related (i.e., auto accidents, violent and abusive acts) and involve both the drinker and non-drinking victims.
- Long-term alcohol abuse can cause brain damage, cirrhosis of the liver, hepatitis, permanent incoordination, ulcer disease, gastritis, pancreatitis, heart disease, stroke, anemia, sexual dysfunction, cancers, and many other health problems.

Legal Sanctions:
West Valley College
As a West Valley College student or employee you are subject to both college rules and regulations and the laws and penalties of the State of California for alcohol/drug offenses. As a student, if you are under the influence of alcohol and/or drugs, or if you are discovered selling, or dispensing drugs on campus or at any college function, you can be suspended, expelled and criminally prosecuted.

If you are an employee at West Valley College you may be placed on probation, terminated, and criminally prosecuted for the use, sale or possession of illegal drugs and/or alcohol on campus, or at college sponsored events.

State of California
For a first offense of driving under the influence of alcohol and/or drugs, you may serve 96 hours to six months in jail and pay a fine. It is unlawful for anyone with a blood alcohol content (BAC) level of .08 percent or above to drive a motor vehicle or ride a bicycle on a highway.

For possession of marijuana (1 oz. or less), you can be fined up to $100 and receive a criminal citation.

- For possession of marijuana (more than 1 oz.) you may receive up to 6 months in county jail, up to a $500 fine, or both.
- For possession of cocaine you can be imprisoned in a state prison.
- For sales of any illegal drug you can be imprisoned in a state prison.

Any person under the age of 21 years who has any alcoholic beverage in his or her possession on any street or highway or in any public place can be convicted of a misdemeanor.

It is a misdemeanor crime to sell, give, or furnish alcohol to anyone under 21 years of age.

Carriers of motor vehicle insurance can increase premiums, cancel or deny renewal as a result of driving-under-the-influence convictions.

FOR FREE CONFIDENTIAL ASSISTANCE
Contact the following services on campus:
- Members of the Campus Assistance Program (CAP).
- West Valley College Health Center (408) 741-2027

Self-Help groups on campus:
- For information about self-help groups on campus such as Co-Dependants 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
In accordance with approved District policy and Procedure, the following individual is designated as the Responsible Officer for grievances, complaints and questions.

| For complaints of sexual harassment or discrimination: |
| Director of Human Resources and Employee Relations |
| West Valley College, Personnel Office |
| 14000 Fruitvale Avenue |
| Saratoga, CA 95070-9698 (408) 741-2060 |

| If you are student seeking a reasonable accommodation under Section 504 or the ADA Act, See: |
| Tom Church, Disabled Students Program and Services |
| West Valley College, Building 17 |
| 14000 Fruitvale Avenue |
| Saratoga, CA 95070-9698 (408) 741-2010 |

WEST VALLEY COLLEGE NON-DISCRIMINATION STATEMENT

El Distrito de los colegios West Valley y Mission afirma su dedicación para mantener un ambiente de igualdad y prohibir descriminación basada en sexo, color, religion, edad, incapacidad física o mental, antepasado, origen nacional, raza, credo, condición medica, parentesco, o orientacion sexual en todo aspecto de sus programas educacionales y actividades. El Distrito se dedica a mantener un ambiente libre de acoso sexual e intimidación.


Chiều theo chính sách và thủ tục của học khu đã được chấp thuận, các cá nhân sau đây được chỉ định là viên-chúc trách-nhiệm giải-quyết các trách-mắc và khâu-nại:

- Về vấn đề xử lý nhiều tình-dục hoặc kỳ-thú:
  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-dập thọ-hàng các trách-mắc và đầu-khoản 504 hoặc đao-lết ADA, xin liên-tá với:

  Tom Church, Disabled Students Program and Services
  West Valley College, Building 17
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2010

Según la Política y Procedimientos aprobados por el Distrito los siguientes individuos han sido nombrados como los Representantes Responsables de los agravios, quejas y preguntas acerca de:

- Acoso sexual, Título 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/Inaplitadados, ADA, diríjase 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 diversely experienced counselors, located behind Administration & Records.

The primary goal of the College's counseling Department is to provide opportunities for students to clarify their values and goals, to make decisions and develop self-confidence, self-direction and self-esteem. Toward this goal, the following programs and services are offered:

**Academic Counseling**

Academic counseling includes educational goal-setting, exploring educational options and opportunities, evaluating educational potential, and providing the student with clear, concise and up-to-date educational information of all types.

**Career Counseling**

Career counseling provides the student with an opportunity for clarification and integration of career and educational goals, study of careers and life-styles, vocational and career testing, and presentation of resource speakers, special career counseling events and career decision making courses.

**Career Development and Human Development Courses**

A variety of counseling courses covers such topics as College Survival Skills, Careers and Lifestyles, Job Search Methods, Communication, Study Skills, Cross Cultural perspectives, and a wide range of personal growth subjects. The courses offer students an opportunity to explore academic, career and personal development within a structured group setting.

**Personal Counseling**

Personal counseling is provided on a limited basis to students who need and seek assistance in resolving personal, relational, self-identity, or health-related problems which are limiting or interfering with the student's ability to successfully pursue a college education.

**Personal Testing and Assessment**

Aptitude, ability, interest, achievement and personality testing and assessment provide students with information about themselves as part of a commitment to provide students with data necessary for continued growth and development as students in the College.

**Transfer and Career Center**

The Transfer and Career Center is located in the front of the Counseling building. The Center is supported by Student Services staff to assist students in preparing to transfer to four-year schools, selecting a career, and job search process.

The Transfer Function of the Center provides detailed information on transfer-institution requirements and assists with filling out applications and completing Transfer Admission Agreements. Regular visits of representatives from four-year schools are scheduled through the Center.

The Career Function of the Center includes classes taught by counselors and assistance to the individual student in using the Career Resource Library to explore various fields of employment. The EUREKA Career Information System (a computerized, up-to-date library of occupational and educational information) is available in the Career Center.

The Career Resource Library is a collection of books, articles, catalogs, tapes, and computer-based materials to assist the student in exploring jobs and careers.

**CAREER PROGRAMS CENTER**

The Career Programs Center, located in the Applied Arts and Sciences Building, Room 35, provides information, such as brochures and major sheets, on degree and certificate programs with career emphasis. Counseling support for career programs is available. In addition, job placement assistance is provided to help with researching and applying for job opportunities. Students can also enroll in Work Experience units.

**Job Placement**

The Career Programs Center also offers employment resource information on labor market trends, as well as career advisement and referrals to job openings. Job search assistance is available, such as access to Internet job listings, Jobtrak, and guidance for resume writing, cover letter composition, and interviewing techniques. Appointments are encouraged, but drop-ins are welcome. The Career Placement Advisor can be reached at (408) 741-2508.

**Work Experience**

Students may also visit the Career Programs Center to enroll in Work Experience units. Students can enroll in other “General” Work Experience, which will develop general job skills, vocational awareness, and understanding of successful employment, or “Occupational” Work Experience, which is directly related to the student’s field of study. Learning objectives are set up with a Faculty Advisor, and units are transferable to CSU and many private colleges. The Work Experience Coordinator can be reached at (408) 741-2661.

**Career Programs Resources**

Information on the following Career Programs is available:

- Accounting Clerk
- Administration of Justice
- Architecture
- Business Administration
- Administrative Careers, Levels I & II
- Management Careers
- Marketing Careers
- Retail Management
- Small Business Careers
- Business with International/Foreign Language Emphasis
- Child Studies
- ECE Certificate of Merit
- School Age Child Care
- Infant-Toddler Child Care
- Family Child Care Program
- Parent Education
- ECE Program Director
- ECE-Certificate of Proficiency I
- Child Development-Certificate of Proficiency II
- Computer Applications
- Computer Information Systems
- CIS-Business Application Option
- CIS-Programming Option
- Court Reporting and Related Technologies
- Legal Secretarial Studies
- Legal Transcription Technologist
- Note Reading and Scoping Technologies
- Office Assistant/Transcription Technologist
- Realtime Stenographic Interpreter
- Stenographic Computer-Aided Medical Transcription
- Desktop Publishing
- Digital Media/Internet Services
- Computer Arts: Animation
- Digital Media Design and Production
- Desktop Publishing
- Internet Services
- Digital Media Design and Production-Level 1
- Digital Media Design and Productio-Level 2
- Web Design and Production-Content Design Emphasis-Level 1
- Web Design and Production-Content Design emphasis-Level 2
- Web Design and Production-Production Emphasis Level 1
- Web Design and Production-Production Emphasis Level 2
- Web Design and Production-Development Emphasis-level 1
- Web Design and Production-Development Emphasis-level 2
- Web Design and Production - Web Production Emphasis Level II
- Fashion Design & Apparel Technology
- Apparel Design - Advanced Certificate
- Electronic Grading & Marking
- Electronic Patternmaking
- Apparel Production
- Computer Aided Surface Design
- Manual Surface Design

WEST VALLEY COLLEGE
2001 - 2002 CATALOG

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STUDENT GOVERNMENT AND ACTIVITIES
The District believes that participation in student government and activities enhances and enriches the student’s education. To foster participation by students, two distinct and identifiable programs are offered: Student Government and Student Activities.

Student Government at the College is represented by the Associated Students of West Valley College which annually elects its own administrative officers, student senators, and commissioners who are provided with practical leadership training and education in the functions of government and leadership. In addition, the Associated Student Body elects its own student trustee to the District Board of Trustees. The Student Senate is afforded a variety of opportunities to participate in various College-wide committees and task forces. All these activities serve to provide students with opportunities to participate in the decision and policy-making processes of the College.

Student Activities programs at the College provide a rich variety of opportunities for students to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities, whether College-wide or sponsored by a variety of special interest clubs and organizations, provide the student with opportunities for exploring and developing talents, making friends, realizing personal potential, and experiencing a sense of community at the College.

Information about student government and student activities participation opportunities are available in the Campus Center at West Valley College.

INTERCOLLEGIATE ATHLETICS
The College offers men’s and women’s sports at the intercollegiate level. West Valley College is a member of the Coast Conference and participates in football, cross country, water polo, soccer, basketball, track, baseball, softball, swimming, wrestling, and volleyball. Students interested in participation and in learning about eligibility requirements may contact the Department of Physical Education and Athletics at West Valley College.

SUPPORTED EDUCATION PROGRAM
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
Braille 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 re-entry, academic and career counseling and the friendship, encouragement and support needed to help an adult student feel confident, successful, and welcome at West Valley College.

ET services include:
- Back-to-school Welcome
- Career, Academic and Personal Counseling
- Peer advising
- Support Groups and Workshops
- Drop-in lounge

ET is located in the Learning Services building #17 and can be reached at 741-2022.
EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) and COOPERATIVE AGENCIES
RESOURCES FOR EDUCATION (CARE)
EOPS 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 Morin (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
• offers linked English 905 and 1A courses, Counseling 1, 5 and 12B
• encourages enrollment in History 12 English, counseling 50
• provides intensive and proactive counseling,
• provides students with college, peer and community mentors.
• connects students with support services on campus and with transfer institutions.
• provides cultural, events, social outings and visits to transfer institutions.

For further information, contact Carolyn Nash, Counseling Center, 741-2608 or Paulette Bouderoux, 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
Tutoring is available, without charge, to West Valley College students in both academic and vocational subjects. Tutoring is especially valuable for students who want to improve their study skills, who are entering college for the first time, or who are returning to school after a lengthy absence. Tutoring is done by qualified, trained tutors who have been recommended by faculty in the subject area. Students are also assisted in forming their own study groups.

If you would like to receive tutoring, come to Tutorial Services. We will arrange for you to meet with a tutor.

If you have a desire to help others, are knowledgeable in a subject, and wish to become a paid tutor, come to Tutorial Services to pick up an application. Phone 741-2038

LIBRARY SERVICES
The West Valley College Library offers numerous resources and services to students and faculty. These include personalized reference assistance, orientations tailored to class assignments, and classes in the utilization of materials and application of research techniques. Internet stations are available for patron use. Publications explaining resources and services in greater detail are also available.

The Library collection includes books, periodicals, pamphlets, reference materials, and audiovisual media. Books may be borrowed from the West Valley College or Mission College collection by using a college I.D. card.

The library provides study areas with individual carrels, small tables and lounge seating.

Library hours are posted at the front entrance to the library.

West Valley College Reference Desk 741-2029
West Valley College Circulation Desk 741-2028

BOOKSTORE
The Viking Bookstore is professionally managed by Barnes and Noble College Stores Corporation. Located behind the Student Center, the bookstore stocks all required text and supplies as well as a wide array of 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.

Phone: (408) 741-2015
CAMPUS CENTER
The Campus Center is the social and recreational center of West Valley College. Students, staff, faculty, and visitors to the campus make “The Hall” a busy and exciting hub of activity. A TV lounge, fireside area, and Student Art Gallery can be found on the lower levels. The upper level contains the main Information Counter plus a lounge, copy center, off-campus housing board, the Student Activities Office, Club and Baltic Rooms, Inter-Club Council Offices, Safety Escorts, master calendar of events, the Campus Cafeteria, and the Viking Bookstore. The Campus Center is also available for building rentals.

Phone: 741-2025
Student Activities Office: 741-2006

FOOD SERVICES
The Campus Center Cafe offers a variety of menu selections. Selections include hot breakfast, salad bar, mexican cuisine, deli bar, grill, baked goods, snacks and beverages. Vending machines are conveniently located throughout campus.

STUDENT ACTIVITIES OFFICE
The Student Activities program at West Valley College provides a rich variety of opportunities for students to participate in the planning, development and implementation of a wide variety of educational, cultural, social and recreational activities. These activities provide opportunities for students to explore and develop their talents, make new friends, realize personal potential and experience a sense of community at the college. For more information please call the Student Activities Office:

Phone: 741-2006

The Campus Center facility consists of the Campus Cafe, the Viking Bookstore, the District Police Business Office, the Student Art Gallery, Student Government Offices, meeting rooms, lounges, and lots of outdoor spaces. In addition, this space is available for outside rentals. For more information regarding the Campus Center please call:

Phone: (408) 741-2025

CHILD CARE SERVICES
Child Development Center
The Child Studies Department at West Valley College offers an early childhood program for children 2 to 5 years of age. The Child Development Centers are open from 7:30 a.m. to 4:00 p.m. Children must be two years old prior to enrollment in the program. Students, staff, faculty and community families are eligible for the program. Tuition subsidy is available for low income families. Eligibility 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 any on-campus student services locations. The West Valley/Mission College District Police Department submits monthly crime statistics to the Department of Justice. Current statistics are available from the Police Department and in the schedule of classes.

STUDENT FINANCIAL ASSISTANCE
Student financial assistance opens the door to post secondary education for many whom could not otherwise afford its cost. The purpose of financial aid is to assist eligible students in meeting education costs while attending school. Financial “need” is the difference between the school’s Cost of Education and the resources available to the student commonly termed EFC (Expected Family Contribution). Financial aid assistance comes in the form of gift aid (grants and scholarships) and self-help aid (jobs/loans). Students must apply for aid and submit all required documentation.

How to Apply
To apply the student must complete the Free Application for Federal Student Aid (FAFSA) either on line at: www.fafsa.ed.gov or submit a paper application to the federal processing center. There are additional documents that may be required. Be sure to respond immediately to any requests made by the financial aid office.

Financial Aid Programs
Federal
Pell Grant
Federal Supplemental Educational Opportunity Grant
Federal Work Study
Federal Family Education Loan Program

State Programs
Board of Governor’s Waiver
Cal Grant B and C
Cal WORKS
CARE
EOP&S

For more information about these programs, please contact the financial aid office.
Board of Governors Waiver (BOGW)
The Board of Governors Waiver (BOGW) is one of the financial aid programs available at the college. This program waives the enrollment fee and health fee for eligible students. It also waives a portion of the parking fees. Applicants must be California residents and meet one of the requirements listed:
1. Currently receive benefits from TANF, or SSI, or General Assistance/General Relief or be eligible for a Deceased/Disabled Veteran’s Dependent Fee Waiver OR;
2. Meet specific income levels (e.g., household of 1—$12,525) OR;
3. Have demonstrated financial need.
Interested applicants should stop by the Financial Aid Office prior to registering for courses and complete a one (1) page Board of Governors Waiver (BOGW) application form.

CalWORKs PROGRAM
If you are a student who receives CalWORKs/TANF (Temporary Assistance to Needy Families), you are eligible to receive individual career and personal counseling, services and support to help you succeed in school and meet the requirements of your CalWORKs plan. CalWORKs/TANF recipients (within two years off cash aid) are also eligible to participate. The CalWORKs Program can assist you with child care, books and supplies, transportation and other needs. Work study jobs, tutoring and support groups are also available. Our one-on-one job search and job placement assistance can help you with employment. “Your future is important to us!” For more information, give us a call 741-2098 or stop by the Career Programs Center AAS-35.

Veterans Administration Educational Benefits
Veterans enrolled at the College may be eligible for educational benefits under the Veterans Administration Educational Benefits Program. These benefits include a monthly educational allowance. Most, but not all, of the courses at the College are approved for payment of VA benefits.
Interested veterans and/or eligible dependents are urged to contact the Financial Aid Office located in the Admissions and Records Building or call (408) 741-2024.
In addition to the academic standards outlined in the West Valley Catalog and West Valley Schedule of Classes, Veterans collecting educational benefits will be subject to the following academic standards of the Veterans Administration for continuing eligibility:
1. Must maintain a minimum of at least a 2.0 (C) cumulative grade point average in course work attempted.
2. Veterans falling below a 2.0 (C) cumulative grade point average will be given a maximum of two (2) semesters to correct the academic deficiency and bring their cumulative grade point average to at least the 2.0 (C) minimum requirement.
3. Veterans whose cumulative grade point average remains below 2.0 (C) for more than two (2) semesters will be allowed to pursue their educational goal but will not be certified for veteran’s educational benefits until such time as their cumulative grade point average is at least 2.0 (C) or higher.

Scholarship Program
The West Valley College Scholarship Program is administered by the Financial Aid Office, and funds are provided by West Valley College Scholarship and Development Fund (Payroll Deduction Program Donors), the West Valley/Mission Colleges Foundation, and various organizations and individual donors. Application process is usually from December 1, through the end of February. The awards will be announced in May for the following year. (i.e., Feb., 2003 deadline for the 2002/2003 school year.)
The Financial Aid Office also maintains information on various scholarships offered and administered by outside donors and organizations.
Interested applicants should contact the Financial Aid Office for more information a (408) 741-2024.

Emergency Loans
The college also provides emergency loans from $50 to $225 a semester. These loans are made by the West Valley-Mission Colleges Foundation and are to be repaid within an eight week period. Applicants must be continuing students at the college (i.e., have earned at least 12 units at the college) and must submit a one-page application form with required documents.
Board of Trustees

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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

FISHBAUGH, DAVE, 1993
Dean, Learning Resources
A.A. in Interdisciplinary Studies, Chabot College; A.B. in English, University of California, Berkeley; M.L.S. in Library Science, San Jose State; Post-Master’s Certificate in Library Management, University of California, Berkeley.

FOX, MARCHELLE S., 1996
President
B.A. in Education, San Diego State University; M.A. in Human Development, Pacific Oaks College, Pasadena; Ph.D. in Educational Administration, University of Texas, Austin.

HUBBARD, GARY, 1969
Dean, Community Education
B.A. in Journalism; M.A. in Education, San Jose State University.

MYERS III, EDWARD M., 1987
Vice President, Student Services
B.S. in Government; M.S. in Education, Iowa State University; Ph.D. in Education, University of Colorado.

PELTZ, STEPHEN K., 1976
Instructional Technology/Distance Learning Coordinator
B.A. in Graphic Design and Photography, San Jose State University; M.A. in Instructional Technology, San Jose State University; additional graduate studies at University of California Berkeley; University of California Santa Cruz; San Jose State University.

ROBLES, HARRIETT J., 1981
Dean of Instruction/Matriculation
B.A. in Comparative Literature, Occidental College; M.A. in Comparative Literature, University of California, Berkeley; Ed.D. in Educational Leadership and Change, The Fielding Institute; TESOL Certificate, University of Santa Clara; additional graduate study, San Jose State University, and University of California, Berkeley.

SAMUELS, JOSEPH R., 1986
Vice President, Instruction
B.S. in Education; M.S. in Education Administration, Kent State University, Kent, Ohio; Ed.D. in Organization/Leadership, University of San Francisco.

Dean, Career Education/Workforce Development
Vacant

Dean of Information Technology and Services
Vacant

Economic Development Managers

COATES, E LINOR SUE, 1996
Director, California Procurement Training and Assistance Center
Serving as a non-certificated staff instructor in government contracting for small businesses. BS in Management, Golden Gate University, cum laude; Master of Public Administration (MPA), University of San Francisco; Certificate in Contract Administration, University of California Berkeley Extension; additional graduate work at various universities; Certified Professional Contracts Manager; CCC Instructor Credential both in Business and Industrial Management, and in Public Services and Administration.

ESMAILI, DAVID, 1998
Director, Advanced Transportation Technologies
Bachelors Degree in Political Economy of Natural Resources from the University of California at Berkeley and has done graduate work in Environmental Studies at San Jose State University. After graduation for U.C. Berkeley David co-founded and served as vice-president of the South Bay Young Blues (a California Alumni Club).

MINOR, ELZA, 1995
Director, Small Business Development Center
Occidental College, Los Angeles, MA, Urban Administration St. Mary’s College, Moraga, CA, BA Management, University of Iowa, Iowa City, IA BA National Urban Fellow, Yale University, New Haven, CT.

NEGASH, ALMAZ, 1999
B.A. Degree in International Business and has studied related subjects in Japan and the Netherlands. Ms. Negash will be graduating with a Master in Business Administration in June 2002.

OLIVER, JENNIFER, 1998
Program Manager, Workforce Education
B.A. in English and Psychology, Marquette University, Milwaukee, Wisconsin; M.S. in Vocational Rehabilitation Counseling, University of Wisconsin, Milwaukee, Wisconsin; Credential in Educational Administration, California State University, Los Angeles.
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-bi-Wien, Austria; Vocal Studies at the San Francisco Conservatory of Music; Candidate for the Ph.D. in Romance Languages and Literatures, University of California, Berkeley.

AITKEN, SALLY S., 1989
Department Chair 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/Instructor/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 study in education, 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.

ANTHONY, ROBERT, 2000
Instructor in Digital Media

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.

AUFHAUSER, KIM, 1991
Instructor and Department Chair
Park Management
B.S. in Wildlife Management, Humboldt State University, M.A. in Experiential-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
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.

BARRETT, GORDON E., 1970
Instructor in English
A.A. in English, Antelope Valley College; B.A. in English, University of California, Berkeley; M.A. in English, University of California, Santa Barbara; additional graduate study at University of California, Santa Cruz, and University of California, Berkeley.

BARTA, GAIL ANN, 1991
Instructor in English as a Second Language
B.A. in French, Eastern Illinois University; Diploma Annuel, University of Paris; M.A. in Spanish, San Jose State University; additional graduate study at University of California, Santa Cruz.

BARTHALONI, ROBERTA, 1993
Instructor in Biology
B.S. in Biology, Antelope Valley College; B.S. in Botany, University of California, Santa Cruz; Ph.D. in Ecology, University of California.

BELL, EMILY, 2000
Instructor in Biology
B.S. in Botany, University of California, Santa Cruz. M.S. in Biology, University of California.

BENKOSKI, STANLEY J., 1999
Instructor of Mathematics
B.A. in Mathematics, University of California, Riverside; M.A. in Mathematics, California State University, San Diego; Ph.D. in Mathematics, The Pennsylvania State University.

BERLANI, ROBERTA, 1980
Instructor in Business
B.S. in Business Administration, Stanford University; M.S. in Mathematics, San Jose State 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 Education, San Jose State University; additional graduate study, San Jose State University; College of Notre Dame, DePaul University.

BOON, 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.

BORDEAUX, 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 (MPPH), University of North Carolina, Chapel Hill, Registered Dietitian (RD), American Dietetic Association.

BROWN, HEIDI, 2000
Instructor in Art
B.A. Art History and B.A. Studio Art, University of Santa Cruz. M.A.; University of Kansas.

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. in Social Science, 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., 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, West Virginia University; Master of Music, West Virginia University.

CHAVEZ, ROBERT, 1979
Instructor in Foreign Languages
B.A. in Spanish and French, Southwestern College, Winfield, Kansas; M.A. in Spanish, Wichita State University, Wichita,ansas; 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.

CHURCH, TOM, 2000
Coordinator, Supported Education Program
B.A. degrees in Psychology and History, Min Sopor College; MED degree in Guidance and Counseling, Memphis University, Ph.D. candidate, Fielding Institute, Human and Organizational Development Certified Rehabilitation Counselor; Senior Disability Analyst and Diplomate, American Board of Disability Analysts.

CIRIULO, DON, 1995
Instructor in Philosophy
B.A. in Philosophy and English, San Jose State University; M.A. in Philosophy, San Jose State University.

CISNEROS, REBECCA, 1999
Instructor in English
B.A. in English, St. Mary's College; M.A. in English 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, School and Clinical Counseling, San Francisco State University; PPS Credential, San Francisco State University.

CLARK, PAULINE, 1987
Counselor/Instructor
B.S. in Home Economics Education, Texas Technological University; M.A. in Marriage, Family, and Child Counseling, Santa Clara University; Licensed Marriage, Family, Child Counselor; Certificate in Drug and Alcohol Studies, San Jose State University; additional graduate study, University of California, Santa Cruz; San Jose State University.

COLSON, JUDITH, 1995
Instructor in Supported Education
A.A. in Social Science, Canada College; B.A. in Liberal Arts, California State University Chico; M.A. in Education with emphasis in Special Education, Santa Clara University.

COLSON, KENNETH M., 1967
Instructor in Anthropology
B.A. in Anthropology, University of California, Berkeley; M.A. in Anthropology, San Francisco State University; additional graduate study, Jadavpur University, Calcutta, India; San Jose State University.

CRUMLEY, MAXWELL, 1991
Instructor in Photography Lab Faculty Specialist
M.A. in Instructional Technology, San Jose State University.

CRUZ, CHRISTOPHER, 1998
Instructor, Park Management

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
Instructor in Computer Applications
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.

DE BARLING, ANA MARIA, 1994
Instructor in Foreign Language
Undergraduate Studies in Spanish, Universidad Complutense de Madrid, Spain; B.A. in Spanish Language, San Jose State University; MA in Spanish American Literature, San Jose State University, Ed.D. in Curriculum and Instruction, University of the Pacific; post graduate studies, University of Villanova, University of South Carolina and Universidad de Guadalajara, University of San Diego.

DES LAURIERS, THOMAS, 1998
Lab Faculty Specialist
B.A. in Elementary Education, University of North Carolina at Wilmington; M.A. in Education, East Carolina University.

DOUGHERTY, KATHRYN, 1969
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
Instructor, Computer Applications, Tech Prep Director
B.S. in Business Management, University of San Francisco.

EKERN, YVONNE, 1996
Department Chair/Instructor in Paralegal
B.A. in English, University of California, Davis; J.D., University of Idaho; California teaching credential; University of California, Davis. Co-author of the text 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.

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.

FRIECE, 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.

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./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.

GOLBETZ, TOM, 1998
Counselor
B.A. in Psychology, UC Santa Barbara; M.A. in Counseling, San Diego State University; additional graduate study, San Francisco State University and 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.

HAMILTON, 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, 1967
Instructor in Physical Education, Football Coach
B.A. in Physical Education, Western State College, Colorado; M.Ed. Colorado State University.

HANNA, LARRY S., 1985
Instructor in Mathematics
B.S. in Mathematics, Harvey Mudd College; M.A. in Mathematics, Claremont Graduate School.

HARRIS, KENT, 1980
Instructor in Mathematics/Physics
B.S. in Physics, Utah State University; M.S. in Physics, Stanford University; Ph.D. Nuclear Engineering, Stanford University.

HARRISON, BLAINE, 1998
Instructor of Chemistry
B.S. in Bio-Chemistry, Cal Poly State University (San Luis Obispo); Ph.D. in Chemistry, University of California, Santa Cruz; additional graduate work, Sacramento State University.

HEARN, LESTER C., JR., 1969
Instructor in Health and Physical Education, Women’s Softball Coach
B.A. in Physical Education, M.A. in Health Education–P.E. San Francisco State University; additional graduate study, California State University, Hayward.

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
EO/P/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.

HUB, PHILIP L., 1999
Instructor in English
B.A. in Literature/Writing from University of California, San Diego (6’94); 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

JAMES, HEIDI, 1999
Instructor in Physical Education
B.S. degree in Animal Science from Cal Poly, San Luis Obispo; M.A. degree in Exercise Physiology from San Jose State University. Health Fitness Instructor and Group Exercise Leader Certifications through the American College of Sports Medicine. Professional Triathlete, USA Triathlon.

JANKE, EDWARD, 1993
Instructor in Architecture
Bachelor of Architecture, California Polytechnic State University, San Luis Obispo; Master of Architecture, University of Virginia; AIA; NCARB

JAVAN, FARANEH, 1998
Instructor in Health Care Technologies
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.

KAHN, CAROLEE, 2000
Computer Applications and Digital Media/Internet Services
B.A. American University, Washington DC; MA-SJSU Instructional Technology.

KENSTOWICZ, JOSEPH A., 1970
Instructor in Mathematics
B.A. in Mathematics, San Jose State University; M.S. in Mathematics, California State University, Hayward.

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
Instructor in Accounting
B.A. in Accounting, Yonsei University (Seoul, Korea); M.L.S. in Library Science, Kent State University.
KING, LINDA B., 1971
Instructor in Anthropology, Geography
B.A. in Anthropology, University of California, Los Angeles; M.A. in Anthropology, University of California, Davis; Ph.D. in Anthropology, University of California, Los Angeles.

KNIGHT, CAROL, 1990
Instructor in Physical Education
Coach, Women’s Volleyball
Director, Intramural Sports
B.S. in Kinesiology and Physical Education, California State University, Hayward; California Community College Instructors Credential.

KOONS, SUZANNE, 1995
Department Chair/Instructor
Instructor in English as a Second Language
B.A. in English, Texas A&M University; M.A. in Teaching ESL, University of California, Los Angeles.

KOPERNIK, ALMA, 1997
Lab Faculty Specialist
B.S. 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.

LAWLOR, 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.

LOPEZ, ROBERT, 2000
Instructor in Geology
Ph.D. in Earth Sciences, University of California, Santa Cruz; B.S. in Geology, California State University, Hayward; A.A. in general studies, Palomar Community College; additional graduate study, the University of New Mexico, Albuquerque; Post doctoral work at Universidad Nacional Autonoma de Mexico and University of California, Santa Cruz.

LORIMER, MICHAEL, 1988
Instructor in Architecture
B.A. and M.Arch. in Architecture, University of California, Berkeley; AIA.

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.

MAJA, JULIE, 1990
Instructor in English
A.A. in Language Arts, Laney College; B.A., M.A. and C.Phil. in English Literature, University of California, Berkeley.

MALMUTH-ONN, ANN, 1981
Coordinator, Honors
Instructor in Physical Education and Dance
B.A. in Anthropology, Stanford University; M.A. in Education–Dance, Stanford University; additional graduate study, Tel Aviv University, University of California, Santa Cruz.

McCAIN, 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. 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, Minoita Planetarium at De Anza College.

MILLER, CHERYL, 1995
Instructor in SEP, Learning Specialist
B.A. in Speech Pathology and Audiology, University of Vermont; M.A. in Speech and Language Pathology, Northwestern University.

MIN, KYUNGHI (KAEE), 1995
Fashion Design & Apparel Technology
Department Chair/Instructor

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.

MOORE-WINES, KATHERINE, 2001
Instructor in Child Studies
B.S. in Education, Child and Family Studies, Bowling Green State University, Bowling Green, Ohio; M.A. Human Development, the Merill-Palmer Institute of Wayne State University, Detroit, Michigan. Additional graduate study, Pacific Oaks College.

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, Stanford 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. in Biology and M.S. in Physiology, UC Riverside

PHAM, KIM MAN, 1992
Instructor in Mathematics
B.S. in Mathematics, University of California, Davis; M.A. in Mathematics, University of California, Davis.

PINET, CELINE, 1981
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, 1993
Certified Family Wellness Instructor.

PIROMO, NANCY, 1996
Instructor in Computer and Information Systems
B.S. in Mathematics, San Jose State University; Instituto Cultural Guadalajara; M.A. in Counseling, Pepperdine University; M.S. in Counseling Psychology, Santa Clara University; National Certified Counselor.

PLUTYNSKI, LINDA, 1993
Instructor in English
B.A. in English, University of California, Berkeley; M.A. in English, 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, 1996
Instructor in Computer Applications, Digital Media
B.S. in Graphic Design, La Roche College; M.F.A in Computer Graphics, Rochester Institute of Technology.

REEC, MICHELLE, 2000
Instructor in Psychology
B.S. in Psychology, Santa Clara University; M.A. in Counseling, University of San Francisco; additional graduate study, University of California, Santa Cruz; University of California, Berkeley; Certification in Advanced Relapse Therapy (RPT).

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.

ROMER, NANCY, 1996
Interim EOPS Director
B.A. in English, Cal Poly, San Luis Obispo; M.S. in Therapeutic Recreation, San Jose State University; Certified Family Wellness Instructor.

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
Instructor in Public Relations
B.A. in Political Science, University of California, Riverside; M.A. in Counseling and Guidance, Syracuse University.

RUDY, DIANE, 1983
Instructor in Physical Education, Athletics

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 Southeastern University, Florida. Doctor of Jurisprudence (J.D.) work in progress; Lincoln Law School of San Jose, Peninsula University Law School. Additional graduate work at USC, Member, Santa Clara County Bar Association and Association of American Attorneys. Author of five books, 7 audio cassette and 10 video instructional packages.

SCHREIBSTEIN, LEN, 1992
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; M.F.A. in English, University of Massachusetts Amherst, Teacher Consultant for San Jose Area Writing Project.

SELLECK, SYLVIA A., 1975
Counselor
B.A. in Journalism, California State University, Fresno; M.S. in Rehabilitation Counseling, California State University, San Francisco.

SENTENAY, 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.

SMITH, SUSAN, 2000
Instructor in Reading
B.A. in English and minor in French, Butler University, Indianapolis, Indiana; M.Ed. in Education with an emphasis in reading, Kutztown University, Kutztown, Pennsylvania; additional graduate work in English, Indiana University.

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; College of Notre Dame.

SVENSSON, PETER, 2000
Instructor of Biology
B.S. in Biology, University of Lund (Sweden). M.A. in Biology, University of California, Santa Cruz.

TEMKIN, DOUGLAS, 1990
Instructor in English
B.A. in English Language and Literature, DePaul University; M.A. in English Language and Literature, New York University; Postgraduate study, University of California, Berkeley; University of California, Santa Barbara.
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)

BENSON, BART
B.A., Instructor in English (1967-2001)

BERRY, SANDRA M.
A.A., Instructional Computer Lab Faculty (1966-1992)

BLAIR, JOAN
B.S., Instructor in Home Economics (1975-1994)

BLANKENSHIP, DON M.
M.A., Instructor in English (1966-1996)

BONFIGLIO, JOSEPH F.

BONNET, PAUL
M.A., Librarian (1967-1993)

BRADLEY, JACK

BRAINARD, DAVID G.
J.D., Instructor in Business (1981-1993)

BULLOCK, TOM

CADENA, AL

CASPER, MARY H.
M.A., Instructor in English (1968-1992)

CEFALONI, DONALD
P.M.A., Librarian (1969-1993)

CHOI, TERENCE T
Instructor in Art (1990-2003)

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.
DAVIS, JOE E  
A.B., Instructor in Music Education (1966-2001)

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 (1974-1985)

FREE, JOY  
M.S., Instructor in Physical Education (1969-1999)

GANDEL, FRED J.  
B.A., Instructor in Music (1975-2001)

GARDNER, KATHRYN M.  
M.A., Instructor in Reading (1977-1993)

GARNEL, HOWARD  
B.S. and M.A., Instructor in Chemistry (1972-1998)

GEREDES, THEODORE DEAN  
B.S., Instructor in Engineering (1967-2001)

GRATON, PAUL  
M.S., Counselor (1964-1965)

GRUBB, GEORGE  
M.A., Instructor in Physical Science (1965-1979)

H AY E L, B A R R O N R  
Instructor in Biology (1967-2000)

HALL, HUGH  
M.S., Librarian (1964-1982)

HANSEN, JAMES D.  
B.A. Instructor in Sociology (1969-2001)

HARRIS, LYDIA  
Ph.D., Instructor in Child Studies (1976-2000)

HAWKS, DORIS  
R.N., Instructor in Vocational Nursing (1969-1979)

HERMAN, THEODORE C.  
B.S., Geology (1967-2000)

HERNANDEZ, JOSEPHINE  
M.A., Counselor (1975-1996)

HOPPER, DIANA,  

HOWARD, LAURA M.  
B.A. Instructor in Court Reporting (1979-1998)

HULS, HARRIETT N.  
M.A., Instructor in Biology (1968-1996)

HUSTON, Vivian  
M.A., Counselor (1986-1979)

HUNTER, GLENNNA  

JAMES, JANE  
M.A., Instructor in Art (1965-1988)

JEWEL, KENNETH  
M.A., Instructor in Music (1964-1985)

JOHNSON, DONALD M.,  
M.A. Instructor in Psychology (1965-2000)

JOHNSON, WALTER E.  
M.J, Instructor in English (1965-1991)

KANNER, LEE C.  
Ph.D., Instructor in Mathematics (1981-1996)

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  

LEDWIT, BEVERLY E.  

LEWIS, CAROLYN  
B.A., Instructor in Reading (1979-1998)

LIVINGSTONE, JOSEPH T.  
B.A. Counselor (1964-1998)

LIANNIDES, 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)

M A N D E L L, J O S E P H D.  

M A R K U M, J O S E P H A. J. R.  
M.A., Instructor in Electronics (1965-1990)

M A R T I N E Z, MAC  

McCRAHON, BETTY  

McGOLDRICK, LARRI  
Student Health Coordinator (1979-1987)

M I L L E R, GEORGE  

M I R C H, EDWARD C.  

M O R T E N S E N, GWENNA  
M.S., Counselor (1965-1987)

M O R R I S, L. R O N A L D  
M.S., Instructor in Biology (1968-1999)

M O U N T E E R, K. G E N E  

MOWATT, WILLIAM D  
B.S., Instructor in English (1969-1998)

N E R E N B E R G, L I L L I A N  
J.D., Instructor in Political Science (1965-1990)

N Y Q U I S T, G E N E  

O’BRIEN, BETTY  
M.A., Instructor in Reading (1985-1994)

O’BRIEN, PAUL  
Ph.D., Instructor in Chemistry (1978-1998)

O R E T T, K E N N E T H  
M.A., Instructor in Art (1964-1986)

O R T O N, G E O R G E  

O T T, BILL  
M. Ed., Counselor (1965-1997)

P A R S O N S, ALICE  

P E A R C E, F R A N K  
Ph.D. Instructor in Biology (1981-1999)

P E A S E, J A C K G.  
M.N.S., Instructor in Mathematics (1964-1992)

P E C K H A M, D O N A L D  

P E R R Y, W I L L I A M J.  

P E T E R S, E D W A R D  
M.S., Instructor in Chemistry (1965-1987)

P O L E Y, G E O R G E  
M.A., Instructor in Chemistry (1964-1978)

P O M P O S O, T O M  
M.A., Instructor in Foreign Languages (1966-1993)

P R U C H A, I S A B E L  
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  
Ph.D., in Counseling (1978-2000)

RINEHART, ANN  
M.A., Instructor in Art (1975-1988)

RIVERA, MICHAEL  

RUSSELL, ROBERT G.  
M.S., Instructor in Mathematics (1964-1993)

SABIN, PETER S.  

SCHWENDINGER, DICK  
M.A., Instructor in Physical Education (1964-1987)

SCOTT, MARVIN  
M.A., Instructor in Music and Humanities (1965-1977)

SEEFE LD, QUINTER  
Ph.D., Instructor in Foreign Languages (1969-1993)

SEIQUIST, JACK  

SHERWOOD, PATRICIA, 1978  
M.F.A. Instructor in Art (1978-1998)

SIMPSON, CLAUDINE H.  

SMITH, DEBOYD  
M.A., Instructor in Biological Science (1964-1978)

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)

SULLIVAN, A. FAY  
M.A., Instructor in English (1967-1987)

SUTTER, ROBERT  
M.A., Instructor in Physical Education (1965-1983)

SWENSON, LARRY G.  
M.A. Instructor in Psychology (1964-1998)

TANG, CLAYTON  
M.A., Instructor in Business and Accounting (1964-1989)

THOMAS, LEWIS  
Ph.D., Instructor in Journalism (1964-1979)

TREBBE, EDWIN S.  
M.A., Counselor (1965-1993)

TRULSSON, BERTON  
M.A., Instructor in Speech (1967-1985)

TUSCHER, MELVIN F.  
Ed.D., Instructor in Mathematics (1964-1993)

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, EGN  
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)
CRUMB, LINDA, 2001
Program Assistant, CPTAC

CUMMINGS, CECILE, 2000
Career Placement Advisory, Career Education

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.

GAGLIASSO, LAURA, 1998
Master Teacher, Child Development Center
A.S. Degree in Child Development, West Valley College

GILES, JEANNE L, 1986
Transfer/Career Advisor, Student Services

GRIFFEN, JEFF, 2001
Instructional Lab Tech, Tutorial Services

GREEN, VICTORIA, 1991
Student Services Technician, Admissions and Records

HALL, JOHNATHAN, 2000
Library/Media Technician, Library. B.A. Political Science, San Jose State University; A.A. Library Technology, Foothill; A.A. Art, West Valley College.

HALLOCK, ROSALIE, 1985
Library/Media Technician, Library

HAWKINS, RANDAL, 1988
B.M. Furman University; D.M.A. in Music, Peabody Institute of the Johns Hopkins University.

HAYSJIP, 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

HAZAN, GRACE, 1984
Senior Administrative Assistant Academic Senate
B.A. in Psychology, San Jose State University.

HERRERA, LUIS, 1990
Custodian, Campus Center

HELD, CHERYL, 1990
Program Assistant

HICKS, YVONNE, 1994
Program Assistant, Community Education.

HERNANDEZ, KARLA, 1999
Instructional lab technician, Theatre Arts Costume.

HORNSTEIN, DIANE, 2001
Administrative Assistant, Senior, Instructional Computing.

JOHNSON, MICHAEL, 1999
Instructional Lab Technician, Art

JONES, CARL, 1989
Graphic Designer, Instructional Development
B.A. Rhetoric/Communications, U.C. Davis; Graphic Design Certificate Courses, U.C. 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

KENT, MAUREEN, 2000
Director of Financial Aid
Bachelor’s degree from the University of San Francisco and has been in the financial aid profession since 1973.

KINLEY, LAUREL, 1998
Library/Media Assistant, Library

KIRKLAND, RHONDA, 1996
Student Services Technician, Financial Aid

KOSCIELNIAK, DENISE, 1987
Coordinator of Equipment for P.E. and Athletics
B.S. in PE/Sports Administration, minor Athletic Training; University of Evansville, IN; A.S. in Respiratory Therapy, Foothill College.

LANE, PETER, 1994
Instructional, Lab Technician, Science Biology

LANGWORTHY, TERESA, 1995
Office Coordinator, Senior, Fine Arts

LAUTERMILCH, JANE, 1996
Student Services Technician, Admissions & Records

LEE, DEREK (RICK), 1992
Financial Analyst, Budget and Planning

LIENHART, KATY, 1979
Library/Media Technician, Library

LIN, JANET, 1999
Library/Media Technician, Library

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 Villarreal; Lima, Peru

MACIEL, ELIZABETH, 1998
Program Assistant, Community Education

MARCANDINO, CORA, 1989
Administrative Specialist, Personnel

MASSEY, JOANNE, 1999
Student Services Technician, Counseling

McCONNELL, REBECCA, 1995
Senior Administrative Assistant, Small Business Development Center

McDEVIT, JR., JOSEPH MICHAEL 1998
Outreach Specialist
B.A. in Spanish Literature and Government, Skidmore College

MORAN, MARGERY, 1983
Graphic Designer, Printing Services

MURRAY, CAL, 1995
Instructional Lab Technician, Chemistry/Physics, Science

NAY, ELISA, 1998
Master Teacher, Child Development Center

NEGASH, ABRAHAM, 2000
Library/Media Technician, Library
A.A. in Library Science, University of Addis-Ababa, Ethiopia; B.A. in Management, University of Asmara, Eritrea

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, 1998
Interim Supervisor, Admissions & Records

OWEN, CASSANDRA S., 1988
Office Coordinator, Senior, Applied Arts and Sciences
B.A. in Journalism, University of Montana

PACKER, LYNNETTE, 1982
Administrative Assistant, Senior, Library

PECH, CHIUNG, 1996
Custodian, Campus Center

PETERSON, GERI, 1997
Senior Administrative Assistant, Career Center

PHAM, LIEN, 1998
Financial Aid Advisor, Financial Aid
A.S. in Biological Science, West Valley College, Saratoga

POMPOSO, SIGLINGE, 1988
Instructional Assistant, Foreign Language, Language Arts

PREKOWITZ, ROBERT, 1980
Instructional Lab Technician, Art

PRITCHETT, PAULA, 1976
Supervisor, Admissions and Records
A.A. Degree, West Valley College; Certificate Supervision and Management

QWAN, DIANE W., 1979
Library/Media Technician, Library

RAMIREZ, ELIZABETH, 1990
Student Services Technician, Admissions and Records

RHOADS, CAROLYN 1991
Office Coordinator, Senior Science/Math
A.S. in Office Administration, West Valley College

ROBERTS, KENNETH, 1999
Office Assistant, Social Science

ROBINSON, SHIRLEY, 1971
Student Records Advisor, Admissions and Records
A.S. Secretarial and Office Administration/Clerical, West Valley College
RODRIGUEZ, CYNDI, 2001
Student Services Technician, Admissions and Records.

ROMER, NANCY, 1996
Interim EOPS Director
B.A. in English, Cal Poly, San Luis Obispo; M.S. in Therapeutic Recreation, San Jose State University; Certified Family Wellness Instructor

SACCO, GERRI, 1986
Office Coordinator, Health Center

SADAT-AKHAVI, NASROLLAH, 1992
Offset Printer, Printing Services
B.A. in Microbiology, San Jose State University
B.S. Printing Technology, Mission College
B.S. Photography, West Valley College

SCALETTA, MICHAEL, 1994
Instructional Assistant, B.A. Interdisciplinary Studies. Supported Education Program/Student Services

SHAPIRO, VICKI, 1971
Student Services Technician, Counseling
A.S. Secretarial, West Valley College

SHARON, SHELTON, 2001
Office Assistant, Supported Education Program/Student Services

SHIH, SANDY, 1987
Finance Technician, Viking Bookstore

SHUETT, ROBERT, 2001
Student Services Technician, Admissions and Records

SMITH, SUE, 1998
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